UK STEWARDSHIP CODE 2020

HAYFIN CAPITAL MANAGEMENT LLP

MARCH 2021

Preface

The UK Stewardship Code 2020 sets high stewardship standards for asset managers. The Code comprises a set of “apply and explain” principles, but does not prescribe a single approach to effective stewardship. Instead, it allows asset managers to meet the stated expectations in a manner that is aligned with their own business model and strategy.

Hayfin recognises that responsible stewardship is fundamental to fulfilling our fiduciary duty for our investors. Accordingly, we fully support the Code, applying its 12 principles across our strategies. We henceforth set our commitment and the manner in which we are fulfilling the principles of the Code and our stewardship responsibilities for the year ended 31st December 2020.

Yours sincerely,

Tim Flynn, CEO

Principles for asset owners and asset managers

Principle 1: Purpose, strategy and culture

Signatories’ purpose, investment beliefs, strategy, and culture enable stewardship that creates long-term value for clients and beneficiaries leading to sustainable benefits for the economy, the environment and society.

Responsibility is embedded in our culture. We have always analysed material ESG issues as part of our overall risk assessment of an investment. In doing so, we are making more informed investment decisions, better protecting the downside, potentially enhancing returns, fulfilling our fiduciary duty and protecting the firm’s reputation. We embed ESG not only within our investment process, but also within our corporate strategy. By considering ESG at a corporate level, we are contributing to a more sustainable world for our stakeholders, including our clients and their beneficiaries, our shareholders, our borrowers and our employees.

In late 2019, we launched a Culture Committee to articulate the principles to which we adhere when we work at our best. In 2020, the Committee, with the help of a broader internal working group, developed a mission statement supported by a set of values and behaviours. The outcome, shown below, highlights the importance of responsibility.

Hayfin's Mission Statement and Values

Our mission is to deliver consistent, superior, risk-adjusted returns to our investors. We aim to achieve this through a collaborative approach with unwavering focus on integrity, discipline, and creativity in everything we do. Our people, and the trust instilled in us by our stakeholders, are our core assets.

Responsibility

We are dedicated to our partners and constantly work to stay aligned to their long-term objectives. As custodians of our investors' capital, we are prudent with our decisions and will not lose sight of risk or our mandate in pursuit of return. We understand that if we do the right thing by our clients, our own success will follow.

Collaboration & Transparency

We are open-minded and team focused, sharing our knowledge and experience and working together towards a collective goal. We stress collaboration in everything we do because we believe teamwork, healthy debate and humbleness create better decision making. We keep communication simple, kind, accessible and proactive while recognising the need for transparency to collaborate in a committed and non-political way.

Excellence

We are hard-working and dynamic, always searching for new and better ways to work, seeking feedback and challenging conventional thinking. We foster an ambitious and high performing culture where people understand improvement is a constant exercise. We do not hide our mistakes and recognise them as a natural part of our personal and collective growth. We make an outsized effort to attract, retain and promote people who will challenge us and contribute to our success.

