



leaders

An introductory guide

to an ethical use of Gen AI in Business

with practical examples



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This Open Educational Resource is a guide about ethical use of Generative Artificial Intelligence in business, with practical examples.

Goal/Purpose

This guide offers an introduction to the concept of Generative Artificial Intelligence, which underpins widely used models today, such as ChatGPT. To understand how these models have come about, we will delve into topics such as Deep Learning, Neural Networks, and Machine Learning. After examining how modern Generative AI-based systems work and exploring their most common applications, the course will invite you to reflect on both the benefits and risks they present.



Expected Learning Outcomes

01

The student will be able to responsibly generate and optimise contents using AI tools, ensuring inclusivity in language and imagery.

02

The student will be able to identify and mitigate potential biases or inaccuracies in AI-generated contents.

Suggested Methodological Approach

Role-Playing Simulation (RPS). We suggest that learners should take on specific roles (e.g. marketing specialists, HR personnel, business analysts, etc.) to simulate interactions with Generative AI platforms and see possible ethical dilemmas as well as how to mitigate them.

Keywords



Generative AI; Responsible AI; AI in Business

Contextualising Generative Artificial Intelligence

01

Artificial Intelligence (AI)

Artificial Intelligence (AI) is a discipline of computer science that focuses on the creation of systems capable of performing tasks that, when performed by humans, require intelligence. These tasks include speech recognition, learning, planning, problem-solving, or understanding natural language (the one that we humans speak).

02

Machine Learning

Machine learning is a branch of AI that focuses on developing algorithms and techniques that allow machines to learn and improve from experience without being explicitly programmed to perform specific tasks. Machine learning systems identify patterns in large data sets and use those patterns to make predictions or decisions.

03

Deep Learning

Deep learning is a subcategory of machine learning that uses artificial neural networks with many layers (hence the term "deep") to model and understand complex patterns in large volumes of data. It is particularly effective for tasks such as image recognition, natural language processing, and content generation.

04

Generative AI

Generative AI is a subfield of machine learning that focuses on generating new data from patterns learned from large amounts of data. For example, a model trained on thousands of landscape photos can generate entirely new landscape images.

Applications Of Generative AI

The applications of Generative AI are multiple, highlighting the following:

01

Text Generation

Generative text models, such as GPT-3, can write articles, create summaries, answer questions, and have coherent conversations, coming useful in applications such as virtual assistants, automatic content writing, and chatbots;

02

Image Generation

Generative models can create realistic images of people, objects, and landscapes that do not exist. These technologies are used in graphic design, fashion, and digital art;

03

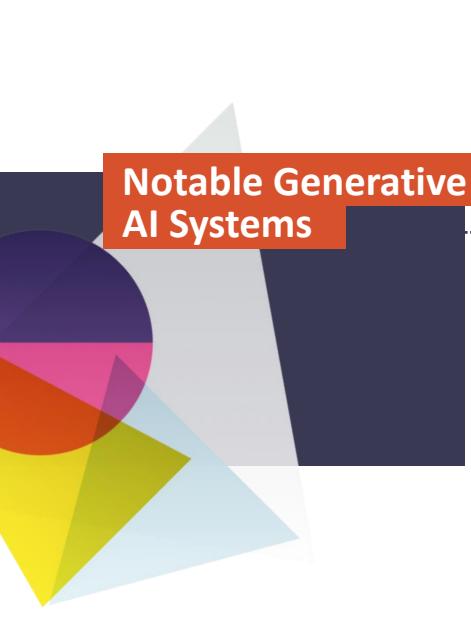
Music and audio generation

Generative models can compose original music and create sound effects, being applied in the entertainment and video game industries;

04

Product Design

Using generative AI, companies can prototype innovative products and optimise designs to improve functionality and aesthetics.



Notable Generative AI Systems

01

ChatGPT

ChatGPT is a conversational bot developed by OpenAI, which has been used in a wide range of applications, from customer support to content generation and educational tutoring. Its ability to have natural conversations and understand complex contexts makes it a valuable tool in numerous sectors:

- **Customer Support** – implemented on websites and apps to provide 24/7 support;
- **Education** – assisting students with explanations of concepts, problem-solving, and the generation of study materials;
- **Content Generation** – creating articles, blog and social media posts, and other written contents.

