

Practices to **Avoid** in Ethical and Responsible Prompting

Prompts that misuse or misrepresent information

1. Don't ask AI to fabricate quotes or statistics.
2. Don't use AI to write reports, analysis, or articles without verifying outputs with original sources.
3. Don't prompt AI to rewrite someone else's work without attribution or permission.
4. Don't pretend AI-written responses are human-written when trust or transparency is at stake.
5. Don't use AI to generate testimonials, case studies, or stories about real people unless you're very clear about the fictional nature.

Prompts that reflect bias or exclusion

1. Don't assume default identities (e.g., using "doctor" and expecting a man, "nurse" and expecting a woman).
2. Don't ask for culturally specific information without context (e.g., "Write a traditional prayer" without naming the tradition).
3. Don't prompt AI to generalize or stereotype groups of people, especially across race, gender, class, ability, or nationality.
4. Don't use prompts that reduce people to their trauma or marginalization.
5. Don't ask AI to generate content about marginalized communities without considering whether you should amplify lived voices instead.

Prompts that risk harm or overreach

1. Don't ask AI to produce legal, medical, or financial advice that will be used without expert oversight.
2. Don't use AI to give career or mental health advice without ethical disclaimers.
3. Don't ask AI to write emails or messages impersonating someone.
4. Don't use AI to make final decisions in hiring, outreach, or grantmaking.
5. Don't feed private, sensitive, or identifiable personal information into prompts.

Prompts that skip context, nuance, or consent

1. Don't strip away context just to get a faster or simpler response.
2. Don't use someone's name, identity, or story in a prompt without their consent.
3. Don't ask AI to generate "diverse stories" without defining what diversity means in your context.
4. Don't rely on prompts that generate output without room for feedback, especially when involving community voices.

5. Don't treat AI outputs as universal truths—ask who's missing, what's assumed, and why.

Prompts that erode trust or accountability

1. Don't fail to document how AI was used in producing key decisions or documents.
2. Don't pretend AI-generated ideas or copy are your original thoughts without attribution.
3. Don't build a grant, evaluation, or program strategy using AI alone.
4. Don't quietly use AI for content generation in community-sensitive materials without transparency.
5. Don't hide or blur your organization's use of AI in public-facing work.

Prompts that lead to extractive behavior

1. Don't mine under-resourced communities' stories for "inspiration" without fair return.
2. Don't ask AI to rewrite or repackage ideas from BIPOC, disabled, queer, or Global South creators without acknowledgement.
3. Don't prompt AI to "sound more professional" in ways that erase cultural voice or authenticity.
4. Don't use AI to flatten the emotional weight of real stories into easy fundraising copy.
5. Don't rely on AI to generate ideas "faster" if it cuts out reflection, care, or collaboration.

Prompts that create unsustainable practices

1. Don't prompt AI to "do it all" just to replace human time without reimagining workflows.
2. Don't use AI to write DEI strategies without people who hold lived experience.
3. Don't ask AI to make things more "inclusive" without understanding what that really means in your setting.
4. Don't generate endless content without considering digital pollution and impact.
5. Don't build reliance on AI tools without offering staff training or literacy support.

Prompts that ignore power or context

1. Don't ask AI to create stories "from the perspective of" a group you don't belong to without clear boundaries and respect.
2. Don't prompt AI to represent "what the community wants" unless it's based on real input.
3. Don't treat AI outputs as neutral or apolitical—they're trained on data with bias.
4. Don't ask AI to generate "neutral" statements in moments that demand ethical clarity.
5. Don't use AI tools to bypass necessary conversations with staff, partners, or communities.

How **NOT** to use AI

(Avoid AI when it deepens inequity, increases opacity, or displaces human care, trust, and judgment.)

This is your cue to improve on your AI use and knowledge, if

- the decisions from AI affects someone's access to services, funding, or rights — without clear human oversight.
- you cannot explain how the AI works or makes decisions.
- the community affected by the AI decisions isn't consulted or involved in testing.
- the task involves moral judgment, cultural nuance, or emotional intelligence.
- your data is biased, outdated, or too small to train AI reliably.
- you are under pressure to "use AI" without a defined problem or goal.
- you are trying to solve trust, leadership, or culture issues with tech.
- you cannot afford to monitor the AI system regularly for unintended consequences.
- the vendor cannot tell you how the model was trained or audited.
- you are hoping the AI will "save time" in deeply relational work like counseling, evaluation, or community organizing.
- the AI is being used to monitor, score, or rank individuals without consent or transparency.
- there is no clear way to appeal or contest AI-assisted decisions.
- you are using AI to generate policy, equity and inclusion strategies, or equity plans without meaningful community involvement.
- you are using AI to track staff productivity or behavior in ways that undermine trust.
- you are trying to use AI to replace a job or skill *you haven't invested in developing internally*.
- you feel rushed and don't have time to evaluate or pilot the tool ethically.
- you can't measure the impact of the AI system after implementation.
- you are hoping AI will fix a poorly designed or inequitable process — without addressing the root cause.
- you don't have a process to own and reconcile if AI causes harm.