



FTP Antitrust Guidelines

September 2020

DON'T

1. Do not, in fact or appearance, discuss or exchange information regarding:
 - Individual company prices, price changes, price differentials, mark-ups, discounts, allowances, credit terms, etc., or data that bear on price (e.g. costs, production, capacity, inventories, sales, etc.);
 - Industry pricing policies, price levels, price changes, differentials, etc.;
 - Changes in industry production, capacity or inventories;
 - Bids on contracts for particular products; procedures for responding to bid invitations;
 - Plans of individual companies concerning the design, production, distribution or marketing of particular products, including proposed territories or customers;
 - Matters relating to actual or potential individual customers or suppliers that might have the effect of excluding them from any market or of influencing the business conduct of firms toward such suppliers or customers.
2. Do not discuss or exchange information regarding the above matters during social gatherings incidental to meetings, even in jest.

DO

1. Have an agenda and adhere to prepared agendas for all meetings.
 2. Get minutes taken and object if they do not accurately reflect the discussion and actions taken.
 3. Consult with your legal counsel on all antitrust questions relating to meetings.
 4. Protest against any discussions or meeting activities which appear to violate the antitrust laws; disassociate yourself from any such discussions or activities and leave any meeting in which they continue.
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