# AI Policy for All Tech Is Human

## Mission Statement:

All Tech Is Human is dedicated to tackling the world's thorniest tech and society issues, and we aim to utilize technology and AI responsibly in order to enhance and amplify our efforts. We believe in growing and diversifying the Responsible Tech community by creating pathways and developing opportunities for individuals from various cultural, academic, and professional backgrounds to get involved in the field.  We envision a world in which diverse and global voices are equipped and empowered to influence responsible development of technologies that impact their own lives and society at large.

## Policy Guidelines:

### 1. Guiding Principle

Utilizing AI-driven tools is useful for amplifying our work, but All Tech Is Human is a human-centered organization and as such we will always put people at first and will organize our efforts to benefit humanity.

### 2. Purpose and Scope

Our people are our greatest strength. Our primary purpose for using AI is to use our time efficiently so that we may focus on our mission. This policy applies to all AI tools and technologies used by All Tech Is Human, including those that interact directly with beneficiaries and those used internally.

**3. Ethical Risks and Concerns**

Privacy concerns regarding data collection and usage will be prioritized and measures will be taken to ensure that all AI practices align with ethically aligned standards of practice like the [OECD AI Principles](#) and the [NIST AI Risk Management Framework](#).

**4. Transparency in AI Usage**

Clear information will always be provided about how AI tools are used (including writing this policy!), ensuring transparency and building trust with beneficiaries and stakeholders.

**5. Full Accountability**

Human assessment is non-negotiable. All AI-generated content is reviewed by the human who generated it as well as by at least one other staff member to ensure it meets our high standards. The human author is accountable for the final results. Ultimately, all staff members will be responsible for AI usage decisions made within the organization, fostering a culture of collective accountability.

**6. Data Collection Practices**

Data will be collected through surveys and feedback forms, as well as existing databases and records. Explicit consent will be obtained from individuals before any data collection.

**7. Data Privacy and Consent**

We protect personal data, ensuring sensitive information is never shared without safeguards. We also never use sensitive details from All Tech Is Human to train or prompt AI tools. Explicit consent will be obtained from individuals before collecting or using their data in AI systems, ensuring compliance with privacy regulations.

**8. Fairness First**

AI should create a fairer world, so we actively check for bias in our data and prompts, and adjust accordingly. We also strive to ensure our data is reflective of the communities we serve.

**9. Bias Prevention**

Diverse stakeholders will be involved in the deployment process to help prevent bias in our usage of AI systems.

**10. Community Feedback and Reporting**

Online platforms, surveys, virtual and in-person interviews will be utilized to gather community feedback on AI tools, ensuring that their voices are heard and considered.

**11. Third-Party AI Tools**

Well-established AI tools with a strong reputation will be used, and their performance and impact will be regularly reviewed to ensure accountability.

**12. Accessibility of AI Tools Usage and Training**

We believe in making AI tools accessible to all and ensuring its responsible use within our organization. Our team thrives in a supportive environment where experimenting, asking questions, and sharing learnings is encouraged. We start small with new tools to build familiarity before tackling more complex tasks. Regular workshops and training sessions on Responsible AI principles and practices will be conducted, and AI ethics will be incorporated into onboarding processes to ensure all staff members are informed.

## How we use AI day to day (with human oversight):

AI accelerates our work, but people remain accountable for every decision and deliverable. All AI outputs are reviewed by a human, sensitive data is handled per policy, and anything public-facing or high-impact requires explicit sign-off.

**Idea generation & research support:** We use AI as a structured brainstorming partner to surface angles we might miss: alternative framings, counterarguments, user stories, scenarios, titles, and interview questions. When exploring factual claims, we ask for sources and then verify them before use.

**Content development & editing:** AI helps draft outlines of emails, documents, blog posts, and other content; summarize meetings into action items; tighten copy; adapt tone for different audiences; and translate or localize text. Team members always perform accuracy checks before sending or publishing.

**Task automation & workflow assistance:** For repetitive, rules-based work, we pair AI with simple automations: extracting fields from forms, generating first-pass summaries of long documents, drafting routine emails, and creating checklists.

**Data analysis & decision support**: AI speeds up descriptive analysis: cleaning data, spotting trends and anomalies, framing hypotheses, and producing plain-English summaries with charts or tables. Team members validate methods and results, and humans make all decisions.

*This policy was built with the help of Fast Forward's [Nonprofit AI Policy Builder](#). See our interview with Fast Forward on the tool's development [here](#).*