02

Copilot

Microsoft Copilot refers to a family of AI-powered assistant features and tools created by Microsoft to enhance user productivity and creativity across various platforms and services. While the most widely known example was originally GitHub Copilot – an AI “pair programmer” integrated into development environments – Microsoft has since extended the “Copilot” branding to other products, including Microsoft 365 Copilot for Word, Excel, PowerPoint, Outlook, and Teams, as well as Dynamics 365 Copilot and Power Platform Copilot.

Here are several key points about the different Copilot offerings:

- **GitHub Copilot** – helps developers write code by suggesting lines, functions, or entire blocks of code based on context;
- **Microsoft 365 Copilot** – assists users within apps such as Word, Excel, PowerPoint, Outlook, and Teams to draft documents, analyse data, create presentations, and manage emails using AI-generated insights and contents;
- **Dynamics 365 Copilot** – aims to support business processes such as sales, customer service, and marketing by providing AI-driven suggestions and automation.

03

Gemini

Gemini is an advanced model that combines natural language processing capabilities with multimodal integration, enabling the handling of text, images, and audio. Gemini is designed to provide detailed and accurate answers in a variety of contexts, from informational searches to conversational assistance.

Its main applications include:

- **Personal Assistants** – integrated into devices and applications to provide real-time information and assistance;
- **Research** – assisting in the search and synthesis of information, providing detailed summaries and analyses;
- **Multimodal Interaction** – having the ability to understand and generate contents that integrate text, images, and audio.

04

Stable Diffusion

Stable Diffusion is a generative system that uses deep learning techniques to create images from textual descriptions. This model stands out for its ability to generate high-quality images and visual coherence from detailed text inputs.

Its main applications include:

- **Digital Art Creation** – generating illustrations and artwork based on textual descriptions;
- **Graphic Design** – helping designers create visual concepts and prototypes quickly and efficiently.

05

Midjourney

Midjourney is another art generation system that uses AI to create images from textual descriptions. It focuses on the creation of artistic and stylised images, offering a powerful tool for artists and content creators.

Frequent uses include:

- **Concept Art** – creating visual concepts for films, video games, and other creative media;
- **Image Styling** – applying unique artistic styles to existing images

06

DALL-E

Developed by OpenAI, DALL-E is a generative model that can create images from textual descriptions. It uses an architecture similar to GPT-3 but adapted for image generation, allowing the creation of complex and detailed illustrations.

It is especially used for:

- **Illustrations and Design** – generating images and graphics based on specific textual descriptions;
- **Rapid Prototyping** – creating visual prototypes for products and designing concepts quickly.

Generative AI in Business

Generative artificial intelligence offers a wide range of applications in the business world. These models can transform various business functions, improving efficiency, personalisation, and decision-making.

Below are several ways in which Generative AI applications can be used in a business environment.

01 Customer Service

Generative AI can be used to significantly improve customer service, providing quick and accurate responses to customer queries.

- Chatbots and Virtual Assistants implement chatbots powered by language models to interact with customers in real-time, solving common queries, providing information about products and services, and assisting in problem-solving.
- Automated Technical Support offers 24/7 technical support, helping customers solve technical problems without the need for human intervention.

02 Marketing & Sales

Text generation capabilities can be leveraged to create personalised marketing contents and improve sales strategies.

- **Content Generation** – creating blog articles, social media posts, newsletters, and other marketing contents in an automated and personalised manner;
- **Email Marketing Campaigns** – writing personalised e-mails for different customer segments, improving the open and conversion rate;
- **Market Analysis** – analysing large volumes of market data, identifying trends, and generating detailed reports that inform marketing and sales strategies.

03 Human resources

Large language models can optimise various HR functions, from hiring to talent management.

- **Recruiting Automation** – writing job descriptions, analysing resumes and cover letters, and shortlisting candidates by evaluating their answers to open-ended questions;
- **Internal Communication** – generating internal newsletters, communications, and company policies, as well as ensuring consistency and clarity in communication with employees;
- **Training and Development** – creating personalised training materials and learning guides, providing educational resources tailored to each employee's needs.

04

Finance and Accounting

Generative AI tools can assist in automating financial and accounting tasks as well as analysing financial data.

- **Financial Reporting** – automating the writing of periodic financial reports, performance summaries, and profitability analysis;
- **Financial Data Analysis** – analysing financial data to spot patterns, forecasting trends, and providing strategic recommendations;
- **Budget Preparation Assistance** – assisting in the creation of detailed budgets and financial forecasts based on historical data and future projections.

05

Project Management

Generative AI can facilitate project management, improving planning, communication, and task-tracking.

