

Code of conduct and legal requirements for VGB PowerTech e.V.

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VGB's purpose is to support the technical business activities of its member companies for generation, power plant internal utilization of electricity, heat, and for the by-products resulting therefrom within the scope of the VGB committees' activities. The meetings of the committees are supervised by the technical advisor of the VGB secretariat in charge. The invitations to the meetings are sent in accordance with the VGB's rules of procedures. An agenda is to be added to the invitation, where all consulting topics have to be listed clearly and without any ambiguity.

In each VGB committee meeting the VGB technical advisor in charge and the chairman or deputy must be present. The chairman and the VGB technical advisor are responsible for the compliance of the formal, proper and, according to law, impeccable meeting procedures as well as for the recording of the meeting. If the legal admissibility of a topic is not clear to the chairman, to the technical advisor or to a member of the committee, the topic is taken out of the agenda for resolution of the legal compliance with law (non-objection ability) in agreement with the VGB management. Updates of the agenda need a formal decision. The VGB technical advisor records these decisions in the minutes.

The technical advisors of the VGB secretariat keep the minutes of the VGB committee meetings. The time frame for the preparation of the minutes' draft version should be no longer than 3 weeks. The minutes inform about the technical exchange of experience, if necessary in anonymous form, the consequences, and all consulting topics, findings and decisions. The minutes are confidential. The technical advisor in charge of the meeting has to scrutinize the detailed transcription of the meeting results very closely. The technical advisor in charge is responsible for checking the meeting minutes before his assistant sends them to the chairman for check, approval and signature. His final check has to be documented by his signature or initials in the minutes. After signature by the technical advisor and by the chairman they will be sent to the members of the committees and the relevant committees according to VGB's rules of procedures or are published online in the "closed user groups" of the relevant committees not less than 14 days prior to the following meeting. Before and during the following meeting, members who took part in the documented meeting may propose final adjustments to the minutes if necessary for the purpose of clarification.

The members of the meeting check the minutes and immediately point out incorrect recordings to the technical advisor. The incorrect recordings are to be corrected in co-ordination with the chairman of the committee. The changes have to be mentioned in the minutes. The corrections have to be clearly marked as revision notes.

At VGB committee meetings, an exchange of information is not allowed, if it might violate antitrust laws and encumber competition between the companies.

For example the following issues are allowed or not allowed to be discussed nor included in the minutes, as far as the information have not yet been published or explicitly released in a legally proper way and in beforehand:

- Not allowed: Information exchange about internals of a company relative to confidential technical new developments and pre-competitive technical developments.
- Allowed: Information exchange about common development activities of the VGB community.
- Not allowed: Information about performance data of power plants as far as not published in a legal proper way and in beforehand.
- Allowed: Information about technical performance data with the aim to discuss and inform about latest technical developments and state of the art of specific technologies, as long as the technical performance data are part of the public domain.

- Not allowed: Information about costs and prices.
- Not allowed: Information about competition and any and all market data.
- Not allowed: Information about competition-related corporate strategy.
- Not allowed: Information about earnings, market shares and investments.

VGB staff is regularly trained in compliance with the rules for non-objectionable behaviour.

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