Committee Name
PCI Event
City, State
Date
Time

Meeting Agenda

1. Opening Remarks – (name)

2. Introductions


4. Review and Approval of Previous Meeting Minutes

5. Old Business
   a.
   b.
   c.
   d.

6. New Business

7. Future Meetings

8. Adjournment
PCI ANTITRUST COMPLIANCE GUIDELINES

Introduction

Free and open competition results in the most efficient allocation of goods to the greatest number of people at the lowest cost. Antitrust laws were enacted to ensure that vigorous competition exists in the American economy. It is in the interest of PCI and its Members to comply with Antitrust laws at all times.

Guidelines

PCI performs valuable a legitimate function in encouraging the development of technology and markets for its members' products. However, because PCI brings competitors together and facilitates dialog among them, its activities carry inherent antitrust risks. The following guidelines are intended to help participants in PCI activities avoid these risks. They are general in nature: following them does not guarantee compliance with the law and deviating from them does not mean that the law was necessarily violated.

Do Not Discuss:

• current or future prices (be careful with past prices).
• factors related to pricing (cash discounts, credit terms, etc.).
• increases or decreases in prices.
• standardizing or stabilizing prices.
• pricing procedures.
• a competitor’s pricing, or that its prices constitute unfair trade practice.
• what is a fair profit margin.
• controlling sales.
• dividing or allocating markets.
• refusing to deal with a company because of its pricing or distribution practices.
• other business-related information that is not reasonably required to conduct PCI business (costs, sales, profitability, distribution, etc.)

Report Violations

If a participant in any PCI meeting or other PCI activity feels that the discussion is improper with respect to antitrust laws, the participant should object, and, if such discussion persists, should leave the room. Any participant who believes that antitrust laws have been violated should immediately notify the PCI President.

Group boycotts

Association members have been sued for agreeing not to do business with certain customers or suppliers and for attempting to block a competitor from access to a market. Unfair or biased standards-setting activities have been challenged as group boycotts.

Data Dissemination

Antitrust law allows an association to disseminate composite data regarding past and projected transactions. The exchange of company-specific information, including current or proposed prices and future production projections, is generally prohibited.

Guilt by Association

PCI Members and other participants must be vigilant when it comes to antitrust violations. The illegal discussions or activities of some association members may be attributed by association to others who were not directly involved. Association members have been sued for knowing of questionable activity but not actively objecting to it, and associations have been sued for the unauthorized anti-competitive actions of their members.
PCI holds itself to the highest of standards as an organization that is dedicated to the construction and installation of precast/prestressed concrete. As part of that charge, PCI is dedicated to providing a friendly, safe, supportive, and harassment-free environment for all participants and staff, regardless of gender, age, sexual orientation, gender identity, gender expression, disability, physical appearance, body size, race, ethnicity, religion, or other group identity. Thus, PCI strives to exemplify the highest ideals and principles to most effectively facilitate the working collaboration of its members. The concepts within this Code of Conduct are for the benefit of PCI members, nonmembers, and others in the diverse public arenas in which we serve.

This Code of Conduct outlines PCI’s expectations for all attendees and participants, including all members, guests of members, speakers, vendors, media representatives, commentators, exhibitors, sponsors, staff, and volunteers. By registering for, volunteering at, or attending a PCI event or activity, whether in person or virtually, attendees have implicitly agreed to follow this Code of Conduct. This Code of Conduct also applies when volunteers are representing PCI on PCI business.

**Code of Conduct**

Participants shall communicate professionally and constructively, whether in person or virtually, and in a manner that treats all persons with dignity, respect, and fairness.

Participants shall in good faith include and encourage diverse perspectives during the planning, operations, and performance of PCI events and activities.

Participants shall not bring alcohol or controlled substances into PCI-sponsored events, and those who are not of legal age shall not consume alcohol at these events. Alcohol at PCI events will only be distributed by commercial hosts following local and state statutes, which may include limiting consumption. PCI strongly discourages excessive alcohol consumption at any point during events, as that behavior may lead to impaired decision-making.

PCI meeting and event participants shall not engage in in any form of harassment of or discrimination against other attendees, participants, members, or staff. Harassment includes but is not limited to offensive verbal or written comments and negative or aggressive behavior, in either real or virtual space, related to or based on gender, age, sexual orientation, gender identity, gender expression, disability, physical appearance, body size, race, ethnicity, religion, or other group identity. Harassment also includes deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, and unwelcome physical contact or sexual attention.

PCI shall carry out the appropriate course of action if an attendee or participant, in either real or virtual space, violates the Code of Conduct. The offender may receive a warning, expulsion from the event with no refund, banishment from future PCI events and activities, and/or loss of individual membership. Additionally, for organization member staff, PCI reserves the right to inform the offender’s employer and/or relevant authorities of violations of the Code of Conduct.

**What You Can Do**

If you are aware of a violation of the Code of Conduct or have any other concerns about an individual’s conduct, please contact the PCI President, PCI Chief Finance and Administrative Officer, or other trusted PCI staff member. Your concerns shall be treated confidentially and, whenever possible, you shall remain anonymous. A copy of the PCI Code of Conduct and report form can be found on the PCI website.

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