- **Project Planning** – assisting in drafting detailed project plans, timelines, and resource allocation;
- **Tracking and Reporting** – generating project progress reports, meeting summaries, and status updates automatically;
- **Team Communication** – providing summaries and minutes of meetings, ensuring that all team members are aligned and up-to-date.

06

Innovation and Product Development

Generative AI can be a valuable tool in the process of innovation and development of new products.

- **Idea Generation** – brainstorming new product ideas and features based on market trends and customer needs;
- **Technical Documentation** – writing technical documentation, user manuals, and product installation guides;
- **Feedback Analysis** – analysing customer feedback to identify areas for improvement and opportunities for new product development.

07

Customer Service

In addition to real-time customer support, large language models can improve customer service in a number of ways.

- **Generating FAQs** – creating and updating FAQ sections based on the most common customer queries;
- **Sentiment Analysis** – evaluating the sentiment of customer comments and reviews to identify areas for improvement in products and services;
- **Complaint Management** – assisting in the drafting of responses to complaints and support requests, ensuring that the responses are adequate and satisfactory.

08

Legal & Compliance

Generative AI applications can also assist in legal and regulatory compliance functions, ensuring that the company adheres to relevant laws and regulations.

- **Legal Document Drafting** – assisting in drafting contracts, confidentiality agreements, and other legal documents;
- **Regulatory Analysis** – providing summaries and analyses of new regulations and their impact on the business;
- **Risk Management** – identifying and assessing legal and regulatory risks by analysing data and generating detailed reports.

- **What is a prompt?**

A “prompt” is the input you provide to a language model to generate a response. It can be a question, an instruction, a statement, or any other type of text that guides the model in generating an answer. Prompt engineering is the process of designing and

optimising these prompts to maximise the effectiveness of the responses generated by language models. The way a prompt is worded can significantly influence the quality and relevance of the model’s response.

- **Best practices for prompt generation:**

01

Clarity and specificity

Clear and direct prompts tend to generate more precise responses. Avoid ambiguity and vague language.

- Vague example: “Write a report on the current state of the tech industry.”
- Clear example: “Write a report on the current state of the technology industry, **including an analysis of key trends, challenges, and opportunities.**”

02

Relevant context

Including enough context in the prompt can help the model better understand the question or task.

- Example with context: “Write a report on the current state of the technology industry, including an analysis of key trends, challenges, and opportunities. **The report should be aimed at an audience of potential investors.**”

03

Use appropriate formats

Depending on the expected response, structure the prompt so that the model understands the desired format.

- Example format: “Write a **5-page** report on the current state of the technology industry, including an analysis of key trends, challenges, and opportunities. The report should be aimed at an audience of potential investors.”

04

Using meta-prompts

Include instructions within the prompt that guide the model on how it should behave.

- Example: “**You're an expert in technology.** Write a 5-page report on the current state of the technology industry, including an analysis of key trends, challenges, and opportunities. The report should be aimed at an audience of potential investors.”

05

Evaluation Tools

Using tools and metrics to evaluate the quality of the generated responses and adjusting prompts accordingly. For example, A/B Testing is about testing different versions of a prompt to determine which one produces the best responses.

- **Best practices for prompt generation:**

06

Iteration and refinement

Testing multiple versions of a prompt and adjusting based on the answers obtained can help find the optimal formulation.

- Iteration 1: “Write a 5-page report on the current state of the technology industry, including an analysis of key trends, challenges, and opportunities. The report should be aimed at an audience of potential investors.”
- Iteration 2: “Write a 5-page report on the current state of the technology industry, including an analysis of key trends, challenges, and opportunities. **List a maximum of 5 examples of each.** The report should be aimed at an audience of potential investors.”

- **Guide for Risk Mitigation of Generative AI**

01

Copyright and Academic Integrity

Generative AI systems such as ChatGPT produce new text by processing and learning from vast datasets, which raises critical questions around copyright and academic integrity. Because these systems are trained on existing contents, it can be difficult to ensure that output does not inadvertently infringe upon copyrighted materials.

Recommendations:

- Ask the system to provide the list of references used to generate the result.
- Disclose and cite any assistance from such tools to maintain transparency and avoid plagiarism.

02

Privacy

Our prompts are used by Generative AI models so that they can continuously retrain themselves; this means that the data we send as input to the system will be stored on the platforms' servers.

