



EEA CODE OF CONDUCT FOR MEMBER REPRESENTATIVES/GUESTS

It is the strict policy of EEA to comply with applicable antitrust and competition laws, including the laws of the European Union and the national laws of each Member State. Antitrust and competition laws are complex and their violation would be a serious and severe matter for EEA and its members. Therefore, participation in EEA must comply with certain principles and rules.

This Code of Conduct is intended to summarize what is expected of our members, their representatives and guests when involved in EEA's activities.

- A member representative/guest who participates in meetings should have received and read the EEA's statutes as well as its Antitrust Guidelines and the present Code of Conduct.
- A member representative/guest should not attend any meeting unless they have first received an agenda for such meeting. The member representative/guest concerned should keep in their files both the agenda and the minutes of every meeting as handed over by the secretariat of the meeting.
- Only subjects linked with the Association's purposes should be discussed at meetings, such as quality and product safety, new regulations, issues relating to codes and standards, product liability developments and statistics on accidents, statistics on equipment and services relating to elevators and escalators, training of installation and maintenance personnel, etc.
- Never discuss the following or similar topics whether formally or informally, neither before, during or after meetings:
 - boycott of customers or suppliers;
 - market sharing;
 - supply arrangements;
 - prices, pricing or the timing of price changes;
 - cost of product and services, margins or discounts
 - terms and conditions of sales (promotion activities, discounts, service charges, delivery terms)
 - decisions to quote or not to quote product or service offerings;
 - sales, production capacity or volume
 - investment decisions and/or R&D spendings.
- Never exchange information or documents on the same topics.

If someone starts discussing one of the above topics, you should object, restate the EEA policy with respect to antitrust compliance and leave the meeting. You should also contact your company legal department and/or the person within your company who asked you to attend the meeting.

If the EEA Management Committee becomes aware of any non-compliance by any member representative/guest relating to this Code of Conduct, it will review the situation and take appropriate decisions.



Company:

Name and Signature:

Date: