The following rules apply to all activities involving MHI, its WERC division, and its Industry Groups:

- **DO** insist that all meetings have agendas that are circulated in advance and that minutes of all meetings properly reflect the actions taken at the meeting.
- **DO** have a member of MHI Staff present at all programs and meetings.
- **DO** terminate any meeting (formal or informal) or conversation if improper subjects are being discussed, and announce why it is being terminated.
- **DO** insist that these Rules & Requirements are followed at all meetings and discussions.
- **DO** avoid conflicts of interest and the appearance of conflicts and notify MHI Staff of them before deliberations or decisions on issues involving them are held.
- **DO** be diligent in preserving the confidentiality of all sensitive and proprietary information involving MHI, its WERC Division and its Industry Groups.
- **DO** insist that written materials about a program or topic with competitive ramifications be first reviewed by MHI Staff.
- **DO** promptly notify MHI Staff about any inaccuracies in materials or statements concerning programs or activities, particularly involving government officials.
- **DO** ensure that questions about the propriety of activities or individual responsibilities under the antitrust laws are submitted to your own counsel or to MHI Staff and its legal counsel. Questions about MHI’s Antitrust Policy or these Rules should be directed to MHI’s CEO.

- **DO NOT** discuss prices, fees, rates or features that could impact (raise, lower or stabilize) prices including discounts, credit, costs, terms and conditions of sale, warranties or profit margins. (A price-fixing violation could be inferred from price-related discussions that are followed by matching decisions on pricing, even in the absence of an oral or written agreement.)
- **DO NOT** allow discussion about uniform terms of sale, warranties or contract provisions.
- **DO NOT** allow discussion about fees, prices, production, sales, bids, costs, customer credit or other business practices unless it is pursuant to a well-considered plan that has been approved by MHI’s General Counsel.
- **DO NOT** allow discussion about not dealing with customers, suppliers, markets or territories.
- **DO NOT** try to prevent a supplier from selling to competitors.
- **DO NOT** allow members to discuss their particular contractual relationships regarding their customers.
- **DO NOT** stay at a meeting or program if such discussions take place.
- **DO NOT** allow restrictions on membership, development of standards, certifications, accreditations or self-regulatory programs without prior approval of MHI’s General Counsel.

MHI is the largest material handling, logistics and supply chain association in the United States. It is the authoritative resource for the material handling industry offering education, networking and solution sourcing for its members, their customers and the industry as a whole through programming and events. Its members include material handling and logistics equipment companies, systems and software manufacturers; consultants; systems integrators and simulators; and third-party logistics providers and publishers. MHI includes Industry Groups (Product Sections, Councils and Affiliated Trade Associations) that represent the leading providers in several sectors encompassing key equipment and system solutions and its WERC (Warehousing Education and Research Council) Division consisting of logistics professionals. It sponsors the industry-leading ProMat® and MODEX® trade shows. MHI, its WERC Division and its Industry Groups strictly adhere to these Rules & Requirements.
MHI complies fully with all laws applicable to its programs and activities including federal and state antitrust laws. Each member, representative, officer, director and employee is individually responsible for adherence to its Antitrust Policy and these Meeting Rules & Requirements. Concerns whether conduct at MHI meetings, programs and activities complies with its Antitrust Policy must be promptly communicated to MHI Staff.

Antitrust laws are designed to preserve free and unfettered competition and have been applied to prohibit a broad range of conduct among competitors that unreasonably restrains trade. MHI meetings, programs and activities may entail direct communications among competing organizations that are engaged in material handling, logistics, supply chain and related activities. Therefore, it is important that inappropriate conduct that could raise antitrust concerns be averted.

Meetings
An agenda of meeting topics is distributed in advance of each meeting. Meetings are held only when there are matters of substance that justify them. Discussions at meetings must strictly adhere to the published agenda, and subjects that are not on the agenda are generally not considered at that meeting. Any exception to this general practice is referred to legal counsel or is tabled until the next meeting, unless urgent action is required. MHI makes Staff and legal counsel available for all meetings and provides legal assistance on sensitive topics or if legal questions arise. Minutes are kept of all meetings and accurately record actions that are taken and discussions that are held. Legal counsel reviews all agenda and minutes before they are distributed. The agenda and minutes constitute official business records and are distributed within a reasonable time following each meeting.

Inappropriate commercial topics are not discussed, considered or acted upon. There must be no discussion of “sensitive” anti-competitive subjects such as those relating to pricing, product development, market allocation, solicitation of customers or selection of suppliers at any MHI functions, whether at meetings or elsewhere.

Standards
Industry standards may be subject to antitrust laws, although standards that are developed by Industry Groups objectively promote public benefits such as safety, reliability and compliance with applicable regulations without restricting competition. MHI is an Accredited Standards Developer of the American National Standards Institute (ANSI). ANSI Standards that are developed by MHI Industry Groups are advanced under the auspice of MHI’s status as such a Developer.