Quick-Reference Card: Responsible AI for All Staff

FAST-17 · 7formations · Instructor: Wadood Chaudhary · Keep at your workstation · Not legal advice · Based in part on Svekis, AI Literacy for All Employees (2026), chapters 8 to 12 and 14

1. Four principles

Fairness · Accountability · Transparency · Privacy. The tool never owns the outcome; people do.

2. Five-step ethical check

Stakeholders → Risks → Transparency → Oversight → Compliance

3. Bias types

Historical · Representation · Measurement · Evaluation. Watch for stand-ins (zip code, flags, gaps). **See a pattern? Write it down and report it.**

4. Data: OK, mask, never

OK	Mask first	Never (in any AI tool)
Public info, blank templates, own non-sensitive notes	Names, addresses, client names → [PLACEHOLDERS]	Name + SSN, license or state ID, account or card number (G.L. c. 93H, 201 CMR 17.00); health data; passwords; controlled technical data

Approved tools and work accounts only. Check memory and training settings.

5. Scam check

Urgent + secret + money or data = **stop**. Verify by a known number or in person. Report it.

6. Policy in one line each

Approved tools: _____ · Needs approval: hiring, discipline, pay, safety sign-off · Document: "AI-assisted; checked by ____" · Report to: _____

7. My 90-day plan

Skill 1: _____ · Skill 2: _____ · Check-in: / · Reviewer: _____