**Confidentiality Policy**

(As of June 14, 2021)

The Pennsylvania Aggregates and Concrete Association (PACA), as part of its role in representing its members, engages in a variety of internal communications and external communications, including communications with -- and creation of documents for -- certain regulatory and other government agencies, elected officials, organizations, and other third parties. Such communications may involve in-person meetings, videoconferences, telephone calls, faxes, letters, email messages and similar communications between or among PACA staff, PACA Board members, PACA company members (including their employees), professional consultants retained by PACA, and other third parties, as well as other documents such as reports, summaries, agendas, letters, written statements, budgets, forecasts and financial documents of PACA.

When the content of a communication or document involves PACA’s preliminary or final opinion or position on an issue that has not been publicly stated, the communication or document shall be treated as confidential, and its contents shall not be disclosed outside of PACA or its member companies (or other third parties who are involved in the communications). In addition, any communication or document that PACA marks or otherwise expressly designates as “Confidential” shall be treated as such, and its contents shall not be disclosed outside of PACA or its member companies (or other third parties to whom PACA provided the communication or document). PACA may also impose further restrictions on the disclosure of certain communications or documents designated as “Confidential,” and anyone who receives those communication or document shall comply with those restrictions.

In the absence of expressly-stated restrictions for the agenda, meeting minutes and related documents that are designed as “Confidential” and circulated to PACA Board members in connection with Board meetings, the contents of those documents shall not be disclosed beyond the Board members and PACA staff (or other third parties who attend(ed) the portion of the Board meeting when such documents were reviewed or discussed).

This policy shall not apply to information or documents that are otherwise publicly available or that are available to or received by the recipient through other (non-improper) means. In addition, PACA’s President may provide written authorization to disclose information or documents that would otherwise be restricted from disclosure under this policy.