*Environmental, Social & Governance*

To help us understand your approach to ESG integration, please provide answers to the following questions. Please note for the purposes of this DDQ, ESG integration refers to the inclusion of risk and return considerations from Environmental (E), Social (S), and Governance (G) factors in the research process. It does not imply creating any environmental, social, or governance tilts in the investment mandate of the firm or the fund(s).

Firm Level

1. Isyour firm a signatory or participant in any ESG-oriented organizations? (Yes/No)
	1. If yes:
		1. Please list each organization, when you began working with them, and describe your level of involvement.
		2. If you are a signatory to the Principles for Responsible Investment (PRI), what was your most recent report grade?
2. Does your firm have an ESG Policy? (Yes/No)
	1. If yes:
		1. When was it established?
		2. Who is responsible for maintaining the policy?
		3. Who is responsible for implementing the policy?
		4. Please attach the relevant policy.
3. Does your firm issue any reporting around ESG efforts? (Yes/No)
	1. If yes:
		1. Please describe.
		2. Please attach a recent sample.
4. Does your firm have any individuals or groups working to integrate ESG within the investment process? (Yes/No)
	1. If yes:
		1. Who works on these efforts, how are they structured, and how long have they been in place?
		2. How do they interact with other team members?
		3. What are they responsible for?
5. Are there any firm sponsored trainings on ESG issues for analysts and other employees? (Yes/No)
	1. If yes:
		1. Who conducts training?
		2. Who participates in training?
		3. What topics are covered?
		4. How frequently does training occur?
6. Does your firm actively engage with portfolio companies? (Yes/No)
	1. If yes:
		1. How are engagement efforts selected?
		2. Who conducts engagement? Please describe a typical effort.
		3. Are engagement efforts tracked? If so, please describe.
		4. How frequently do engagements take place?
7. Does your firm actively engage with other entities around ESG? This could include policy makers, other firms, etc. (Yes/No)
	1. If yes:
		1. How are engagement efforts selected?
		2. Who conducts engagement? Please describe a typical effort.
		3. Are engagement efforts tracked? If so, please describe.
		4. How frequently do engagements take place?
8. Does your firm have a proxy voting policy that includes ESG considerations, either within the overall policy or within a separate policy? (Yes/No)
	1. If yes, please attach.
	2. If no, please describe how ESG related proxy votes are handled.
9. Does your firm track how proxies are voted? (Yes/No)
	1. If yes:
		1. How are votes tracked?
		2. Are voting records available either publicly or by request?
10. Do you foresee any changes in the next year in how the firm addresses ESG? (Yes/No)
	1. If yes, please describe.

Strategy Level

1. Does the strategy include any negative or positive screening? (Yes/No)
	1. If yes:
		1. Who conducts the screening?
		2. What resources are used to inform the screening?
		3. Describe the screens used.
2. Do team analysts include ESG in their research process (Yes/No)
	1. If yes, how do you ensure that all analysts understand relevant ESG issues?
3. Does the team leverage any firm-level ESG analysts? (Yes/No)
	1. If yes:
		1. How many?
		2. How do they interact with team analysts?
4. Are ESG topics addressed the same across sectors/industries? (Yes/No)
	1. If no:
		1. How do topics differ across sectors/industries?
		2. How are different focus areas decided?
		3. Who elects what topics to include?
5. Are ESG considerations included in analyst research reports? (Yes/No)
	1. If yes, what format are write-ups in?
6. Is there a feedback mechanism in place if an analyst and another employee disagree on how ESG issues are addressed? (Yes/No)
	1. If yes, please describe.
7. Are analysts incentivized to include ESG considerations in their work? (Yes/No)
	1. If yes, please describe.
8. Are ESG considerations included in any portfolio valuation models? (Yes/No)
	1. If yes:
		1. What topics are addressed?
		2. How much of the model includes ESG factors?
		3. How are weightings decided?
9. Are ESG factors part of investment decisions? (Yes/No)
	1. If yes:
		1. When are ESG factors addressed in the buy/sell/weighting decisions?
		2. Provide an example where the position has been exited because of ESG considerations.
		3. How frequently do ESG factors play a role in decision making?
10. Does the strategy incorporate any active engagement with portfolio companies? (Yes/No)
	1. If yes:
		1. How are engagement efforts selected?
		2. Who conducts engagement? Please describe a typical effort.
		3. Are engagement efforts tracked? If so, please describe.
		4. How frequently do engagements take place?
11. Does the strategy utilize any outside resources (eg. MSCI, Sustainalytics, etc.) in assessing ESG? (Yes/No)
	1. If yes:
		1. What resources are used?
		2. What data is used from outside resources?
		3. How is the data housed?
		4. Who has access to the data?
12. Does the strategy utilize any internal database or technology resources in assessing ESG? (Yes/No)
	1. If yes:
		1. What resources are used?
		2. How is data gathered?
		3. How is the data housed?
		4. Who has access to the data?
13. Do you foresee any changes in the next year in how the strategy integrates ESG into the research process? (Yes/No)
	1. If yes, please describe.