

**OFFICE MANUAL, SECTION 16**

**ARTIFICIAL INTELLIGENCE (AI) USE POLICY**

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## REVISION TABLE

<b>Revision</b>	<b>Date</b>	<b>Comments</b>
1	13/05/2026	First Issue.

## 1. POLICY STATEMENT

Robert Walpole and Partners (RWP) recognises that Artificial Intelligence (AI) tools can offer genuine benefits to the way we work. At the same time, we acknowledge that AI use in a professional context carries risks that must be carefully managed. It is our policy that AI tools are used responsibly, ethically, and in a manner consistent with our obligations to clients, our professional standards, and applicable legislation.

This policy applies to all individuals working at all levels and grades at or on behalf of RWP, including permanent, fixed-term, temporary, contract, and agency staff. It covers the use of any AI tool in connection with work carried out for or on behalf of RWP, regardless of whether the tool is accessed via company or personal devices.

An employee who breaches this policy may face disciplinary action, which could result in dismissal for misconduct. This policy should be read alongside the RWP Office Manual, in particular Data Protection, Business Ethics, Quality Assurance and Business Continuity policies. It will be reviewed annually by the Partners.

Signed: *M. J. Walpole*

**M. J. Walpole**  
**Partner**

Date: 2026-05-13

## 2. AI USE PRINCIPLES

AI must complement, and never replace, the professional judgement, skills, and accountability of our employees. The following principles govern AI use at RWP:

- a) **Approved tools only:** Only AI tools authorised by RWP may be used for work purposes.
- b) **Human review required:** All AI-generated content must be reviewed, verified, and approved by a qualified employee before use. AI outputs must never be submitted as final deliverables without professional sign-off.
- c) **Data protection:** AI tools are to be used in a manner that protects confidentiality of any data used for the purposes of satisfying contractual obligations of RWP. This includes but is not limited to personal data, commercially sensitive data or confidential client information. If in doubt staff are encouraged to consult a member of senior leadership team for clarification on what is permitted. Please refer to internal guidance.
- d) **Risk-based approach:** The level of control applied to AI use must be proportionate to the potential consequences. Higher-risk uses, such as technical outputs and engineering advice, require independent verification by a suitably qualified professional.
- e) **Quality assurance:** AI-assisted work is subject to the same QA standards as all other work produced by RWP.

## 3. GUIDANCE

Developments within AI industry are progressing at significant speeds which will exceed the review intervals of this policy. Further training and guidance in relation to AI utilisation will be provided to all RWP staff via regular communications as required.