



CMC DOUBLE BLIND SURVEY PROCEDURE

1.0 SCOPE:

This procedure outlines the method to be used to carry out pricing surveys or surveys of other similar sensitive information using inputs from independent companies which may be considered competitors or potential competitors. This procedure is in place for the purpose of ensuring compliance with US and International Anti-trust laws. This procedure will be used by the Critical Materials Council (CMC), under the management of TEHCET CA LLC.

2.0 PROCEDURE:

2.1 Survey Generation.

1.1.1 Survey is to be generated by a Critical Materials Council (CMC) Member or CMC Facilitator.

1.1.2 Excel spreadsheet or similar format is to be used.

1.1.3 Survey is password protected, the password is shared only among the CMC members and CMC Facilitator.

2.2 Survey Submission to CMC Members.

2.2.1 Survey is emailed to the CMC Members by the CMC Facilitator to each member with instructions to send the survey responses to a separate party, "CMC Administrator", as identified in Exhibit A. The CMC Facilitator includes the following guidelines in his email to the CMC members:

2.2.1.1 Survey Response Guidelines:

2.2.1.1.1 Any data included to complete this survey shall be not less than 90 days old.

2.2.1.1.2 Survey Participant acknowledges that s/he will not use the survey results to coerce or influence suppliers to comply with lower pricing and that the data is only to be used as an indicator of overall pricing trends.

2.3 Survey Responses Received by CMC Administrator from CMC Members

2.3.1 CMC Members who complete the survey send it as an attached password protected document to the CMC Administrator

2.3.2 CMC Administrator receives completed surveys from CMC members and removes any reference as to the origin of the survey. S/he will **not** have the password to open the attached survey response files.

2.3.3 All original emails and associated attachments will be deleted from the server.

2.3.4 CMC Administrator will keep a log of survey responses, Survey Log, as an indication of which CMC members have participated in providing survey responses. This is needed because the results of the survey will only be shared with those parties who participated in providing survey responses. This is in keeping with the CMC's policy of "Give to Get". The Survey Log will be emailed to the CMC Facilitator.

- 2.3.5 The CMC Administrator will then send each anonymous survey response to the CMC Facilitator, under a separate email cover, being careful to have no trace back to origin of these surveys.
- 2.4 Survey Results.
 - 2.4.1 The CMC Facilitator will open each survey using the password to unlock each response and tally the results in a spreadsheet.
 - 2.4.2 The results of the survey will be emailed to each survey participant, as listed on the Survey Log.
 - 2.4.3 The data will be held in confidence, protected under the Confidential Information Agreement signed by each CMC member.

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EXHIBIT A – CMC Staff 2016

The Critical Materials Council supporting staff will include the following:

CMC Facilitator: Jerry Yang, Ph.D.

CMC Administrator: Mary Frances Corey

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