



TRMA Antitrust Guidelines

These Antitrust Guidelines are intended to guide TRMA staff, presenters, and meeting and training attendees' compliance with federal and state antitrust laws. Prohibited discussion topics apply to any TRMA sponsored programming, including meetings, trainings, and events, as well as any related social gatherings. The following guidance is not exhaustive and is only intended to address antitrust issues related to TRMA programming. TRMA members are encouraged to address any antitrust-related questions with their company's legal counsel.

DO:

- Consult with TRMA staff (or your company's legal counsel) on any antitrust-related questions.
- Limit any meeting discussion to those items on the approved agenda.
- Maintain meeting minutes that reflect the topics actually discussed.
- Review and retain a copy of these guidelines for reference.
- Protest or stop any discussion or meeting activity that appears to violate these guidelines and notify a TRMA staff member or consult with legal counsel.
- Read the TRMA Antitrust Instructions at the beginning of any TRMA program, including committee meetings and trainings.

DON'T: Do not discuss or exchange information on the following topics:

- **PRICING & PROFITS:** Including pricing or pricing elements, price differentials, margins, price changes, price mark-ups, price discounts, rebates, commission rates, credit terms, profits, or profit margins.
- **PRODUCTION:** Including individual company data on costs, production, inventory, sales, production quotas, output limits, or changes in industry production, capacity, or inventories.
- **STRATEGY:** Including non-public plans or strategic intentions, investments or divestments, expansion plans, market entry or exit, plans regarding particular geographic, product, or services markets or particular customers.
- **TRANSPORTATION RATES:** Including rates or rate policies for particular shipments.
- **MARKET PROCEDURES:** Including company bids of contracts for particular products or company procedures for responding to bids; matters that might have the effect of excluding actual or potential individual suppliers or customers from any market or influencing the conduct of firms toward them.