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## **ANTITRUST GUIDELINES FOR CI MEETINGS**

The following provides participants in Chlorine Institute meetings with the most general principles of antitrust laws. The many different situations in which the antitrust laws may be implicated are not covered by this document. Any questions about the possible risks of antitrust liability should be referred to Institute counsel.

### **DO:**

1. Have meeting agendas and minutes of meetings involving potentially sensitive issues approved by Counsel prior to each meeting and before distribution;
2. Fully describe in the minutes all action taken at the meeting; and
3. Consult counsel on any matter with potential antitrust implications.

### **Permissible Use of Artificial Intelligence (AI):**

4. Use of accessibility and language support tools embedded in meeting software (e.g. closed captioning in Teams).
5. Chlorine Institute Staff may record calls, meetings, presentations, and webinars if they announce so to attendees.

### **NEVER:**

1. Agree, discuss or exchange with competitors information on product prices; methods of quoting prices; costs and markups or price differentials; or the submission of bids.
2. Agree or discuss with competitors methods of restricting price advertising; the use of specified accounting methods; limits on production or the establishment of quotas; the amount of product quantities to be sold; or the amount of basic ingredients used in or resulting from production.
3. Agree or discuss any possible agreement to exclude, refuse to deal with, or retaliate against existing members of the association, potential new members of the association, or particular classes of suppliers or customers.
4. Agree or discuss any possible agreement to divide the marketplace or allocate customers.
5. Agree to consider excluding from guidelines or recommendations any products, services or equipment which may be safely used for the intended purpose.

### **Prohibited Use of Artificial Intelligence (AI):**

6. Never use AI tools to record, transcribe, and/or take notes of calls, meetings, presentations, or webinars.