

**NATIONAL AUTOMOTIVE FINANCE ASSOCIATION
QUARTERLY COMPLIANCE ROUNDTABLE LIST-SERVE POLICY**

Welcome to the National Automotive Finance Association's ("NAF Association") Quarterly Compliance Roundtable ("Roundtable") list-serve network (the "Roundtable list-serve"). The NAF Association would like all Roundtable members to have a positive experience and therefore have established the following rules and etiquette guidelines for participation in the Roundtable list-serve. By subscribing to and participating in the Roundtable list-serve, subscribers agree to be bound by and warrant their full compliance with the following terms of participation:

Roundtable List-Serve Participation Rules:

The Roundtable list-serve is a service provided by the NAF Association to further its mission to provide programs, education and information for its members for the purpose of improving and developing their capabilities. The Roundtable list-serve has been established as a means of allowing NAF Association members and subscribers to have discussion and share ideas regarding consumer credit compliance related best practices, the activities of the NAF Association, legislative developments of interest to the subscribers, and general legal and compliance news. All postings must be of an informational nature and for informational purposes only. Commercial use or any other unauthorized use of the Roundtable list-serve is prohibited. The Roundtable list-serve may not be used to solicit business, including the direct or indirect marketing of subscribers' products or services, in any manner. The Roundtable list-serve may not be used to provide information, materials, products, or services in exchange for compensation of any kind.

The Roundtable list-serve is a closed subscription service for the members of the Roundtable. Therefore, only Roundtable members may use the Roundtable list-serve. Those not eligible will be removed and/or precluded from subscription. On the occurrence of any event affecting the eligibility to subscribe (e.g. lapsed membership) the affected member or subscriber will be removed by the NAF Association Executive Director or his/her designee. Information published on the Roundtable list-serve should not be shared with non-NAF Association Roundtable members.

The NAF Association accepts no responsibility for the opinions and information posted on the Roundtable list-serve, including the accuracy of any opinions and information. **In no event will the NAF Association be liable for any special, indirect or consequential damages, or damages of any kind whatsoever, resulting from loss of use, data or profits, arising out of or in connection with the access to, use or reliance on any information posted on the Roundtable list-serve.**

Subscribers must not post queries for information relating to and must refrain from any discussion which may provide the basis for an inference that NAF Association members agreed to take action relating to prices, production, allocation of markets, or any other matter having a market effect. Examples of topics which should not be discussed include: individual company prices, price changes, price differentials, markups, discounts, profit margins, allowances, credit terms, or terms or conditions of sale or lease – past, present or projected future pricing data, individual company data on costs, production, capacity, output decisions, inventories, sales, overhead, sales projections, future business plans, business practices and strategy, promotional incentives, market

shares and conditions or any other competitive information, etc. Such discussions are strictly prohibited and the NAF Association is not responsible for any such discussions. This does not preclude discussion of industry-based compliance best practices.

Subscribers must not post any defamatory, abusive, profane, threatening, offensive, or illegal information or material, or utilize the Roundtable list-serve in any illegal manner. In addition, subscribers must not post any information or other materials protected by copyright without the permission of the copyright owner, or use any words, logos or other marks that would infringe on the trademark, service mark, certification mark, or other intellectual property rights of the owners of such marks without the permission of such owners. Subscribers must not post any confidential information or any information that would infringe on the proprietary, privacy or personal rights of others, nor will they allow unauthorized persons access to the Roundtable list-serve.

PARTICIPANTS SHOULD NOTE THAT POSTINGS MAY NOT BE PROTECTED COMMUNICATIONS AND, THEREFORE, MAY BE SUBJECT TO DISCOVERY. By posting material, the posting party warrants and represents that it owns the copyright with respect to such material, has received permission from the copyright owner, or that the material is in the public domain. The posting party further warrants and represents that it otherwise has the full and unencumbered right to post such material and that such posting will not infringe any rights or interests of others. In addition, the posting party grants the NAF Association and subscribers of the Roundtable list-serve a non-exclusive, irrevocable license to display, copy, publish, distribute, transmit, print and use such information or material in any manner, without payment to the posting party.

Notwithstanding the foregoing, subscribers to the Roundtable list-serve warrant that they will not disclose to third parties the contents of any posting not authored by the subscriber, without the author's specific consent (except as required by law). Therefore a subscriber may copy a third party on an original posting by the subscriber, but may not divulge the content of replies received without the direct and specific consent of those individuals providing such reply (except as required by law.)

The NAF Association does not generally monitor the Roundtable list-serve for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting or unauthorized use of the Roundtable list-serve is brought to the NAF Association Executive Director's or his/her designee's attention, including but not limited to prohibited posting and usage as outlined in this Policy, the NAF Association will take appropriate action, as determined in its sole discretion. The NAF Association reserves the right to moderate, temporarily suspend or terminate, without prior notice, the Roundtable list-serve access of any subscriber who does not abide by this policy.

Subscription to the Roundtable list-serve is subject to approval by the NAF Association Executive Director. Subscription to and participating in the Roundtable list-serve signifies agreement with this Policy.

Netiquette for List Serve Subscribers

List-serves are one of the most useful means of communication, since they enable their subscribers to instantly transmit or receive information and opinions on matters of common

interest. When a message is posted or sent to an electronic mailing list, the Roundtable list-serve immediately distributes it to all subscribers. Conversely, when replies to that message are posted or sent, they too, are broadcast to the entire list of subscribers in a matter of minutes or seconds, making this a highly interactive form of communication. Note that once a message is sent to the Roundtable list-serve, it is immediately distributed and cannot be “re-called.”

Roundtable **List-serve Guidelines:**

- **Be germane.** Tailor your message to the subject/issue being addressed. That will result in more focused and valuable responses. Avoid religious or political issues. Do not post, publish, distribute, or disseminate views or materials that espouse political views or solicit on behalf of political candidates.
- **Give enough detail but not too much detail.** Balance the need to provide enough information to solicit valuable responses with the responsibility of not breaching attorney-client privilege, your company policy(ies) or simply disclosing information unnecessarily. Remember – your audience is large and diverse.
- **Brevity is important.** Keep your messages short and to the point.
- **Know your audience.** Recognize that your audience may have varying degrees of knowledge and experience, as well as diverse perspectives.
- **Identify yourself.** Provide your full name and affiliation in postings and emails. Consider providing your phone number. Fellow list-serve subscribers will then be able to contact you directly with information they might not want to post or email. If you prefer to post a question to the list-serve on an anonymous basis, you may send your question to the NAF Association Executive Director or his/her designee.
- **If possible avoid attachments.** Attachments can be very useful, but frequently they are incompatible with your audience's software.
- **Be careful with replies.** Not all replies need to be sent to the entire list-serve audience. Consider whether it's more appropriate to reply only to the subscriber who did the original post, and possibly others that have indicated an interest. Also consider calling the subscriber if your remarks will be of a sensitive or private nature.
- **Keep it simple.** A short message with simple formatting ensures that your message can be viewed by all subscribers with little difficulty.

This Roundtable list-serve policy is subject to change. Requests for exception to the Roundtable list-serve policy should be directed to the NAF Association Executive Director.