



COMPETITION LAW COMPLIANCE – ATTACHMENT TO AGENDAS OF MEETINGS

1. All meetings of the AFB must comply with current Competition Law; this is particularly important as trade bodies consist of competitors working closely together. Breaches of Competition Law can have serious potential consequences and can include fines and also prison sentences.

2. AFB should not be used as a forum to exchange commercially sensitive information relating to a competitor's business, including current or future prices; business plans or marketing activities; costs; or revenue.

3. AFB meeting participants:

- Must not seek or share any information which is likely to reduce strategic uncertainty in the market, or share non-public information about their business, strategy or market behaviour
- Must not enter into discussions or agreements whose object or effect is restrictive of competition, including but not limited to price fixing, terms and conditions, or the exclusion of third parties
- Must ensure a written agenda is prepared and circulated in advance of the meeting and that discussions stick to the agendas and do not go "off-topic"
- Must ensure that notes or minutes are taken of all meetings; these are not legally privileged and could be made public one day
- Must consult with the AFB secretariat and outside legal counsel if there is any doubt about competition law compliance

If a competitor tries to discuss commercially sensitive issues, it is the responsibility of all attendees at the meeting to terminate the conversation and the meeting immediately.