



Start here

The Nimara AI Policy Kit · Version 1.5, 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.

How the kit is organized

Open the folders in order. Each one holds only a few files.

Folder	What's inside	Use it to
1 Your AI Policy	AI Policy (Starter) · AI Policy (Systems)	Write your rules. Pick one version.
2 Your Team	Staff Card · Incident Card · Staff Acknowledgement and Training	Give everyone the rules on one page, know what to do when something goes wrong, and keep a signed record

Folder	What's inside	Use it to
3 Your Board and Funders	Board Brief · Wording Pack	Get board approval, then tell staff, donors, funders and the people you serve how you use AI
4 Tools and Checks	AI Register · Vendor Question Sheet · Privacy Check Form	Keep track of every AI tool, and check new ones before they touch your work
5 The One-Hour Session	Facilitator Guide · Worries Poster · Scenario Cards	Run the session with your team

The Staff Card and Incident Card come twice: a PDF to print, and a Word file you can edit. Word files also open in Google Docs and Pages.

Printing tips: print the Staff Card and Incident Card on both sides of one sheet. Print the Worries Poster on 11 × 17 inch paper, or choose “fit to page” for regular paper.

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 opens folder 1, 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.

Words we use

Plain meanings for words you'll see in this kit.

- **AI agent:** an AI tool that can take actions on its own, like sending, booking or changing records.
- **AI lead:** the person in charge of AI at your organization.
- **AI note-taker:** a tool that records a meeting and writes notes.
- **AI tool:** a program that writes, sums up or makes images when you type a request. Examples: ChatGPT, Copilot, Gemini, Claude.
- **Automation:** a tool that does a task on its own, like filing forms or sorting emails.
- **Bias:** when a tool treats some groups of people unfairly, often because of what it learned from.
- **Breach:** personal information got out, got lost, or was seen by the wrong person.
- **Content credentials:** a hidden "made with AI" tag that some tools add to images.
- **Deepfake:** a fake voice, photo or video made with AI.
- **Made things up:** AI sometimes writes facts that are wrong but sound sure. Always check.
- **Motion:** the wording the board votes on.
- **OCAP®:** principles that say First Nations own and control data about their communities (ownership, control, access and possession).

- **Off switch:** the way to stop a tool or automation right away.
- **Personal information:** anything that could identify a person or tell you about their life: a name, address, story, photo, or health or case details.
- **Privacy check:** a short written review, done before any automation reads personal information.
- **Read-only:** a tool can look at information but can't change anything.
- **Real risk of significant harm:** the test for whether a breach could seriously hurt someone. The federal Privacy Commissioner has a free online tool to help you decide.
- **Training (on our data):** when an AI company uses what you type to improve its AI. You want this turned off.
- **Two-step sign-in (MFA):** logging in with your password plus a code from your phone.
- **Vendor:** the company that makes or sells a tool.

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.