

GULF COAST PROCESS TECHNOLOGY ALLIANCE  
MEETING POLICY

The following policy shall be followed in conducting meetings of the Gulf Coast Process Technology Alliance. This is not an exhaustive list of every possible subject to be avoided, therefore, in the event you have doubts about the propriety of any matter to be discussed in a meeting, please check with your organization's legal counsel. Generally, the antitrust laws proscribe unlawful combinations or agreements. Sometimes "agreements" may be inferred from conduct. The GCPTA wants to avoid even the appearance of impropriety and this is the spirit of these guidelines. Your cooperation is appreciated.

1. Do not discuss the prices of goods or services of any industry member.
2. Do not disparage the goods or services of any particular company or companies.
3. Do not urge or counsel that participating companies engage in any concerted activity to accomplish any unlawful purpose, as for example, boycotting any company or coercing a company to take some desired action.
4. Do not discuss matters which may be trade secrets or confidential to any company. For example, don't engage in "off the record" comments or state matters "not to be repeated out of this room".
5. Do not propose secret or "rump" sessions after the official meeting is adjourned to discuss matters that cannot lawfully be discussed at the official meeting.
6. Do not recommend or sponsor the gathering of statistical data, the publishing of standards, or doing joint research without approval of the Gulf Coast Process Technology Alliance.

The Alliance thanks you for heeding these guidelines. We also appreciate your willingness to be an important part of the support we provide to our industry and educational partners.

Date Approved: February 26, 1999