



APPENDIX A

(from OIF Technical Committee Operating Procedures,
Approved by the Technical Committee – 12/04/2020
Contribution: oif2020.425)

OIF MEETING COMPLIANCE STATEMENTS

User Note: The following statements (the “Long Form”) shall be read or presented at the start of all OIF technical meeting series or single session OIF technical meeting events (whether F2F, telephonic or online).

General Compliance Statement

It is the intent of OIF that all OIF activities be conducted in a transparent manner, in accordance with applicable laws, the OIF Bylaws, and all applicable policies and procedures from time to time adopted by the OIF membership or Board of Directors. By becoming an OIF member or otherwise attending or participating in its activities, attendees agree to comply with the foregoing, including but not limited to the matters described below. Attendees are strongly encouraged to consult their own legal counsel for input on what conversations, disclosures and other activities are appropriate in connection with OIF activities. If you have compliance concerns regarding any OIF-related matter, please raise them with OIF staff and feel free to object or request that the conversation be redirected.

Antitrust Guidelines

OIF meetings necessarily involve participation by industry competitors, and it is the intention of OIF to conduct all of its activities in accordance with applicable antitrust and competition laws. It is therefore extremely important that attendees adhere to meeting agendas, and be aware of, and not participate in, any activities that are prohibited under applicable US state, federal or foreign antitrust and competition laws. Examples of types of actions that are prohibited at OIF meetings and in connection with OIF activities are described in the OIF Antitrust Guidelines, and include (without limitation): any discussion or agreement (real or perceived) regarding price fixing, agreements to allocate markets, boycotts and other "concerted refusals to deal." The current OIF Antitrust Guidelines are available here:

https://www.oiforum.com/wp-content/uploads/OIF_Antitrust_Guidelines.pdf

IPR Policy

All OIF members are subject to the terms of the OIF intellectual Property Rights (IPR) Policy. Among other things, the IPR Policy requires members to disclose any intellectual property (IP) (obtained or potential) they may own relating to any OIF specification or document before straw ballot. The goal is to offer Reasonable And Non-Discriminatory terms if you do have IP. The current OIF IPR Policy is available here: https://www.oiforum.com/wp-content/uploads/OIF_IPR_Policy.pdf

Export Compliance

In order to ensure the transparency and accessibility of its technical development work and processes, all technical information and materials developed or disclosed in connection with OIF activities shall be publicly available. As a US-based entity, OIF is required to comply with U.S. export control laws, including the U.S. Export Administration Regulations. Accordingly, all meeting attendees are required to comply with all applicable export control laws in connection with OIF activities, and OIF expressly prohibits the release or exchange of any U.S. export controlled technology, software, materials, or information in connection therewith. Prior to releasing any of the foregoing in connection with OIF activities, attendees are strongly encouraged to consult with their own legal advisors and are reminded that they are solely liable and responsible for their own conduct and compliance with applicable export control laws.

OIF Technical Committee Operating Procedures

All Technical Committee, Working Group and Project activities are subject to the OIF Technical Committee Operating Procedures, available at https://www.oiforum.com/wp-content/uploads/OIF_Technical_Committee_Operating_Procedures.pdf for additional information.

OIF Recommendations for Reporting to the Public on OIF Work-in-Progress

In order to help promote consistency and avoid confusion in the marketplace, meeting attendees are encouraged not to broadly disclose ongoing work, ballot schedules, Working Group decisions, or OIF internal discussions. Please see https://www.oiforum.com/wp-content/uploads/OIF_Reporting_to_Public_on_OIF_Work.pdf for additional information.

OIF Press Policy

Pursuant to the OIF Press Policy, refer all press inquiries regarding OIF general info, quotes, IA info, articles or work in progress to OIF/AMS, who will work this with our PR firm to ensure clear and consistent messaging. Consider any discussions with press to be on the record. See https://www.oiforum.com/wp-content/uploads/OIF_Press_Contact_Policy.pdf for additional information.

OIF Observer Guidelines (applies to Observers only)

Non-Member observers (Observers) may register to attend OIF meetings and activities and are subject to applicable requirements specified in the OIF Observer Guidelines. Among other things, Observers may not vote or make contributions, and agree to participate on an observer only (non-participating) basis. For additional information, please see the Observer Guidelines at https://www.oiforum.com/wp-content/uploads/OIF_Observer_Guidelines.pdf

Hallway Behavior

During or in connection with OIF meetings and other activities, opportunities may arise for interactions between or among members or attendees that are not sanctioned, managed or otherwise controlled by OIF (“Non-OIF Activities”). These may include, for example, informal discussions, conversations and exchanges during breaks or meals, in hallways, at side meetings or elsewhere. Meeting attendees are required to comply with all applicable laws and OIF policies and procedures in connection with all Non-OIF Activities, and are reminded that they are solely liable and responsible for such compliance.