Best Practices Guide for AI in the Workplace

This guide outlines recommended best practices for integrating and using artificial intelligence (AI) responsibly in the workplace. Following these principles helps ensure that AI tools enhance productivity and innovation while minimizing ethical, legal, and operational risks.

## Start Small

Pilot AI tools in low-risk, non-decision-making areas (e.g., scheduling, reporting) to evaluate effectiveness and build internal experience.

## Be Transparent

Inform employees and stakeholders when AI is being used, especially when it affects hiring, evaluation, or decision-making.

## Keep a Human in the Loop

Ensure human oversight for high-impact AI decisions. AI should assist, not replace, human judgment.

## Test and Retest

Routinely evaluate AI outputs for accuracy, bias, and fairness. Implement audits and independent reviews.

## Document Everything

Maintain clear records of AI implementation decisions, data sources, risk assessments, and audit results.

## Avoid Over-Automation

Use caution when automating complex or sensitive tasks. AI should not make final decisions on employment or legal matters.

## Train the Workforce

Educate employees on how AI is used in their roles, and provide specialized training for those overseeing or developing AI tools.

## Follow Regulatory Trends

Stay updated on emerging regulations such as the EU AI Act, NYC Local Law 144, and NIST's AI Risk Management Framework.

## Ensure Accessibility

AI tools must be inclusive and meet accessibility standards such as WCAG and ADA guidelines.

## Vet Vendors Thoroughly

Evaluate third-party AI tools for data privacy, algorithmic bias, transparency, and security before adoption.