OIF PRESS CONTACT POLICY
Revision 12/04/2020

PRESS INQUIRIES:

1) Press contacts OIF member or registered OIF Observer ("Participant") with request for interview or general information:

    <u>Process:</u>

        Route all inquiries to the OIF Management Company to distribute to appropriate individual or group for response

          · Distribute to the official OIF PR firm as designated by the Board of Directors (BOD)

          · Distribute directly to BOD in special cases or in the absence of an official OIF PR firm.

2) Press contacts OIF Participant with request for quotes

    <u>Process:</u>

        Route all requests for quotes to the OIF Management Company to distribute to appropriate individual or group for response

          · Distribute to the appropriate person within OIF management structure:

              Any voting or ex-officio member of the BOD

              Any Committee Chair or Vice Chair

3) Press contacts OIF Participant with request for quotes on Implementation Agreement:

    <u>Process:</u>

        Route all inquiries to the OIF Management Company to distribute to appropriate individual or group for response

          · Press contacts will be referred to the OIF web site for a description of implementation agreements that have been approved by the OIF members.

          · A description of the implementation agreement will be included in the OIF web site.

          · A list of companies who have given written approval will be included in the description as potential suppliers of the products that adhere to the described implementation agreement.

4) Press contacts OIF Participant with request for quotes on works in progress:

        To avoid confusion and align messaging, Participants are strongly encouraged not to discuss OIF technical work in progress outside of OIF activities.

        Participants are not authorized to discuss MA&E committee work in progress outside of OIF activities unless it is stated as public information on the OIF web site.

        Those non-technical projects that are deemed by the BOD as public information will be described on a specific section of the OIF web site. The description will include:

          Name of project

          Working group responsible for the project

          Current status of the project

          Brief description of the project

          That the press will have access to this public information.

Process:

Route all inquiries to the OIF Management Company to distribute to appropriate individual or group for response

- · Distribute to the appropriate person within OIF management structure:
  - Any voting or ex-officio member of the BOD
  - Any Committee Chair or Vice Chair

5) Press contacts OIF Participant with request for general articles

Process:

Route all press requests for general articles to the OIF Management Company to distribute to appropriate individual or group for response

· Distribute to the Vice President of Marketing or MA&E Committee Co- Chair, who distributes request for general article to the appropriate person(s) within OIF management structure.

6) Press contacts OIF Participant with request for technical articles

Process:

Route all requests for technical articles to the OIF Management Company to distribute to appropriate individual or group for response

· Distribute to the individual within the appropriate technical committee (in order of preference)

  Technical Committee Chair
  Technical Committee Vice Chair
  Technical Committee Working Group Chairs
  President of Board of Directors

7) OIF Participants who wish to write and contribute an article for publication on behalf of OIF

Process:

· Work with OIF PR firm on which publication to pitch
· Article must be approved by OIF Review board
· Author shall work with editor through OIF PR firm to review and edit the article

8) Press interviews resulting from approved OIF contributed article or white paper

Process:

Route interview request to OIF PR firm and/or OIF Management Company

· OIF spokespersons may be interviewed with OIF PR firm representation.
· In special cases, OIF Subject Matter Expert and/or editor may be interviewed with OIF PR firm and appropriate OIF spokesperson representation.

OIF PRESS RELEASES:

All OIF press releases shall be reviewed and approved by the Board of Directors before being distributed.
The official OIF PR firm, where-ever possible, will write and review the final press release before being distributed.
OIF may request coordination of press releases with Participant companies to announce products that adhere to OIF implementation agreements, to announce creation of new OIF working groups or sub groups, and other special cases.

PRESS RELEASES THAT MENTION OIF:

All Participant press releases that mention the OIF, an OIF project or Implementation Agreement shall also include the OIF URL and the specific OIF web page related to the project.

OIF members may announce their membership in the OIF.

OIF will not provide individual quotes or comments for Participant press releases.

OIF members may announce development of their products that adhere to OIF implementation agreements and technical documents. (Members may not use the following words; compliance, compliant, comply, certify and/or conform when referencing OIF work. Members may use the following words/phrases: consistent with, based on and/or follow).

Permission is not needed but a courtesy review of any Participant's press release referencing the OIF is appreciated. Please contact the OIF's PR rep with any questions or to review your press release.

The OIF BOD will approve all requests for coordination of press releases between member companies and the OIF.

ADVERTISING THAT MENTIONS OIF:

All Participant advertising and promotional statements that mention the OIF, an OIF project or Implementation Agreement shall also include the OIF URL and the specific OIF web page related to the project.

GENERAL GUIDELINES:

Only OIF officers/ex-officio board members, Technical Committee chair, vice chair, Working Group chairs, or a designated subject matter expert who is an OIF member are authorized to speak, comment, author on behalf of the OIF.

All comments are considered "on the record".
Participant will have access through a section of the OIF web site to updated information on the status of different OIF projects and Implementation Agreements for their use. Members of the press may also be referred to this section of the OIF web site.

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OIF Management Company:
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