**Start**

**Yes**

**Yes**

**Yes**

**Yes**

**Yes**

**Record**

Record the

decision and the reasoning for it

Decide what action you are going to take

**Is your decision informed?**

**Yes**

**Act**

Act and then

reflect on the outcome

**Yes**

**Is it legal?**

**No**

Do not proceed

**No**

**Can you get more information or seek advice?**

Do not proceed

Have you considered what the options are?

Have you assessed the risks involved?

Unsure

Try to separate the facts from your or others’

emotional response.

Decision tree

**No**

Do not proceed

**No**

Do not proceed

**No**

**Have you consulted with appropriate people to make an informed decision?**

Do not proceed

**No**

**Do you have clear reasoning in reaching your decision?**

Do not proceed

**No**

**Would you be content for your actions to be made public – in the newspapers or**

**on the internet?**

Do not proceed

**Yes**

**Is it legal?**

**Do you have sufficient facts on the issue?**

**No**

**Is it in line with RICS global professional and ethical standards?**

Do not proceed