

# The Governance Mini-Kit

Responsible AI Quick-Start — Chapter 10 Framework

DIGITAL DOWNLOAD — EXCLUSIVE COMPANION RESOURCE

Responsible AI governance isn't a compliance checkbox—it's an adoption accelerator. This one-page kit turns "AI safety concerns" from a blocking tactic into evidence of your professionalism. When a resistor raises governance objections, you pull this out. Their objection evaporates.

## 1. APPROVED TOOLS

List every AI tool in your workflow with rationale, version, and data access level.

TOOL NAME	VERSION	PURPOSE / RATIONALE	DATA ACCESS LEVEL	ORG APPROVAL STATUS
1				
2				
3				
4				
5				

## 2. SAFE DATA CATEGORIES

Define what data your systems access, what they don't, and why. Be specific.

### DATA YOUR SYSTEMS DO ACCESS

Example: Anonymized transaction summaries, public-facing content, aggregated metrics

### DATA YOUR SYSTEMS DO NOT ACCESS

Example: Individual account records, PII, restricted/classified data, personnel files

### 3. RED LINES

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What your AI systems will never do. State these unequivocally.

- No autonomous decisions affecting personnel or employment
- No access to restricted data without documented organizational approval
- No outputs presented as final without human review
- No use of data access as leverage in organizational disputes
- No bypassing security protocols to prove a point

#### ADDITIONAL RED LINES (ORGANIZATION-SPECIFIC)

### 4. HUMAN REVIEW PROCESS

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REVIEW STAGE	NAMED REVIEWER	FREQUENCY	DOCUMENTATION
Pre-deployment review			
Ongoing output review			
Edge case escalation			
Quarterly governance audit			

#### THE STANDARD

Hold yourself to a higher standard so nobody else can use that standard against you. This kit is the Standards Ledger applied to yourself. Your governance framework turns a weapon against you into evidence of your professionalism.