

## **American Concrete Pipe Association and ACPA Research & Education Foundation CONFIDENTIALITY POLICY**

In order to encourage and foster open and candid discussion at all American Concrete Pipe Association (ACPA) and ACPA Research & Education Foundation (Foundation) meetings, including Member, Board, Committee, Task Group and Staff meetings, confidentiality of deliberations must be a high priority. Healthy discussion and disagreement are an integral part of the collaborative process and is encouraged. But, once a decision is made or an action taken, members are urged to support the decision or action wholeheartedly.

It is the policy of the ACPA that each Member, Board Member, Committee Member, Task Group Member and Staff Member shall keep confidential any and all information relating to discussions. While members are free to discuss actions adopted, disclosing any information concerning the discussions of such items during meetings is prohibited. In many cases talking points may be provided.

ACPA Policy also provides that the Chairman of the ACPA Board and the President are the only authorized spokespersons for ACPA and its Foundation unless otherwise directed by them or Executive Committee or Board action. All discussions in Executive Session shall never be discussed or disclosed except by action of the Board or by order of a court with appropriate jurisdiction.

No person other than representatives of Members of the Association may be admitted to the annual or special Meetings of the Members except with (a) the permission of the Chairman, and (b) their written consent to confidentiality and (c) their submission of a Conflicts of Interest Disclosure Statement. A copy of the Non-Member Confidentiality Agreement is attached.