

Code of Conduct for Competition Law Compliance

TABLE CARD – Attending Meetings of the Association

Version 1.0, March 8th 2021

✓ Do's!

Before the meeting: written agenda and invitation

- Check the invitation and agenda for critical topics.
- In case of doubt please get in contact with the Chair as early as possible before the meeting.
- Do not add topics to the agenda that may be critical under competition law aspects.

During the meeting and informal talks at the event

- Limit yourself to discussing topics that are relevant for the Association's standardisation work and that are mentioned on the agenda.
- Immediately (!) object actively to statements that are critical under aspects of competition law:
- Point out that this topic must not be discussed.
- Demand that discussions on such topics are postponed if necessary or that the meeting is suspended until clarification as to whether this is acceptable under competition law.
- If necessary leave the room (and ensure this is recorded in the minutes).

After the meeting: meeting minutes

- Each topic discussed during the meeting must be documented in writing.
- Check the meeting minutes for correctness. Where necessary please ask for correction of the meeting minutes.

Competitors may discuss the following issues relating to the Association's purpose:

- Association related topics, for example recent legislation which is of interest to a number of companies;
- The Association's lobbying activities, for example statements of the association on recent draft legislation and understanding of administrative regulation;
- Experiences, insights and questions with regard to non-confidential technical issues relevant for all member undertakings (e.g. on norms and standards, technical and technically scientific developments);

- The development and technical requirements of the standard and other work items such as programming, selection and composition of contributions etc.;
- General exchange on freely available data of national or international administrative bodies or scientific institutions or market research institutions where such exchange has no impact on the individual market behaviour of the participants.

Exchange of statistic information only when:

- General, historic, non-confidential or sufficiently aggregated information is exchanged;
and
- Data exchange does not enable identification of single undertaking's response or is conducted by an independent third party guaranteeing for confidentiality of response.



Don'ts!

Competitors may not (formally or informally) discuss or exchange information or even enter into agreements on the following issues:

- **prices, price changes or pricing policy, discounts**, rebates, allowances or other factors affecting prices;
- terms or conditions of purchase or sale;
- stock levels, production, output or capacity;
- individualised sales/order figures or market shares;
- production, marketing or other costs;
- investment, research, production or marketing policies or plans (including new product launches);
- plans to license intellectual property to or from third parties;
- submitted bids and the intention to bid;
- supply or purchase stops, boycott ("blacklisting").

Avoid critical topics in official meeting and informal talks at the event in any case. Do not participate in such talks – not even listening!