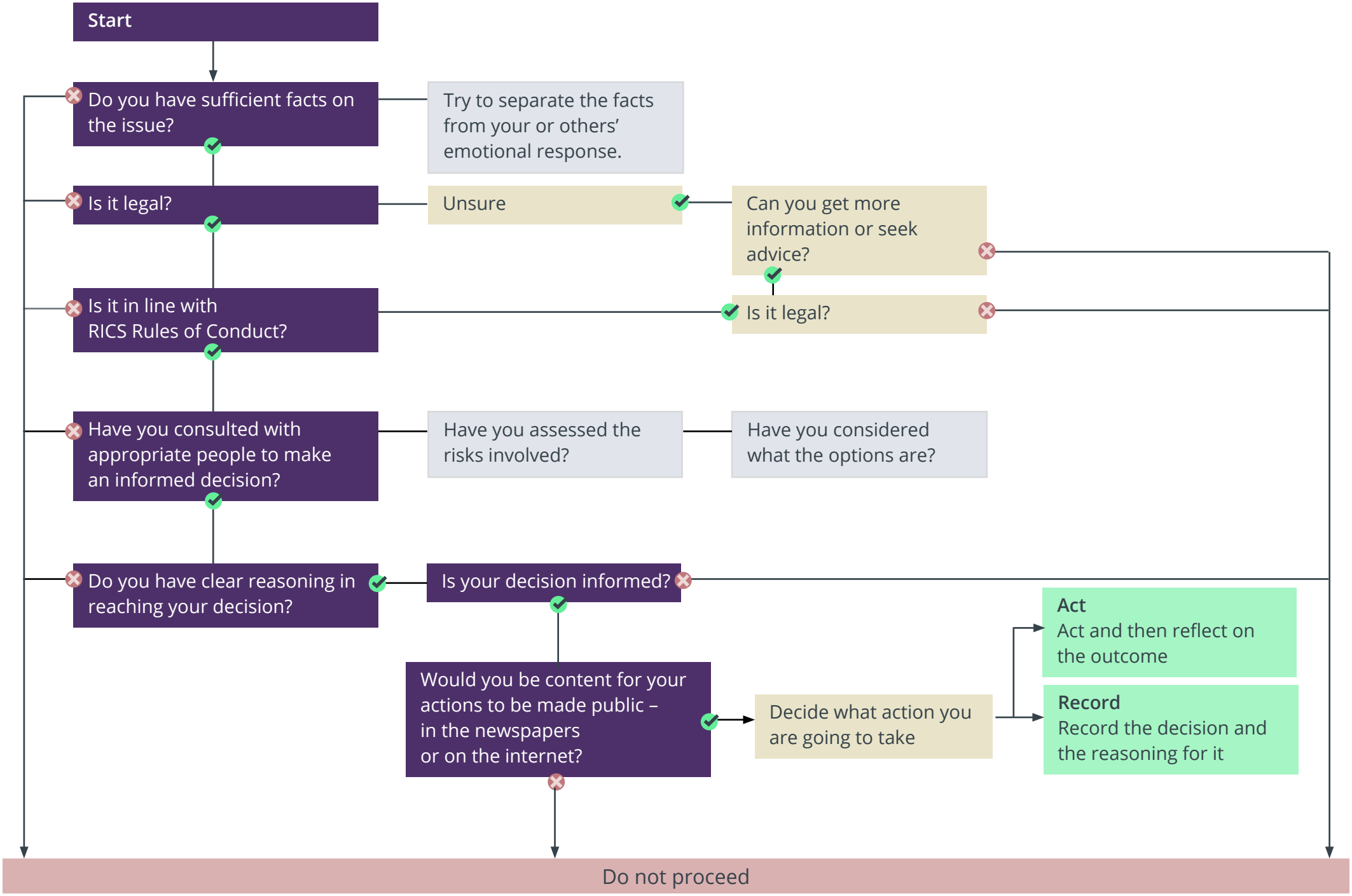
Start
Do you have sufficient facts on the issue?
Try to separate the facts from your or others' emotional response.
Is it legal?
Unsure
Can you get more information or seek advice?
Is it in line with RICS Rules of Conduct?
Is it legal?
Have you consulted with appropriate people to make an informed decision?
Have you assessed the risks involved?
Have you considered what the options are?
Do you have clear reasoning in reaching your decision?
Is your decision informed?
Would you be content for your actions to be made public – in the newspapers or on the internet?
Decide what action you are going to take
Act
Act and then reflect on the outcome
Record
Record the decision and the reasoning for it
Do not proceed