Entrepreneurial

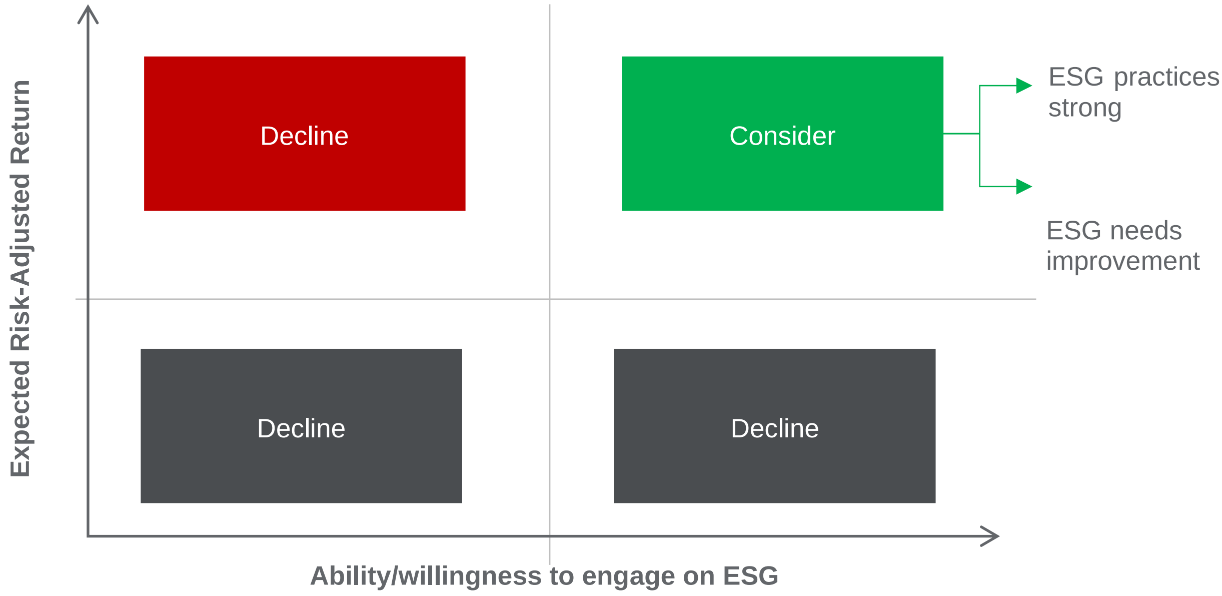
We are energetic, flexible and creative. We incubate and innovate new ideas to support progress while keeping in mind the risks involved. This freedom to explore inspires us and makes our work exciting and fun. We remain rigorous and diligent about what we do while staying flexible and adaptable, to look beyond conventional answers and pursue the most compelling opportunities for our investors.

Diversity

We are committed to cognitive diversity at our firm. We accept and appreciate that different ways of seeing and thinking can make us stronger as a team. We seek to bring people together from diverse backgrounds and aim to strike a balance in skill set, character, experience and point of view. We ensure everyone feels valued and comfortable expressing themselves and use these different perspectives to solve problems and make better decisions.

Our responsible investing approach is inclusive and active. We believe that directing capital towards borrowers willing to improve the sustainability of their practices may generate better outcomes than simply excluding investments on poor ESG grounds. As such, we support companies across industries at different stages of the ESG journey. Our key considerations are around engagement. Specifically, are we able to engage with our sponsors and/or borrowers on ESG matters and are they willing to engage with us?

An ESG framework on investment opportunities



Hayfin is a lender, rather than an owner, for most investments. Therefore, we are limited in our ability to exert control over the companies. However, Hayfin seeks to engage on ESG matters in all circumstances. Through engagement, we strive to increase transparency of information, raise awareness of ESG issues and encourage better ESG practices. The level of engagement depends on the type of investment.

As a signatory of the UN-supported Principles for Responsible Investing (PRI), Hayfin has embedded the following principles in its approach to stewardship and in its Responsible Investing Policy:

- Principle 1: Incorporate ESG issues into our investment analysis and decision-making processes
- Principle 2: Be active owners and incorporate ESG issues into our ownership policies and practices
- Principle 3: Seek appropriate disclosure on ESG issues by the entities in which we invest
- Principle 4: Promote acceptance and implementation of the Principles within the investment industry
- Principle 5: Work together to enhance our effectiveness in implementing the Principles
- Principle 6: Report on our activities and progress towards implementing the Principles.

Our ESG goals for 2021 are guided by the PRI Principles, our investors and best practice from our industry:

- Integrating climate change considerations
- Enhanced stewardship through engagement
- Improved ESG data capture and analysis
- Improved ESG monitoring
- Greater transparency

Principle 2: Governance, resources and incentives

Signatories' governance, resources and incentives support stewardship.

Hayfin Ownership

Hayfin benefits from a stable and long-term ownership model with strong team alignment. In January 2017, British Columbia Investment Management Corp ("**BCI**"), became an institutional shareholder of Hayfin to support the long-term growth plan of the company. BCI is a leading provider of investment management services for British Columbia's public sector with approximately C$171 billion of managed assets. In the current ownership structure, Hayfin management and employees remain substantial shareholders alongside BCI. As a founding PRI signatory in 2006, BCI and Hayfin are in constant collaboration to adopt and apply best practice in ESG and other matters.

