Mindset180

AI Ethics Self-Check for Non-Technical Professionals

*A practical guide to using AI **responsibly** in your daily work.*

Generative AI:
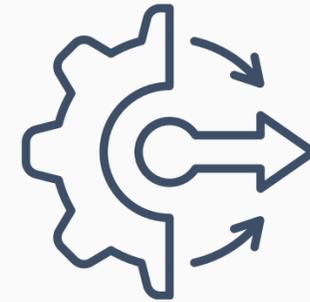
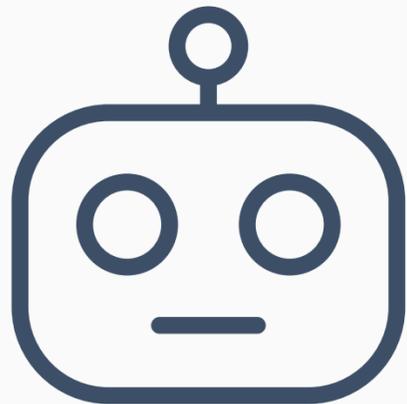**Makes work faster.**

Reduces effort to produce content.

Increases output.
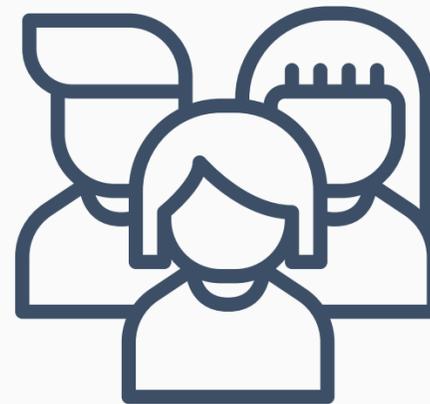
Speed without reflection creates ethical challenges.

AI doesn't have ethics.
You do.

AI generates content

**You decide
You publish
You are accountable**

The Self-Check Framework

1.Representation (Honesty)

- **Am I presenting AI-generated content as entirely my own work?**

- **Would I be comfortable disclosing how this was created?**

- **Did I meaningfully contribute to this output?**

Transparency builds trust.

2. Bias & Fairness

- **Did I check for assumptions or stereotypes?**

- **Does this output disadvantage or misrepresent a group?**

- **Did I verify claims that could cause harm?**

AI reflects patterns. Patterns can reflect bias.

3. Plagiarism & Intellectual Property

- **Am I copying language without verifying originality?**

- **Did I validate facts and sources?**

- **Am I using AI to rewrite someone else's work in a misleading way?**

"Generated" does not automatically mean "original."

4.Data Responsibility

- **Did I paste confidential or proprietary data into this tool?**

- **Do I understand the data policy of the tool I'm using?**

- **Would I be comfortable if this data were exposed?**

The data you provide is leaving your control.

- **Did I apply my own thinking?**

- **Would I stand behind this decision publicly?**

- **If this went wrong, would I accept responsibility?**

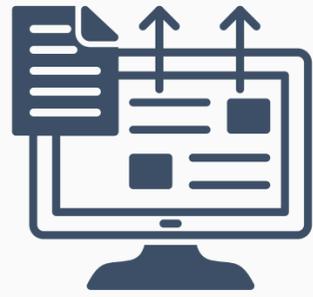*Human-in-the-loop is not a technical term.*

It's a leadership principle.

Use before:

Publishing content

Sending Communications

Making Decisions

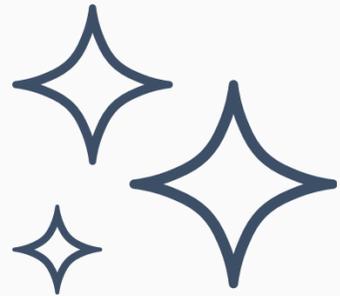**Automating a Process**
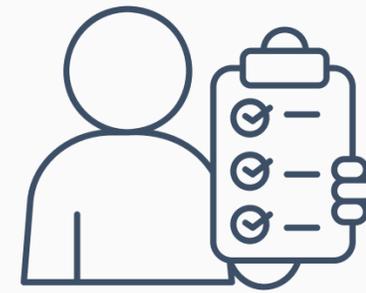
Before you hit send, ask:

What did AI generate?

What did I validate?

What did I improve?

What am I accountable for?

AI amplifies capability. Ethics protects credibility.

The model doesn't sign your name. You do.

If you want help building ethical AI practices into your team or organization, let's talk. 👊💥🤜