AI Principles and Guidelines

Effective Date: September 17, 2025

Artificial Intelligence (AI) can create new possibilities for The Patterson Foundation (TPF) to strengthen people, organizations, and communities in ways that foster wide participation around shared quality-of-life aspirations.

With more than 20 active philanthropic initiatives and over 50 staff, Fellows, and consultants interweaving to 1) promote the well-being of our region, 2) create relationships that propel people and organizations to collaborate on shared aspirations, and 3) equip communities for a future of excellence for all, TPF recognizes the use of AI as an opportunity to increase efficiency and productivity, enhance creativity and innovation, and maximize impact.

AI use presents both an opportunity and a responsibility. The following principles and guidelines were developed to help TPF steward AI's potential with integrity blended with joyful stewardship. This document is a living framework.

Principles

1. **CARING, CONTRIBUTING, AND CREATING:** In our mission statement, we intentionally put people first. People – humans! – are at the heart of our work. Our AI use demonstrates our care for humans inside and outside of TPF by helping people and organizations use it to increase efficiency and productivity, enhance creativity and innovation, and maximize impact. Humans live in a relationship with our natural world. We will use AI in a way that is mindful of AI's impact on the environment.

2. **CONNECTING:** Our mission is to foster wide participation. We will use AI to deepen connections among people, organizations, and communities. We will help ensure fair access to AI by connecting relevant stakeholders with the training and resources they need to use it responsibly and effectively.

3. **COLLABORATING:** Effective collaboration requires humans and trust. We will use AI to enhance human collaboration, not replace it. We will cultivate trust with humans by being transparent about AI use, protecting privacy and security, minimizing bias, using reliable AI tools and agents, and promoting inclusion.

Guidelines

1. **Explore with Intentionality:** To maximize the potential positive impact of AI, each person has to experiment with it. Try out different AI tools and agents. Pay attention to what you like and do not like, and which AI tools work better for which purposes. Follow AI news and innovation.

2. **Choose Tools and Agents Wisely:** There are already a multitude of AI tools and agents from which to choose. They have different levels of quality for different purposes, and some companies prioritize ethics more than others. Research quality and ethics when you are deciding which AI tools and agents to use. Ethical questions include privacy, security, bias, and environmental impact.

   When AI tools are free, that often means that you are the product. Disable settings that train the AI on your data. Consider purchasing a paid version that offers both higher-quality AI and enhanced security.

3. **Protect Privacy:** Do not input confidential, private, or personally identifiable information into AI tools and agents. This includes:
   - Names, contact details, or personal identifiers
   - Contracts, financial info, or internal documents
   - Passwords, proprietary data, or non-public details

   If you are unsure, do not upload it — treat all AI tools like public spaces.

   Consider re-framing your prompts using examples or general scenarios. For example, use fictional names, replace sensitive data with placeholder terms like “community organization,” or focus on the structure or style of what you need rather than the actual content.

4. **Ensure TPF Excellence:** If you use AI to help create something, you are still the author. Always review AI-generated content for accuracy, clarity, and tone. AI can be helpful, but it sometimes fabricates information, overlooks important context, speaks in generalities, or prioritizes agreeableness over critical thinking or truth. If content was created entirely by AI, it should be clearly labeled. Any photorealistic image or video created primarily by AI should also be clearly labeled as such, and any person(s) in said pictures or videos should have given permission for such usage.

5. **Learn, Share, Evolve:** Whether we like it or not, AI is already a part of life, and it will continue to be so more and more. Let’s embrace this learning opportunity by exploring with intentionality, sharing what we discover with others, and evolving how we work in alignment with current times.

For inquiries, guidance, or training regarding TPF's AI use, please contact Kiarra Louis at klouis@thepattersonfoundation.org.

Approved By

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