ESG Committee

Hayfin has an ESG Committee comprised of members of senior management, investment, legal and client service teams. The ESG Committee meets monthly to oversee Hayfin's ESG efforts. The ESG Committee conducts ESG training for employees and completes Hayfin's PRI reporting. The ESG Committee also discusses how the firm can improve to become best in class in ESG across its business lines, identifies new initiatives and determines implementation for new processes.

Reporting Lines to the Audit & Risk Committee and the Board

In 2019, Hayfin established an Audit & Risk Committee, responsible for implementing Hayfin's risk management framework covering non-investment risk. Members include the COO Private Debt, COO Liquid Debt, CRO, General Counsel, CFO, CTO, two Non-Executive Directors and a shareholder representative. The Audit & Risk Committee reports quarterly to Hayfin's board of directors. In 2020, our ESG governance has been enhanced further whereby the ESG Committee has begun reporting directly to Hayfin's Audit & Risk Committee. The new reporting line strengthens ESG oversight and offers more breadth of escalation.

ESG Investment Subcommittee to Focus on Investment Level Considerations

Hayfin has an ESG Investment Subcommittee that meets with analysts to discuss investments before they go before Hayfin's Investment Committee for approval. The ESG Investment Subcommittee includes members of our investment committee, legal team and business development team. The ESG Investment Subcommittee reviews ESG analysis of the prospective investments, requests further research if required, encourages deeper engagement with sponsors and borrowers and maintains a database of ESG issues.

ESG Governance at Hayfin

Board of Directors

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Audit & Risk Committee

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ESG Committee

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ESG Investment Subcommittee

Training

Every year, we conduct ESG training for investment teams and employees in order to ensure that they have the required ESG knowledge and skills to incorporate best responsible investment practices in their day-to-day activities. These have become mandatory for all Hayfin employees, including the investment and client-facing teams. We hold the sessions on an annual basis in the autumn, with dedicated ESG sessions scheduled exclusively for new joiners. The sessions summarise the process, share best practice and update on new initiatives. They specifically address the following questions:

- What is ESG and why do we care?
- How do our investors think about ESG and what are their needs?
- The required steps for thorough ESG diligence
- ESG resources and checklist
- Case studies that reflect best practice
- Hayfin's PRI grades and feedback
- Hayfin's ESG goals

Training is ongoing at Hayfin, as the investment team refers to our ESG industry database and prior ESG memos when conducting analysis on new investments. The ESG Investment Subcommittee may also encourage the investment team to conduct more analysis and engagement regarding specific issues based on lessons learned from prior investments.

Principle 3: Conflicts of interest

Signatories manage conflicts of interest to put the best interests of clients and beneficiaries first.

Hayfin recognises that the nature of asset managers' roles can create conflicts of interest. In the event that a conflict of interest arises where an active role in respect of such investments is taken, Hayfin will seek to resolve such conflict in a fair and equitable manner and in accordance with FCA and other applicable regulatory principles, the relevant provisions of the fund documents (or other investment agreements in case of other investment vehicles) and Hayfin's own internal policies and procedures. Hayfin also recognises that asset managers are placed in a unique position of trust by their clients. Therefore, the firm's approach to conflicts of interest is to comply not just with the letter of the requirements to which the firm is subject, but to comply with the spirit of those requirements and the principles underpinning them by, in particular, being aware of both actual and potential conflict of interest situations.

Hayfin's conflicts of interest policy provides transparency to our clients, employees and other entities about the policies that Hayfin has in place with regard to conflicts of interest. Hayfin reviews this policy on an annual basis to ensure the firm is satisfied that it is up-to-date and meets best practice standards. Our conflicts of interest policy is available upon request.

Potential Conflicts of Interest

When considering when there may be a conflict of interest, the firm considers whether Hayfin may:

- stand to make a financial gain, or avoid a loss, at the expense of a client;
- have an interest in the outcome of a service provided to the client, or transaction carried out on their behalf, which is distinct from the client's interest in that outcome;
- have a financial or other incentive to favour the interests of one client or group of clients over another client;
- carry on the same business as the client; or
- receive from a person other than the client an inducement relating to the service provided to the client, in the form of monetary or non-monetary benefits or services.

Systems and Controls

When a new conflict is identified, Compliance will review the conflict and discuss it, as appropriate, with members of the Management Committee and/or the Audit and Risk Committee and the General Counsel or other senior persons. The conflict will be addressed on an ad hoc basis or, where necessary, a specific policy will be implemented. Compliance will record conflicts brought to their attention and the manner in which the conflict is addressed.

