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### Do's and Don'ts: Insider Trading

The following illustrates do's and don'ts of insider trading and securities law

#### THE DO's

- **DO** remember that it is a federal crime to trade securities based on "INSIDE INFORMATION" - information you learn about your company or a closely allied company which is not generally available to the public, and which could cause the security's price to change if it became known.
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- **DO** keep all insider information confidential.
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- **DO** check your company's trading policies, or speak with a company attorney, before trading in your company's or a closely allied company's securities.
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- **DO** keep up to date with how trading laws and your company's trading policies apply to your position in the company, especially if you're an officer or director.
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#### THE DON'Ts

- **DON'T** ever trade securities on inside information.
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- **DON'T** act on someone else's "hot tips" that might be based on inside information-it's just as illegal as trading on inside information you've learned about your own company.
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- **DON'T** tell anyone inside information, not even family.
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- **DON'T** "just recommend" a trade, even without giving a reason, based on inside information.
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- **DON'T** give out untrue or misleading information that others might think is an insider tip.
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- **DON'T** look for clever ways to trade on inside information. The U.S. government and the exchanges have many more clever ways of catching inside traders.
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