Recommendations:

- Ensure that the prompts do not include sensitive or personal information that could compromise the user's privacy.
- Remove personal data from the prompt (names, e-mail addresses, postal addresses, telephone numbers, etc.)
- Remove sensitive data from the prompt (i.e. data from your company).
- Do not attach files with sensitive or private data.

03

Biased Data

One of the main challenges is the risk of bias in data. Generative models learn from large volumes of data, so if this data contains biases, the models can perpetuate or even amplify them. This can result in the generation of contents that reinforce negative stereotypes or discriminate against certain groups of people.

Recommendations:

- Try to identify the biases and refine the prompt if needed to obtain unbiased results.

Hallucinations

In the context of artificial intelligence and language models, the term 'hallucinations' refers to situations in which the model generates answers that are incorrect, irrelevant, or completely fabricated. These hallucinations can be problematic, because language models often produce a text that seems plausible and convincing, even if it is not based on actual facts or accurate information.

Recommendations:

- Always contrast the information obtained.

Misinformation

Generative AI's ability to create realistic contents poses risks of misuse, such as the creation of fake news, deepfakes, or spoofing. These technologies can be used to misinform or manipulate public opinion, which can have serious consequences for society.

Recommendations:

- It is essential to develop control and verification mechanisms to ensure the authenticity of AI-generated contents.

Transparency

Generative models are often considered 'black boxes', because their internal processes are difficult to interpret. This makes it difficult to understand how decisions are made and how responses are generated, which can be problematic in applications where accountability and explanation are crucial, such as in a medical diagnosis or legal decisions.

Recommendation:

- Improving the transparency and interpretability of these models is a key task for researchers.

Intensive use of computational resources

Training large generative models requires huge amounts of data and computational power, leading to high economic costs and considerable environmental impact. This raises questions about the sustainability and accessibility of the technology, as not all organisations can afford these resources. The energy consumption of a ChatGPT query can be equivalent to keeping a LED bulb on for 10 to 30 hours.

Recommendation:

- Moderate the use of generative AI platforms and avoid loading heavy attachments.

Regulation and governance

Given the rapid advancement of Generative AI, laws and regulations often lag behind, creating a loophole in the legal framework that can be exploited.

Recommendation:

- Develop policies and regulations that protect users and ensure ethical use of technology, without stifling innovation.

The responsible use of Generative Artificial Intelligence (GenAI) in business requires a comprehensive understanding of both its capabilities and potential risks.

This guide has introduced key concepts such as Deep Learning, Neural Networks, and Machine Learning to provide the basics for understanding the technology behind popular models such as ChatGPT. Through practical examples, learners have been encouraged to adopt a hands-on approach to identify real-world

ethical dilemmas and develop strategies to address them. By stepping into roles such as marketing specialists, HR personnel, or business analysts, the participants gain insights into how Generative AI can both enhance and challenge decision-making processes in professional environments.

The key takeaways from this guide emphasise the importance of:



01

Inclusive and Fair Content Generation

Ensuring that language, imagery, and outputs reflect diversity and avoid reinforcing harmful stereotypes;

02

Bias Identification and Mitigation

Recognising that Generative AI systems are susceptible to inaccuracies and imbalances, making human oversight essential to uphold fairness and accuracy;

03

Ethical Decision-Making

Leveraging AI as a powerful tool for creativity and efficiency while maintaining accountability for its outcomes.

By following the practical recommendations shared in this guide, learners will be better equipped to use Generative AI tools in a manner that is both innovative and ethically sound, ultimately contributing to responsible AI practices in business environments.



- **EU AI Act**
<https://digital-strategy.ec.europa.eu/en/policies/regulatory-framework-ai>
- **ChatGPT**
<https://chatgpt.com/>
- **Microsoft Copilot**
<https://copilot.microsoft.com>
- **Gemini**
<https://gemini.google.com/>
- **Stable diffusion**
<https://www.diffus.me/stable-diffusion-generator/>
- **Midjourney**
<https://www.midjourney.com/home>
- **DALL-E**
<https://openai.com/index/dall-e-3/>
- **Navigating the ethical landscape of generative AI**
<https://www.europeanbusinessreview.com/navigating-the-ethical-landscape-of-generative-ai/>
- **Ethical and regulatory challenges of Generative AI in education: a systematic review.**

García-López, I. M., & Trujillo-Liñán, L. (2025, June). Ethical and regulatory challenges of Generative AI in education: a systematic review. In *Frontiers in Education* (Vol. 10, p. 1681252). Frontiers





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