



Before the meeting



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Have you received a detailed agenda of the meeting?



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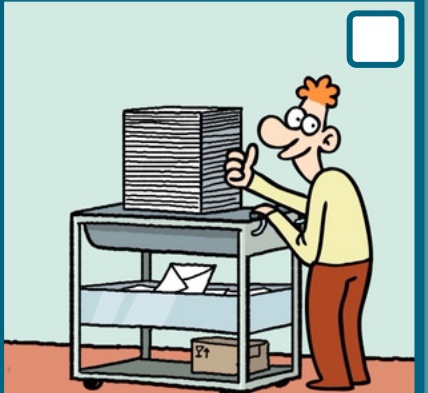
Have you aligned with the legal team when the agenda contained topics you doubted were permissible?



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Are presentations/documents that you wish to present first reviewed and approved by the legal team?

After the meeting



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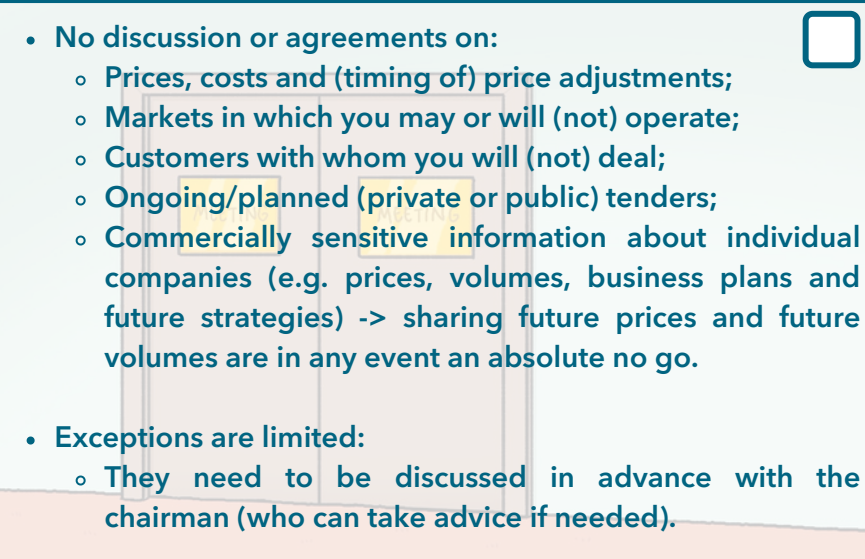
Draft notes will be delivered so that you can check whether they are detailed and complete.

During the meeting



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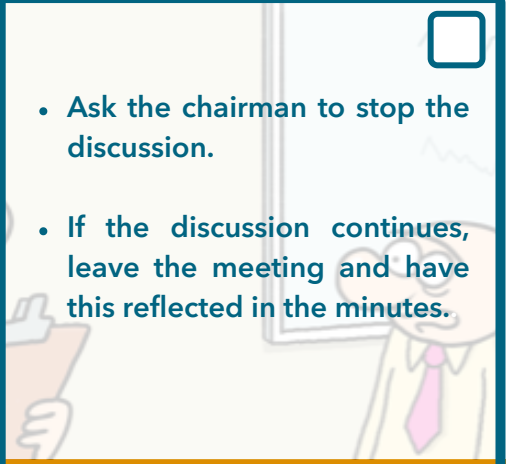
Is a person designated to take detailed notes?



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- No discussion or agreements on:
 - Prices, costs and (timing of) price adjustments;
 - Markets in which you may or will (not) operate;
 - Customers with whom you will (not) deal;
 - Ongoing/planned (private or public) tenders;
 - Commercially sensitive information about individual companies (e.g. prices, volumes, business plans and future strategies) -> sharing future prices and future volumes are in any event an absolute no go.
- Exceptions are limited:
 - They need to be discussed in advance with the chairman (who can take advice if needed).

What can and cannot be discussed during the formal and informal parts of the meeting?



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- Ask the chairman to stop the discussion.
- If the discussion continues, leave the meeting and have this reflected in the minutes.

How to react when problematic topics come up during the meeting?

A cartoon illustration of a business meeting. A man in a suit stands with his hands on his hips, addressing a group of people seated around a table. A woman with curly hair is seated on the left, and a man in a suit is seated on the right. A laptop is open on the table. In the background, there is a door with a circular logo that says 'COMPLIANCE' and a whiteboard with a line graph.

Faros: your compliance partner

Find out more? Contact us via compliance@faros.eu or reach out to:

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