**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12093&utm_source=template-word&utm_medium=content&utm_campaign=Ethical+AI+Guidelines+Planning+Workbook-word-12093&lpa=Ethical+AI+Guidelines+Planning+Workbook+word+12093)AI Ethical Guidelines   
Planning Workbook**

DATE:

For any business considering adopting AI practices, a company-wide ethical handbook is essential. Use this workbook to guide you through writing an AI ethical handbook that promotes responsible and ethical AI adoption, aligns with your company values, and helps you foster a culture of trust and reliability in your organization.

CORE VALUES

*Reflect on your company’s core values. What sets you apart from your competitors? AI solutions aside, what sort of ethical value system do you want to promote with your customers and employees? Now, how will you align these values with your AI objectives?*

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EXTERNAL INPUT

*Consider input from all stakeholders, from partners, employees, customers, and industry leaders. Gather as many diverse perspectives as you can from various departments within your company. What are the main concerns raised?*

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ACTIONABLE GUIDELINES

*Draft some actionable guidelines that respond to each principle. Here are some example principles to consider for a new AI system — how can you ensure each of these principles?*

* *Fairness and non-discrimination*
* *Transparency*
* *Sustainability*
* *Human oversight*
* *Safety, privacy, and security*
* *Accountability*
* *Legal regulations*

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EVALUATE RISKS

*Evaluate the risks associated with AI deployment in your company. What might be the unintended consequences of your initiative? What strategies would you require to mitigate risk? These will form the basis for many of your ethical guidelines.*

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PROCESS AND PRINCIPLES

*Consider the process you would use to ensure that your principles are always top of mind.*

* *Create an AI ethics committee to help hold the company accountable.*
* *Devise training to ensure that employees are aware of regulations, industry standards, and laws.*

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IMPLEMENTATION STRATEGIES

*Think of implementation strategies. What action item accompanies each of your principles? What processes will you implement to ensure that these actions are followed? Who will take ownership of each of these processes?*

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REVIEW THE COMPETITION

*List examples of companies that have deployed AI ethically or unethically. What are their stories? What best practices do they reveal for your own purpose?*

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DELIVERABLES

*Outline the potential formats for your handbook. How can you most clearly and effectively convey to your employees and to external stakeholders what your priorities are? Consider the following:*

* *Introduction: Outline the scope of your document.*
* *Principles: Outline the reason for creating such a document — the core principles that guide your company.*
  + *Apply these principles to the process of AI adoption.*
* *Guidelines: Detail some actionable guidelines under each principle.*
* *Conclusion: Reiterate the importance of harnessing and collaborating with AI using a human-centric approach, and the values being reinforced in the company culture through this document.*

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FINAL PROCESSES

*Once you have your document, consider what processes you will implement to:*

* *Train your employees about the guidelines*
* *Collect feedback about the guidelines*
* *Update the guidelines as required*

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