

## RICS-Compliant AI Policy

### 1. Purpose and Scope

This AI Policy establishes how [Your Firm] uses artificial intelligence responsibly in compliance with RICS standards.

### 2. Definitions

Artificial Intelligence (AI): Any system producing automated outputs.

Material Impact: When AI influences professional judgment.

### 3. Baseline Knowledge Requirement

Staff must understand AI fundamentals, bias risks, privacy, and hallucinations.

### 4. Approved AI Use Cases

Permitted uses include drafting summaries, analytics, classification, and valuation support with human oversight.

### 5. Human Oversight & Professional Responsibility

A qualified surveyor must validate and take responsibility for all AI outputs.

### 6. Client Transparency Requirements

Clients must be informed in writing in advance when AI materially impacts service delivery.

### 7. Data Governance & Privacy

Confidential data may only be uploaded to AI systems with explicit client consent.

### 8. AI Risk Management & Documentation

Maintain an AI Risk Register, pre-deployment assessments, and validation notes.

### 9. AI Procurement & Vendor Due Diligence

Assess vendor data provenance, bias testing, cybersecurity, and transparency.

### 10. Prohibited Uses

AI cannot replace final human judgment or be used where outputs cannot be defended.

### 11. Incident Response & Escalation

Incidents such as errors, bias, or data breaches must be logged and escalated.

## 12. Policy Review

Review annually or after major incidents or RICS updates.