



Questions to Ask Your Investment Manager

May 2016

1. Firm information: Do you have a sustainable/responsible/ESG investment policy? Please attach relevant documents and links.
 - a. Is your firm a signatory to the UN Principles for Responsible Investment (PRI)? If so, describe how are you implementing the 6 principles and provide a link to your public PRI Transparency Report. If not, what are your reasons for not signing?
 - b. List your participation in any other sustainable investment initiatives including details demonstrating your commitment to the initiative's objectives.
2. Environmental, Social, Governance (ESG) information: Explain how you integrate ESG factors, especially on climate, into your investment philosophy and decision-making process. Include a discussion on how relevant ESG and climate factors are identified, prioritized and addressed across asset classes and portfolios. Please provide examples of how ESG factors positively or negatively contributed to an investment decision. What was the concern and what was the outcome?
 - a. Have you engaged corporate executives or public policy makers on ESG issues of concern? If so, provide details of at least one company/organization, the concern, the request, and the outcome.
 - b. Describe how you evaluate the impact of climate change across your investments and your strategy for managing any regulatory or pricing shifts resulting from the transition to a lower-carbon economy.
 - c. Do you have a dedicated team focusing on ESG integration? If so, how do they influence your research/engagement/investment activities? If not, how does other staff integrate ESG factors into their responsibilities? Do performance reviews and compensation decisions reflect ESG integration?
 - d. What ESG-specific training/skills does your staff have? How is this knowledge kept current?
 - e. What reporting do you provide to clients – and external parties – regarding your ESG integration activities? Please attach relevant documents or links.
 - f. What priority ESG activities have you identified to address in the upcoming year? Provide details about your objectives, the methodology and how progress will be measured.

3. Proxy voting information: Proxy voting is a critical fiduciary responsibility and an important tool to address ESG issues. We are interested in your proxy voting policies and practice. Please provide a copy of (or a link to) your proxy voting guidelines.
 - a. Do you vote proxies for your other clients?
 - b. Do you use internally developed guidelines, or do you utilize the guidelines of a proxy advisor? Are some or all of your ESG policies reflected in your voting guidelines?