All participants involved in the creation and operation of GS1 US initiatives, including its Committees, Advisory Panels, Work Groups, Task Groups, or other groups ("Initiative") shall adhere to the following Meeting Code of Conduct and Operations Guide:

**Antitrust Compliance** All Initiative participants must abide at all times with the GS1 US Antitrust Compliance Policy, which requires:

- All standards developed are voluntary standards.
- Meetings shall be governed by an agenda prepared in advance, and memorialized by minutes prepared promptly after the meeting. Counsel will approve meeting agendas and minutes.
- The recommendations of an Initiative group are just that - individual companies remain free to make independent, competitive decisions.
- If any participant believes the group is drifting toward impermissible discussion, the topic shall be tabled until the opinion of counsel can be obtained.
- For the full Antitrust policy see [http://www.gs1us.org/gs1_us_anti-trust_compliance_policy](http://www.gs1us.org/gs1_us_anti-trust_compliance_policy).

**Meeting Conduct & Operations Guide**

- All participants will approach discussions with positive intent, bearing in mind all participants are involved to move the work forward to the benefit of all segments and in the spirit of building community.
- All participants will be afforded the opportunity to have their opinions heard and will be treated with respect and courtesy, honoring their uniqueness and value. There will be no tolerance for discrimination in any form.
- To foster and maintain openness and transparency, participants are expected to voice their support or concerns within the agreed upon forum (meetings, teleconferences, etc.). Discussions or comments intended to influence outcomes outside of the agreed upon open forum are discouraged.
- Group decisions once published are final.
- All teleconferences will be led by co-chairs or meeting facilitators. GS1 US experts will assist as needed. Co-chairs or other designated facilitators should send agendas to all team members at least 24 hours in advance of the next scheduled teleconference, and participants should contact the co-chairs if any agenda changes are necessary.
- Participants agree to devote a reasonable amount of time to preparation and participation in agreed activities including providing deliverables and draft documents in a timely manner. If an individual cannot
participate, he or she will notify the appropriate meeting facilitator (e.g. co-chairs) in advance so meeting participants can be confirmed and activity started.

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Meetings and calls will be limited to 60 minutes unless all participants agree to extend the scheduled time. Presentations and positions, during meetings, should be stated concisely.

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In the event that a vote is required, positions will be summarized and a vote called. Prior to voting, facilitators will ensure there is a quorum. If a quorum doesn’t exist, the vote will defer to when there is a quorum or put out for vote via e-mail with supporting information. Only one vote per company is allowed. Associations, solution providers, and GS1 US do not have a vote.

**Inappropriate Meeting Behavior**

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Presentations and remarks may NOT promote nor attempt to promote or sell a particular company, proprietary product, or product type, either implicitly or explicitly.

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Members will not harass other Initiative participants that may be potential customers or trading partners during breaks, social gatherings, or any GS1 US Initiative meetings or calls. GS1 US Initiatives are intended to foster community focused on supply chain efficiencies through the voluntary adoption and implementation of GS1 Global standards. Meetings are, in no way, to be construed or used as a platform for making sales calls.

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No GS1 US Initiative documents should be disseminated to those who are not members of that group prior to GS1 US’s release to the entire GS1 community.

**Code Compliance**

GS1 US takes this Code of Conduct seriously. All participants are responsible for compliance with all aspects of this Code of Conduct. Any participant who becomes aware of a possible violation of this Code of Conduct should promptly disclose the situation to the appropriate committee for review.
Operational Guidelines Specific to Foodservice

Group Formation Process

— The Advisory Panel will prepare call-to-actions for new workgroups/task groups.

— GS1 US, on behalf of the Advisory Panel, will send the call-to-actions to all member companies (executive sponsors, resource database participants, and community room members) and welcome all foodservice community volunteers.

— Members that want to participate on workgroups/task groups must have a Business Expertise Profile on record. Members will be reminded if they do not have a record on file that they need to submit their profile in order to participate on a workgroup/task group or other committees. Calls-to-action will be open for two weeks unless otherwise expressly noted in a particular call-to-action.

— GS1 US will maintain a resource database of all Business Expertise Profiles and publish it in the Advisory Panel community room.

— The Advisory Panel will choose co-chairs for the workgroups/task groups. These co-chairs will be selected based on their industry expertise, general leadership abilities, and/or interest in the workgroup/task group topic. Every effort will be made to have a balanced representation (manufacturers, distributors, and operators).

— GS1 US, on behalf of the Advisory Panel, will notify workgroup/task group members of the workgroup/task group roster and will post workgroup/task group rosters in the Community Room.

Member Commitment, Group Recommendations, and Decision-Making

— Members of the Workgroups, Task Groups, Advisory Panel, Executive Committee and Steering Committee shall be limited to companies that are members of the Foodservice GS1 US Standards Initiative.

— Participation implies a serious commitment to the group.

— Decisions of the committees and groups within the Initiative are made by consensus or by formal votes when necessary.
Consensus is defined as general agreement, characterized by the absence of sustained opposition, by any part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. It is important to understand that consensus does not mean unanimity. It is the responsibility of the co-chairs and the facilitators to judge whether consensus indeed has been reached.