

# Guideline for engagement in One Consortium activities

July 2, 2024

One Consortium is committed to conducting business with the utmost integrity and in accordance with the highest ethical standards. One Consortium has established these guidelines, which apply to all One Consortium Forums, Committees, Working Groups, and other initiatives, to assist One Consortium Participants and Leaders with participating in and running fair, productive, and courteous meetings. **These guidelines supplement and build upon other policies and procedures in [One Consortium's Procedures](#).** Violations of these may impact an individual's and/or a company's continued participation in a Working Group and/or One Consortium..

- 1. Professionalism & Courtesy** : The work of One Consortium relies on cooperation among a diverse group of Participants with different ideas, personalities, and communication styles. One Consortium strives to create and maintain an environment in which every person is treated with dignity, decency, and respect, without regard to age, gender, religion, etc.
- 2. Openness**
  - a. Meeting Schedules : One Consortium's Procedures generally requires six days' advance notice of virtual meetings. Meeting invitations are sent by Chair/Co-Chairs, and may only be forwarded to other recipients with the approval of Chair/Co-Chairs.
  - b. Time zones : Working Groups will endeavor to organize their work and meetings in such a manner that will allow participant from all time zones to engage as equally as possible
  - c. Meeting Agendas : Meeting agendas are to be distributed prior to meetings and approved at the start of meetings. Any concerns with proposed meeting agendas should be raised with Chair/Co-Chairs in a timely manner. Changes to an agenda that affect the timing of votes or consensus decision-making should be announced in advance of a meeting.
  - d. Meeting Minutes : objective and unbiased meeting notes (not verbatim transcripts) are to be published after the meeting
  - e. Contributions : One Consortium generally will not consider contributions that are subject to any confidentiality requirement or other restriction on its dissemination. Participants are reminded that, by contributing, every contributor is granting One Consortium the rights to adapt, copy and distribute the contribution to other One Consortium Participants for the purposes of progressing the work of the Working Group.

### 3. Transparency

- a. Company Affiliation, Disclosure and Voting : Except when inviting SMEs and Guests (see below), One Consortium does not permit individuals that are unaffiliated with One Consortium member companies to participate in One Consortium meetings. Each participant must identify the organization(s) they are representing, including when representing multiple organizations. Failure to identify clearly affiliation will result in not being permitted to vote, and being asked to leave the meeting.
- b. Chair/Co-Chairs Direction vs. Working Group Input : Chair/Co-Chairs should remain neutral in all discussions. Chair/Co-Chairs may provide input expressing their organization's view but must clearly indicate that is what he/she is doing. One way to accomplish this is for the Leader to indicate he/she is taking "off the leadership hat."
- c. Invited SMEs and Guests : At times, One Consortium permits non-member Subject Matter Experts (SMEs) and Guests to attend One Consortium's meetings. Such attendance is typically for a limited period. All One Consortium meeting attendees, including SMEs and Guests, are required to abide by One Consortium Procedures.

### 4. Fairness

- a. Decision-Making in working groups : While consensus is always sought as the best way to make decisions in a working group, and in order to avoid stalemate or unnecessarily lengthy discussions, decisions can be put to the vote by Chair/Co-Chairs. The first question put to the vote will always be on "Are the voting members ready to vote?" (i.e. possess sufficient information, are confident that they are representing their company's position etc.).
- b. Opting-out : Voting members who significantly disagree with the result of a vote can, in addition to voting "no", can also at their discretion, declare that they "opt-out" of the decision – this will be recorded in the minutes and made public should the decision made be publicized. Participant 'opting-out' of a decision must state a rationale. "opt-outs" without a rationale should not be considered.
- c. Final approval of Working Groups deliverable/output is the responsibility of the One Consortium Leadership, and may in some instance include submission to all One Consortium voting members for acceptance.

- 5. Public and external Communication:** External communication about on-going work by One Consortium, including all working group discussions, must be approved by relevant Working Group leadership and by One Consortium Leadership.
- 6. Confidentiality:** Discussions in One Consortium, including in the working groups, are confidential and cannot be shared outside of a Member's company or One Consortium. Although information can be shared within the Member's company, or within One Consortium, even within the Member's company or within One Consortium, it can only be shared on a non-quoted basis (i.e., it cannot be attributed to an individual or to their company).
- 7. No Commercial discussion :** One Consortium does not allow its Members to engage in any type of commercial discussion or presentation during its meetings. One Consortium is a vendor neutral organization and does not allow promotion of any specific offer or solution.
- 8. Antitrust :** One Consortium has an industry role in bringing together competitors to create broad industry solutions. Participants and Leaders must comply with all applicable antitrust laws and regulations. Participants and Leaders should avoid sensitive topics, such as cost, price information, or any competitively sensitive information. Any breach or suspected breach of One Consortium's antitrust policy will be taken very seriously and may lead to the termination of the organization's membership. Please consult ONE CONSORTIUM or your organization's legal counsel if you have any antitrust-related questions or concerns.
- 9. Concerns or Questions :** A Participant should notify Chair/Co-Chairs and/or One Consortium Leadership if they believe that these guidelines or One Consortium Procedures are not being followed or if there are other process-related concerns. The specific cause of the concern and all relevant facts should be provided; if a specific action is requested, this should also be stated.