Each time the firm launches a new product or business line, the Compliance Officer or designee reviews the potential conflict risks and, where necessary, implements a revised policy to address any concerns.

In accordance with regulatory requirements, a conflicts of interest register is maintained, which records the services carried out that may entail a risk of damage to the interests of clients.

On an annual basis, the conflicts register is reviewed by the Firm's Audit and Risk Committee to determine whether any additional key or potential conflicts have arisen and need to be managed or prevented or if any current conflicts have been resolved and thus no longer need to be recorded in the conflicts register. Conflicts will additionally be reviewed to determine whether they are being effectively managed. The conflicts register summarises the means by which Hayfin manages each conflict.

Hayfin holds a mandatory annual compliance training for all of its employees. Breach of Hayfin's compliance policies and procedures, including of its conflicts of interest policy, is deemed a breach of employment arrangements with Hayfin and may lead to sanction under the firm's disciplinary policy, including immediate termination for cause.

Principle 4: Promoting well-functioning markets

Signatories identify and respond to market-wide and systemic risks to promote a well-functioning financial system.

It is in the interest of Hayfin, its clients, and society as a whole to have well-functioning financial markets. As such, Hayfin is an active member in representative bodies such as the Alternative Credit Council. It is important for Hayfin to engage with regulators and other important stakeholders to ensure the best outcomes for our clients.

We continually strive to enhance our analysis of ESG risks for our asset classes. Disruption has emerged as a theme that overlaps heavily with ESG. While we already think about such risks during our credit process, we are considering including disruptive risks by industry in our ESG templates to encourage more systematic consideration of these.

Selected (ESG related) disruptive risks for key industries

Industry	
Oil and Gas	Emergence of renewable energy ▪ Amid rising concerns about greenhouse gas emission and climate changes, renewable energy sources such as solar and wind now have widespread popular support. ▪ The technologies behind solar and wind power have been emerging fast in recent years, lowering the power generation cost. ▪ With government support in renewable technologies development, the solar and wind power generation is expected to grow five to ten times faster than any other power-generation technology in the next few years.
Maritime Services	Increased environmental sustainability concern ▪ Maritime transport has an inherent exposure to emissions and pollution. Public focus on environmentally friendly technologies such as slow steaming may impose a disruptive risk to the maritime industry. Increased social sustainability ▪ Safety management and workforce health and welfare are the key social concerns in this industry. ▪ With the development of unmanned autonomous vessels, it may offer an opportunity to improve seafaring welfare and improve vessel safety in general.
Retail/ Services	Increased social sustainability ▪ The social disruptive risk could rise from product quality, safety regulations and price transparency, and customer fairness. As a labour-intensive sector, increasing social concerns about human rights and equality will have potentially disruptive impacts. Technological disruptions ▪ The emergence of technology in e-commerce, payment systems, Industry 4.0 and big data is reshaping the retail industry and are fundamentally disrupting businesses. Digital transformation is happening in every aspect of traditional businesses, from business model to operation formats. It also impacts customers' behaviour and supply chains that change the whole retail ecosystem.
Financial Services	Focuses on responsible investing ▪ Sustainable and responsible investing have moved from a niche to the mainstream in financial industries. More and more investors put ESG considerations in their investment screening process. The increasing disclosure requirements on ESG matters also push companies in a more sustainable direction for business planning. This trend is subjecting the financial industry to a certain level of disruption and will cause changes in long-term company strategy.

Selected (ESG related) disruptive risks for key industries	
Industry	
	Evolution of risk management ▪ As with the financial crisis, Covid will lead regulators and financial institutions to review the existing regulatory framework and existing risk management approaches. The development of digital tools promotes innovations in risk management that enable companies to look beyond current risk capabilities.
General Industrials	The key concerns focus on environmental exposure relating to emissions and pollutions, and social exposure relating to safety management. More stringent industry regulation may change some operational patterns in this industry.
Food & Beverage	Access to information ▪ Transparency and traceability about ingredients, production and supply chains to mitigate, widespread customer distrust. Hyper-customised products ▪ Meal kits ▪ Specialised ingredients for additional customer benefits ▪ Non-animal protein for sustainable food production ▪ Advances in alternative packaging products

Source: S&P Global, Deloitte, McKinsey, Hayfin

In relation to the impact of COVID-19 on the portfolio, Hayfin has been in active dialogue with portfolio companies and each company's key financial metrics have been reviewed and are regularly monitored by the team in line with Hayfin's risk monitoring process. While this monitoring process is ongoing and will continue as business performance upon emergence from lockdown becomes visible, any changes in expected exit price or timing have been reflected in updated expected returns.

