

## TMAF Policies

The Energy Solutions Center wants every TMAF to be a safe and productive environment for everyone. To that end, this page spells out the behavior we support at all ESC events.

### Consortia Meetings

Please check the agenda distributed at registration and on the easels for any last-minute schedule changes. Please note that any consortia marked as Members Only are for consortium members only. We ask that you respect these groups' work, and please only attend if you are a consortium member. View the consortia membership grid in this booklet to check your company's consortium membership.

### Showing Respect to ESC Presenters

Please remember to turn off cell phones or turn to vibrate when the meetings are in session. Constant cell phone ringing bothers both the speaker and the attendees. Our speakers have traveled long distances and have dedicated time and resources to these presentations, so let's give them our undivided attention.

### Dress Code

Please remember that this is a working event and business casual dress at all TMAF functions is strongly suggested.

### Name Badges

Please be reminded that it is mandatory to wear your name badges throughout the meetings, including receptions, as this helps to create a safe and friendly atmosphere.

### ESC Code of Conduct

TMAF attendees agree to conduct themselves in a manner appropriate for a gathering of professionals. Harassment, inappropriate, or disruptive behavior may result in an individual being asked to leave the event or facility without refund. It may also result in the individual being prohibited from future TMAF attendance at the sole discretion of the Staff and/or Board of ESC.

Alcoholic beverages are available at some social events during ESC TMAFs. An individual's decision to partake is a matter of personal choice and is neither encouraged nor discouraged by ESC. ESC takes reasonable and appropriate measures to ensure that consumption occurs in a safe and responsible manner. All attendees are expected to exercise good judgment in their consumption of alcohol at ESC events.

### ESC Team

Sonia Vahedian, Executive Director | [svahedian@escenter.org](mailto:svahedian@escenter.org)

Eric Burgis, Director Commercial & Industrial Markets | [eburgis@escenter.org](mailto:eburgis@escenter.org)

Rob Divenere, Sr Program Associate | [rdivenere@escenter.org](mailto:rdivenere@escenter.org)

**Thank you and enjoy TMAF!**

### Miscellaneous Event Policies

ESC does not accept responsibility and expressly excludes liability for:

- any loss or damage to any personal property left unattended during an event organized by the ESC; or
- death or any personal injury suffered by you at an ESC event unless caused by the negligence of the Center or its employees.

No children under the age of 18 years are permitted to be at any ESC event function.

### Digital & Other Recordings

Photographs, audio, and video may be captured before and during the Conference by an authorized representative of ESC. Presenters and Conference Attendees grant ESC and its representatives permission to photograph and/or record them before and during Conference events and to use such recordings in support of ESC's mission.

Speakers/Presenters provide consent for ESC to record presentations in audio and/or visual form and grant ESC a royalty-free license to use, reproduce, and distribute the recordings and accompanying materials. Speakers/Presenters also understand that while they retain the rights to their presentation materials (handouts, slides, etc.) and the content of the presentation, ESC is the sole copyright owner of any recording and can distribute it, along with any supporting materials in any way, with the appropriate attribution of the speakers.

### Photography or Recording Usage by Attendees

Photography, screenshots, audio recordings, and video recordings by attendees **are not permitted** without the prior written consent of ESC.

If you would like any further information regarding any of the statements above, please email Sonia Vahedian at [svahedian@escenter.org](mailto:svahedian@escenter.org).

## ESC Antitrust Guidelines

### Introduction

The Energy Solutions Center Inc. and its member companies are committed to full compliance with all laws and regulations, and to maintaining the highest ethical standards in the way we conduct our operations and activities. Our commitment includes strict compliance with federal and state antitrust laws, which are designed to protect this country's free competitive economy.

### Responsibility for Antitrust Compliance

Compliance with the antitrust laws is a serious business. Antitrust violations may result in heavy fines for corporations, and in fines and even imprisonment for individuals. While ESC's attorney provides guidance on antitrust matters, you bear the ultimate responsibility for assuring that your actions and the actions of any of those under your direction comply with the antitrust laws.

### Antitrust Guidelines

In all ESC operations and activities, you must avoid any discussions or conduct that might violate the antitrust laws or even raise an appearance of impropriety. The following guidelines will help you do that:

Do consult counsel about any documents that touch on sensitive antitrust subjects such as pricing, market allocations, refusals to deal with any company, and the like.

Do consult with counsel on any non-routine correspondence that requests an ESC member company to participate in projects or programs, submit data for such activities, or otherwise join other member companies in ESC actions.

### We're Here to Help

Whenever you have any question about whether ESC activities might raise antitrust concerns, contact ESC's Executive Director Sonia Vahedian at (202) 948-6566; E-mail: [svahedian@escenter.org](mailto:svahedian@escenter.org), or your legal counsel.

Do use an agenda and take accurate minutes at every meeting. Have counsel review the agenda and minutes before they are put into final form and circulated and request counsel to attend meetings where sensitive antitrust subjects may arise.

Do provide these guidelines to all meeting participants.

Do not, without prior review by counsel, have discussions with other member companies about:

- your company's prices for products, assets or services, or prices charged by your competitors
- costs, discounts, terms of sale, profit margins or anything else that might affect those prices
- the resale prices your customers should charge for products or assets you sell them
- allocating markets, customers, territories, products or assets with your competitors
- limiting production
- whether or not to deal with any other company
- any competitively sensitive information concerning your own company or a competitor's.

Do not stay at a meeting, or any other gathering, if those kinds of discussions are taking place.

Do not discuss any other sensitive antitrust subjects (such as price discrimination, reciprocal dealing, or exclusive dealing agreements) without first consulting counsel.

Do not create any documents or other records that might be misinterpreted to suggest that ESC condones or is involved in anticompetitive behavior.