

Start here

The Nimara AI Policy Kit · Version 1.0, September 2026

Your team is probably already using AI. This kit helps you write down the rules, get them approved and keep them working. It's free, it's in plain language, and your first version takes about an hour.

AI can hold the pen. Only a person signs. Everything in this kit comes back to that one idea.

What's in the kit

#	File	Use it to
00	Start Here	Find your way around (you're reading it)
01	AI Policy, Starter version	Write your rules if your team uses AI to write, sum up and plan
02	AI Policy, Systems version	Write your rules if AI also works inside your systems
03	Staff Card	Give every person the rules on one page
04	AI Register	Keep track of every AI tool and automation, who owns it and how to switch it off
05	Board Brief	Get board approval in one meeting
06	Wording Pack	Tell staff, donors, funders and the people you serve how you use AI
07	Vendor Question Sheet	Check any AI tool before it touches your work
08	Privacy Check Form	Approve any automation that reads personal information
09	Incident Card	Know what to do when something goes wrong
10	Staff Acknowledgement and Training	Train people and keep a signed record
11	The Worries Poster	Start the conversation by naming people's fears
12	Facilitator Guide	Run the one-hour session
13	Scenario Cards	Practise with ten real situations

Which policy version?

- **Starter:** your team uses AI tools like ChatGPT, Copilot or Gemini to write emails, sum up documents or plan events.

- **Systems:** AI also fills in forms, sorts records, drafts reports from your data or sends messages. Or you're planning to set that up.

Not sure? Start with Starter. You can move to Systems later.

Your first hour

1. **Before the meeting (10 minutes):** the AI lead reads the policy and fills in the easy blanks: your name, the tools you use and your contact person.
2. **The session (60 minutes):** use the Facilitator Guide. Invite two or three people, including one who does front-line work. Start with the Worries Poster, work through three scenario cards, then finish the blanks together.
3. **After the session:** send the policy and the Board Brief to your board.

Your first month

- ☐ The board approves the policy (use the motion in the Board Brief).
- ☐ Everyone gets the Staff Card and signs the acknowledgement.
- ☐ The AI lead fills in the AI Register: one row per tool.
- ☐ Add the email signature line from the Wording Pack.
- ☐ Put the website wording up.

Every six months

- ☐ Review the policy. Did anything change: new tools, new laws, any problems?
- ☐ The AI lead answers the board's three questions (in the Board Brief).
- ☐ Check each automation still has an owner and an off switch.

A few honest notes

- **This kit is not legal advice.** Check which privacy laws apply to you.
- **Change anything.** It's your policy. Delete what doesn't fit and add what's missing.
- **Keep it short.** Two pages your team actually reads beat twenty nobody opens.

Need a hand?

The kit is designed so you can do all of this yourself. If you'd like help running the session, or setting up your first automation safely, talk to us. Start with a free assessment at nimara.ca, or email hello@nimara.ca.

Made by Nimara, an Edmonton company that helps Canadian nonprofits bring AI into their work with people in charge. Free to use and change for your organization.