

ANTI-TRUST POLICY

To ensure awareness with federal antitrust laws and minimize the possibility of antitrust problems for our Association, the following guidelines should be followed at all times that the Association or two or more members of the Association gathers; including meetings of the Board of Directors and committees, meetings of the members of the Association, web-chats or other electronic forums, as well as all association-sponsored conventions, trade shows, training seminars, conferences, and task force and working group sessions.

- **DO NOT** discuss your prices or competitors' prices with a competitor (except when buying from or selling to that competitor) or anything might affect prices such as costs, discounts, terms of sale, or profit margins.
- **DO NOT** agree with competitors to uniform terms of sale, warranties, or contract provisions.
- **DO NOT** agree with competitors to allocate, divide or otherwise distinguish customers or territories.
- **DO NOT** act jointly with one or more competitors to put another competitor at a disadvantage or adversely affect that competitor's marketplace.
- **DO NOT** try to prevent your supplier from selling to your competitor.
- **DO NOT** discuss your future pricing, marketing, or policy plans with competitors.
- **DO NOT** discuss your customers with your competitors.
- **DO NOT** make statements about your future plans regarding pricing, expansion, or other policies with competitive overtones. Do not participate in discussions where other members do.
- **DO NOT** propose or agree to any standardization, which will injure your competitor.
- **DO NOT** attend or stay at any informal meeting where there is no agenda, no minutes are taken, and no association staff member is present.
- **DO NOT** do anything before or after association meetings, or at social events, which would be improper at a formal association meeting.
- **DO** alert association staff and legal counsel to anything improper.
- **DO** send copies to an association staff member of any communications or documents sent, received, or developed by you when acting for the association.
- **DO** alert every employee in your company who deals with the association to these guidelines.
- **DO** be alert to antitrust issues. If you feel an activity might be improper, ask for guidance from association staff or legal counsel in advance.