

Think New Mexico

ARTIFICIAL INTELLIGENCE USAGE POLICY

Approved at the August 2026 Board Meeting

1. Purpose

This policy establishes guidelines for the responsible, ethical, and secure use of Artificial Intelligence (AI) technologies by Think New Mexico.

This policy is intended to:

- support and enhance staff productivity;
- safeguard Think New Mexico's reputation, credibility, and public trust by maintaining the high quality of our policy recommendations, public communications, and other work products;
- ensure that Think New Mexico's work continues to reflect its values, as well as its distinctive brand and voice; and
- protect confidential and sensitive information.

2. General

Think New Mexico believes that solutions to New Mexico's problems should come from New Mexicans. We recognize that AI technologies are becoming increasingly common in workplaces and software platforms, and that they offer the potential to enhance productivity when used appropriately.

However, we also recognize that AI technologies raise concerns related to accuracy, potential biases, lack of control over and transparency regarding their algorithms, risks of plagiarism, and environmental impacts. Think New Mexico believes that its work should continue to reflect human judgment, creativity, and responsibility. Therefore, this policy specifically delineates the ways in which AI tools may and may not be used to support our work.

Think New Mexico's policy research and writing has always been, and will continue to be, produced entirely by our talented human staff and board. We are confident that the unique backgrounds, experiences, and qualifications of our board and staff members will yield the best policy recommendations for New Mexico.

2. Scope

This policy applies to all employees of Think New Mexico, as well as contractors, volunteers, consultants, or others who are acting on behalf of the organization.

It applies to the use of:

- generative AI tools;
- AI-enabled software platforms;
- automated decision tools; and
- embedded AI features in software systems.

3. Permissible Uses

AI may be used by Think New Mexico in instances in which it is performing rote, non-creative work; where its output is capable of being fact-checked by humans; and where there is no risk of disclosure or misuse of sensitive or confidential information.

Permissible uses include:

- Transcribing recorded audio (other than audio of meetings involving Think New Mexico's staff or board, or other audio that may contain sensitive or confidential information);
- Summarizing or extracting specific information from large quantities of data (e.g., from large spreadsheets or other extensive documents);
- Formatting documents;
- Scheduling and similar administrative tasks;
- Prospecting potential funding sources;
- Coding of Think New Mexico's website or other software tools; and
- Reviewing work produced by Think New Mexico to identify potential omissions or areas for improvement.

Because AI systems may generate incorrect or misleading information, in every instance in which AI is utilized, a human staff member of Think New Mexico will fact-check every statement, transcript, analysis, calculation, or other output from the AI. This includes reviewing all original sources of information relied on by the AI to evaluate their veracity and reliability.

If any employees of Think New Mexico utilize AI pursuant to the permissible uses in this policy, they must disclose that use to the Associate Director and Executive Director.

4. Restricted Uses

Think New Mexico does not use AI for any creative or deliberative work, or for any work involving potentially sensitive or confidential information, including:

- Initial brainstorming of ideas;
- Research, including identifying sources;
- Writing, including policy reports, opinion editorials, memos, and communications (emails, letters, etc.);
- Producing grant proposals, reports, or fundraising materials;
- Note-taking during meetings involving any members of Think New Mexico's staff or board;
- Graphic design; and
- Making decisions or drawing conclusions from research.

Sensitive and confidential information, including donor information, financial information, personnel information, or documents outlining internal strategy should never be entered into any public AI systems.

Think New Mexico will also do our best to vet sources and outside information that is provided to us to determine whether it is AI-generated content, and if so, to conduct the appropriate vetting and fact-checking before relying on it.

5. Transparency

Think New Mexico will include a statement in its published materials briefly summarizing its AI policy. The full policy will be posted on Think New Mexico's website. If AI is utilized pursuant to the permissible uses in this policy, we will clearly disclose that use.

6. Staff Training

Think New Mexico will train its staff, including interns, and provide ongoing guidance regarding the permissible and prohibited uses of AI while producing work for Think New Mexico. Staff are encouraged to consult with the Executive Director or Associate Director if they are uncertain about whether a particular AI use is appropriate and allowable under this policy.

7. Monitoring AI Use of Think New Mexico's Materials

Think New Mexico will check at least monthly to see how the organization and its materials are being used and represented by publicly available AI tools and will seek to correct any misinformation or misrepresentations.

8. Policy Review and Updates

This policy will be reviewed and revised as needed. Reviews will take place at least annually, as well as whenever significant technological or regulatory developments occur.

Think New Mexico will actively monitor developments in AI technology and will update this policy in order to ensure that it reflects the current capabilities and best uses of this evolving technology.

READ, UNDERSTOOD AND AGREED:

Employee's Signature: _____ Date: _____