

- 1. PURPOSE** This policy sets out how Land Equity International Pty Ltd (LEI) uses artificial intelligence (AI) tools responsibly, ethically, and lawfully to support its consulting services while maintaining professional standards, client confidentiality, and compliance with Australian and international obligations.
- 2. RESPONSIBILITY** All LEI employees, consultants and representatives of the company.
- 3. DEFINITION** For the purposes of this policy, AI tools include software or systems that generate, analyse, edit, summarise, or translate text or data using machine learning or similar technologies, including generative AI, AI-assisted writing and editing tools, and AI-supported research or analysis tools.

4. POLICY

Permitted Use of AI

AI tools may be used as a support tool only, including for:

- Drafting, editing, or improving clarity and structure of documents
- Brainstorming concepts or document frameworks
- Summarising publicly available information
- Language editing, formatting, and presentation
- Research support using public sources
- Internal planning and administrative efficiency
- Generating non–client-specific templates or illustrative material
- Meeting notes or transcription, where participants are informed and consent is obtained

All AI assisted work must be:

- Reviewed, verified, and validated, including, where appropriate, checking the existence of any references cited by AI and/or consulting the original sources of AI-generated information.
- Adapted to reflect professional judgement, expertise, and project specific context
- Consistent with LEI’s contractual, ethical, and quality standards.

Prohibited Use of AI

AI tools must not be used to:

- Submit work without meaningful human review and validation
- Fabricate data, analysis, references, or sources
- Upload confidential, sensitive, personal, or client-identifiable information into public or unsecured AI tools
- Breach client, donor, contractual, or confidentiality obligations
- Misrepresent AI-generated content in LEI products as independent human expert analysis
- Infringe intellectual property, copyright, or licensing rights
- Generate misleading, deceptive, or false information

Accountability and Responsibility

- Individuals remain fully responsible for the accuracy, originality, and integrity of all deliverables, regardless of AI use. Use of AI in accordance

P-CO-11 ARTIFICIAL INTELLIGENCE (AI) POLICY



with this policy does not reduce or transfer professional, legal, or contractual responsibility.

Legal, Contractual, and Confidentiality Compliance

All AI use must comply with:

- Australian and applicable international laws, including the Privacy Act 1988 (Cth)
- Client and donor contracts and policies
- LEI contracts and Code of Conduct

Where client or donor requirements are more restrictive than this policy, those requirements prevail.

Intellectual Property

AI-assisted outputs must be reviewed to ensure compliance with third-party intellectual property rights. AI-generated content must not be assumed to be free of copyright or licensing restrictions. Ownership of LEI outputs is governed by relevant employment, consultancy, and client agreements.

Transparency

Where AI-tools are used in accordance with this policy, LEI requires disclosure of that use, including the nature and extent of assistance provided, and confirmation that AI-assisted content has been reviewed and verified. This can be done via email to LEI or included in the bibliography/reference page. LEI may conduct an AI detection assessment of work submitted by consultants using tools such as Turnitin, Winston AI, or Copyleaks.

Breach of Policy and Consequences

Non-compliance with this policy may result in disciplinary or contractual action, including warnings, training, rejection of deliverables, withholding of payment, termination of engagement, financial liability, or reporting to clients or regulators. Serious or intentional breaches may constitute misconduct or gross misconduct under LEI consultancy or employment contracts.

Review

This policy will be reviewed periodically to reflect changes in law, regulation, client requirements, and AI technology.

SIGN OFF:

A handwritten signature in black ink, appearing to read "K. Rieker".

MANAGING DIRECTOR

Date: 24-2-26