

# World Economic Forum

## Competition Law

### Guidelines for Meetings

These guidelines help you and other participants to preserve the informal nature of World Economic Forum meetings and ensure that exchanges of opinions and experiences do not interfere with the competitive relations that may exist among Forum Members and Partners. If you are organizing or participating in meetings, please find below a list of **what is competitively sensitive** as well as a list of do's and don'ts that can help you plan your participation accordingly.

## What is competitively sensitive?

Below is a list with examples of what should not be discussed in meetings:

- Price and cost: actual, future, hypothetical, including trends, discounts, rebates and margins (purchasing, selling, or recruiting)
- Terms and conditions: purchasing, selling, selecting business partners
- Business: division or allocation of geographies or customer groups, sales volumes or market shares and limitations on business methods including those based on ethical or "fair" business practices
- Production: current or future levels of production and specific technological developments or changes that could have a competitive impact

## DO

- Have a meeting agenda with a list of topics known to all participants; object if something is unclear or may appear competitively sensitive
  - Exchange, share, discuss:
    - Macroeconomic issues and how they impact the global economy and society
    - Common problems and challenges of a general, administrative or logistical nature
- Terminate or leave a meeting if you consider that a competitively sensitive information is being discussed.

## DO NOT

- Discuss competitively sensitive matters with Members and Partners
- Recommend, exchange, or agree on competitively sensitive matters, including refusal to deal
- Refuse to deal with customers or suppliers or agree to deal on specified terms or policies

These guidelines apply to all meetings for Forum staff, Forum Members and Partners. By confirming to participate in Forum meetings, all Members and Partners commit to strictly adhere to these guidelines and to seek advice from Legal & Compliance if unsure about a specific discussion or meeting agenda.