



Title	Artificial Intelligence / Large Language Model Tool Policy
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Purpose

There are now several Artificial Intelligence (AI) and Large Language Models (LLM) tools (collectively referred to as “AI tools” in this Policy) that are publicly available for use. These AI tools are provided by third parties which may not have any contractual relationship with CoStar Group, Inc. or its subsidiaries (referred to as CoStar Group or the “Company”), and should therefore be treated like any other public tool.

This Policy includes the requirements to support the responsible use of AI tools in the Company’s activities, formalizing guidelines issued by the General Counsel in June 2023.

Scope

All Company employees and non-employee vendors, contractors and other non-employee staff (collectively referred to as “CoStar Group personnel”) with access to Company Computing Resources and information are responsible for understanding and adhering to this Policy when using such resources to conduct Company activities. This Policy provides requirements specific to the responsible use of AI tools and supplements additional requirements in the Acceptable Use Policy and other applicable policies.

Requesting AI Tools

CoStar Group personnel may not download, install, or use unapproved software (including Software as a Service (SaaS) applications) on their Company Computing Resources. CoStar Group personnel must submit requests to the Service Desk for review, approval, and installation and/or licensing support.¹

When requesting assistance from the Service Desk to use AI tools, CoStar Group personnel should include the following within their request :

1. A business justification

The Service Desk confirms the requested application’s status, obtains approval(s), provisions license(s), and supports downloading and installing services as required.

Account Creation and Registration

Like any application, if an AI tool requires an account, CoStar Group personnel must create and use an account associated with their CoStar Group email address.

¹ CoStar Group personnel may create Service Desk tickets via MyApps or clicking [here](#).

CoStar Group personnel may not use a personal or other email address to conduct Company activities.

AI Tools and Company Data

CoStar Group personnel are ultimately responsible for their work product, and as always, are responsible for accuracy and quality. CoStar Group personnel must carefully review, curate, and edit AI tool generated output. Many AI tools may generate incorrect responses or responses that encompass 'stale' or inaccurate data, and as a result outputs must be verified.

Prohibitions

CoStar Group personnel may not perform the following actions when responsibly using AI tools according to this Policy.

Submission of Restricted or Confidential Data:

Restricted or confidential company information may not be used in an AI tool.

Please refer to the Data Classification Policy to assist in identifying what constitutes restricted or confidential data. The Company provides general guidance of data classification levels with respect to the informational context of said data. Where CoStar Group personnel seek to understand the classification of data given its informational context, inquiries may be directed to the Legal Department (GlobalPrivacyInbox@costar.com).

Incorporate AI Tool generated output (“content”) into a Company Product without Approval

Before AI tool content is placed in a public environment or incorporated into an internal repository, approval must be obtained from a Vice President or above in your department.

Develop or Integrate AI Tools with Company Information Systems Without Approval

The Chief Technology Officer must approve, or delegate the approval authority, the development or integration of any AI tool with the Company’s Information Systems.

Personnel may not develop or integrate any AI tool into a workflow which automatically generates content or actions involving external stakeholders.

Any content or action involving external data or stakeholders must be reviewed and actioned according to Company policy. AI tools may not automatically produce content or involve external data or stakeholders without the review and action taken by CoStar Group personnel.

Reporting Security Concerns

CoStar Group Personnel who use an AI tool and encounter unexpected or unintended behavior must report the event via the Company’s Cybersecurity Incident Reporting form via MyApps or clicking [here](#).

Additional Guidance

AI tools are quickly evolving. Please visit the Company’s cybersecurity training platforms for additional training and materials regarding responsible and secure AI tool development and use.

Please contact the Service Desk, Cybersecurity Team (costarcybersecurity@costar.com) or Legal Team (legallgroup@costar.com) for additional questions and guidance.

Enforcement

The Company reserves the right to monitor adherence to this Policy, and other applicable policies such as the Acceptable Use Policy, and take corrective action when violations are identified. Company Personnel who become aware of a violation of this Policy, or suspect that actions may be taking place or are about to take place that violate or would violate this Policy, should promptly report any such instances.

Company Personnel found to have violated the control objectives set forth in this document may be subject to disciplinary action up to and including dismissal.

Approvals

Approver	Title	Summary	Date	Version
Gene Boxer	General Counsel	Initial Approval	09/13/2024	1.0