# Artificial Intelligence Standard Cheat Sheet

## Do's

- Use approved enterprise AI accounts (Claude Enterprise, ChatGPT Enterprise, Gemini Team), not personal logins.
- Experiment responsibly by starting with small tasks, iterating, and expanding as workflows prove safe and valuable.
- Be specific and clear in your prompts by providing context and defining objectives.
- Validate outputs by treating AI results like a junior analyst's draft. Always review, fact-check, and edit before sharing.
- Document effective prompts/workflows and share them with colleagues for reuse and improvement.
- Leverage AI as an augmentation tool, not a replacement for expertise by ensuring subject matter experts are present and remain accountable.
- Use placeholders, column headers, or synthetic examples when working with sensitive or confidential data.
- Report successes and lessons learned to help your team adopt AI more effectively.

## Don'ts

- Never input trade secrets, non-public company data, or personal/sensitive information (e.g., health, financial, political, or biometric data) into unapproved/open AI systems.
- Do not use AI for lobbying, political influence, or advocacy.
- Do not rely on AI to make unreviewed, high-impact decisions about people (e.g., hiring, firing, compensation, disciplinary actions).
- Avoid generating legal advice or contracts without direct Legal Department involvement.
- Do not attempt to bypass or weaken company security controls using AI.
- Never create core intellectual property (patentable inventions, proprietary algorithms, or trade secrets) with open or unapproved AI systems.
- Do not spread or generate misleading, false, or manipulative content internally or externally.
- Don't use consumer AI tools for company work without explicit approval from the AI Governance Committee.

## Engage with Delineate

*Ready to transform your organization with responsible AI? Connect with us and let's make AI your ally in generating impactful solutions that drive positive change.*

### Contact Us

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