Hayfin has maintained its investment philosophy and focus on downside protection during the COVID-19 crisis. Hayfin's team has been closely monitoring the portfolio and has been in dialogue with companies' management teams and sponsors to assess and respond to the crisis' impact on the borrowers' business and potential liquidity needs. Hayfin has always required covenants in virtually all of its investments and that has continued to be the case post-COVID. Any increase in covenant-lite deals in the portfolio would be as a result of secondary purchases of syndicated facilities at a discount. Hayfin has been particularly focused on keeping tight control on permitted acquisitions and debt incurrence in its documentation. Hayfin's tight permitted debt language has required its consent in all cases and enabled the team to carry out a thorough review of those companies' impact from COVID-19. The pace of deployment for Hayfin has exceeded expectations during 2020.

Overall, in the 6 to 8 months following the first lockdown in March 2020, private equity sponsors were more focused on deliverability of debt structures, rather than negotiating the most aggressive terms. At the same time, a number of direct lenders appeared to struggle to prosecute new transactions while managing their existing portfolios. This meant there was a discernible improvement of terms across the board: spreads, fees, leverage, and documentation.

With sentiment improving and all direct lenders actively competing once more, market conditions have strengthened considerably since the beginning of 2021 with pricing and documentation back to pre-COVID levels. Private equity sponsors continue to push on terms, broadly by importing syndicated loan terms into the private market. Hayfin has continued to focus on off-the-run transactions where competition is a little more muted and where we can continue to negotiate terms that enhance our downside protection.

Principle 5: Review and assurance

Signatories review their policies, assure their processes and assess the effectiveness of their activities.

Hayfin has a seven-member ESG Committee comprised of senior management, investment, legal and client service professionals. The ESG Committee meets monthly to oversee Hayfin's ESG efforts, including reviewing its firm policy at least once per year. The ESG Committee conducts ESG training for employees annually and completes Hayfin’s PRI reporting. The ESG Committee also discusses how the firm can improve to become best in class in ESG across its business lines, identifies new initiatives and determines implementation for new processes.

In 2019, Hayfin established an Audit & Risk Committee, responsible for implementing and overseeing Hayfin’s risk management framework covering non-investment risk and providing oversight of procedures, policies and controls and assesses their effectiveness. The Audit & Risk Committee meets quarterly (and more frequently as required) to monitor consistency with Hayfin’s risk management framework, Members include Hayfin’s Chief Operating Officer, Chief Risk Officer, General Counsel, Chief Financial Officer, two non-executive directors and a shareholder representative. The Audit & Risk Committee reports quarterly to Hayfin’s board of directors. In 2020, our ESG governance has been enhanced further whereby the ESG Committee has begun reporting directly to Hayfin's Audit & Risk Committee. The new reporting line strengthens ESG oversight and offers more breadth of escalation.

Hayfin and its funds are audited annually by PwC and have always received clean audit opinions.

Hayfin has an ESG Investment Subcommittee that meets with analysts to discuss investments before they go before Hayfin’s Investment Committee for approval. The ESG Investment Subcommittee includes members of our investment committee, legal team and business development team. The ESG Investment Subcommittee reviews ESG analysis of the prospective investments, requests further research if required, encourages deeper engagement with sponsors and borrowers and maintains a database of ESG issues.

Hayfin reviews its ESG policy annually. This year, the policy was amended to reflect the progress made within the firm as to the integration of ESG considerations in the investment process as well as the PRI principles.

As a lender rather than an owner for most investments, Hayfin is limited in its ability to exert control over the companies and does therefore not have a voting policy.

Principle 6: Client and beneficiary needs

Signatories take account of client and beneficiary needs and communicate the activities and outcomes of their stewardship and investment to them.

