

GUIDELINES FOR CONDUCTING MEETINGS

Houston Business Roundtable

The following guidelines shall be followed in conducting meetings of HBR. This is not an exhaustive list of every possible subject to be avoided; in the event you have doubts about the propriety of any matter to be discussed in a meeting, our legal counsel is available for consultation. Generally, the antitrust laws proscribe unlawful combinations or agreements. Sometimes “agreements” may be inferred from conduct. HBR wants to avoid even the appearance of impropriety and this is the spirit of these guidelines. Your cooperation is appreciated.

- Do not discuss the prices of goods or services of any particular company(s).
- Do not disparage the goods or services of any particular company(s)
- Do not recommend the selection of any particular company as a supplier or customer
- Do not urge or counsel that participating companies engage in any concerted activity to accomplish any unlawful purpose, i.e., boycotting any company or coercing a company to take some desired action.
- Do not discuss matters which may be trade secrets or confidential to any company, i.e. don't engage in “off the record” comments or state matters “not to be repeated out of this room”.
- Do not propose secret or “rump” sessions after the official meeting is adjourned to discuss matters which cannot lawfully be discussed at the official meeting.
- Do not recommend or sponsor the gathering of statistical data, the publishing of standards, or doing joint research without advance written approval of the Operating Committee of HBR.

Houston Business Roundtable's purpose is to educate participating companies so every company represented will be better informed and can make its own individual decisions. Thank you for adhering to these guidelines. HBR appreciates your willingness to be an important part of this organization and the services provided to our industry.