CHECKLIST

RESPONSIBLE AI & DIGITAL SUSTAINABILITY

15 QUESTIONS FOR COMPANIES THAT WANT TO USE AI STRATEGICALLY, RESPONSIBLY AND SAFELY

AI creates new opportunities for innovation, efficiency and growth - and responsible use of AI is about governance, data security, sustainability and digital sovereignty. Use this checklist for a quick assessment of your organizational readiness.

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AI GOVERNANCE

☐ **Do we have clear guidelines for employees' use of generative AI?**
For example, which tools may be used – and for what purposes.

☐ **Do employees know what data should never be shared with AI systems?**
For example, personal data, customer information, confidential documents or IP.

☐ **Have we defined responsibilities for AI governance internally?**
Who owns policies, risk assessments and follow-up?



ETHICS & QUALITY

☐ **Are there humans involved in critical decisions based on AI?**
AI should support – not replace – human judgment.

☐ **Have we addressed the risk of bias, misinformation or hallucinations?**
And do employees know that AI output must be quality assured?

☐ **Is our use of AI transparent to customers, employees and partners?**
For example, when AI is used for content, analysis or automation.



DIGITAL SUSTAINABILITY

☐ **Are we focusing on "dark data" and unnecessary data storage?**
Many companies store large amounts of data with no real value.

☐ **Do we have principles for deletion, archiving and data minimization?**
Less data can mean both lower costs and a lower digital climate footprint.

☐ **Do we consider resource consumption and energy impact when using AI?**
Not all AI solutions are equally sustainable.

DIGITAL SOVEREIGNTY

☐ **Do we know where our data is stored – and which jurisdictions apply?**
Cloud, AI platforms and data processing can have legal and strategic implications.

☐ **Have we assessed our dependence on individual tech suppliers?**
Especially within cloud, AI and critical infrastructure.

☐ **Is digital sovereignty included in our risk assessments?**
For example, in relation to geopolitics, compliance and security of supply.

☐ **Have we explored European alternatives to central digital solutions?**
Not necessarily as a replacement – but as a strategic option.

ORGANIZATIONAL READINESS

☐ **Are employees trained in the responsible and safe use of AI?**
Competencies become crucial for both innovation and compliance.

☐ **Are AI and digital responsibility part of our ESG or sustainability work?**
AI affects governance, labor relations, energy and social responsibility.

REFLECTION QUESTIONS

What is your biggest challenge right now?

☐ Governance?
☐ Competencies?
☐ *Data security?*
☐ *Digital sustainability?*
☐ Supplier dependency?
☐ Compliance?
☐ *Culture and behavior?*

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