Hayfin is one of Europe’s leading private credit alternative asset managers with c.€19.1 billion in assets under management as at 31 December 2020. Hayfin is headquartered in London, with eight additional offices globally in Frankfurt, Luxembourg, Madrid, Milan, Paris, New York, Tel Aviv and Singapore. The Hayfin team, as at 1st February 2021, comprises 161 employees including 79 investment professionals, specialised in sourcing, structuring and managing credit investments. Since its inception in 2009, Hayfin has extended loans totalling c. €24 billion firmwide to more than 375 companies predominantly in Europe.

Summary of Hayfin Strategies

Private Credit €13.4bn AUM			Liquid Credit €5.1bn AUM	Private Equity €0.6bn AUM
Direct Lending	**Special Opportunities**	**Tactical Credit**	**HY & Syndicated Loans**	**Private Equity**
▪ Performing loans to EU middle-market companies ▪ Robust cash flow and/or asset coverage ▪ Senior, secured, floating-rate instruments	▪ Markets with liquidity constraints or out-of-favour industries ▪ Unlocking value in complex situations ▪ Flexible investment focus to fit markets	▪ Contracted cash flows but not in corporate loan form ▪ Asset-backed loans on idiosyncratic collateral ▪ Temporary stress	▪ Opportunistic, total-return investments ▪ Focus on senior secured instruments with defensive bias ▪ Bottom-up security selection and relative value	▪ Mid-market buy-out focus ▪ Investing in funds, co-investments and concentrated GP-led secondaries ▪ High degree of assets exposure (60%) reducing blind pool risk and j-curve

As of 31 December 2020

Our LP base is purely institutional with a diversified global base, roughly equally distributed between continental Europe, the United Kingdom, North America and Australia. While a majority of our investors are pension plans, we also have insurance companies and sovereign wealth funds as some of our most important clients.

With regards to our reporting, every quarter the Investor Relations and the Investment team produce the following reports for each of the funds and Separately Managed Accounts:

- Summary of Investments and Portfolio update: a line-by-line track record is provided for both realized and unrealized investments. The report includes updated figures on amount invested, called, carrying value, realized proceeds and expected gross IRR at investment level and at fund level, alongside the fund's deployment and repayment profile and portfolio characteristics.
- Portfolio Breakdown: to promote transparency, this report aims to give as much details as possible on every investment in the portfolio. This document reports both quantitative and qualitative characteristics, including updates on companies' financials like LTM EBITDA, Enterprise Value and Leverage.
- CEO letter: CEO letters are released through Hayfin's administrator portal. This document includes a commentary on the Fund's new positions and realisations over the quarter, together with any relevant updates at Firm's level.

- Audited Financials: The Fund is audited annually as at 31 December, with audited financials made available within 90 days after year end.

Finally, all of our funds have an Advisory Board composed of representatives of selected investors. The Advisory Board advises the General Partner in our funds and resolves issues involving potential conflicts of interest.

Across all strategies, Hayfin emphasises risk before return, focusing on capital preservation and loss avoidance through comprehensive research on our investments, a rigorous investment process and active monitoring. As a firm, we are committed to teamwork, transparency and continuous improvement.

Responsibility is embedded in our culture. We have always analysed material ESG issues as part of our overall risk assessment of an investment. In doing so, we are making more informed investment decisions, better protecting against downside risk, potentially enhancing returns, fulfilling our fiduciary duty and protecting the firm's reputation. We embed ESG not only within our investment process, but also within our corporate strategy. By considering ESG at a corporate level, we are contributing to a more sustainable world for our stakeholders, including our clients and their beneficiaries, our shareholders, our borrowers and our employees. Indeed, while we look to the PRI for guidance, we also look to our clients. We have already engaged with many of them regarding ESG, and we have put some of their suggestions into practice.

Hayfin's Code of Ethics sets out the general fiduciary principles and standards of business conduct. It is Hayfin's policy to act in the best interest of its clients and on the principles of full disclosure, good faith and fair dealing. Hayfin recognises that it has a fiduciary duty to its clients. Acting as a fiduciary requires that Hayfin, consistent with its other statutory and regulatory obligations, act solely in the clients' best interests when providing investment advice and engaging in other activities on behalf of clients. Hayfin and staff members must seek to avoid situations which may result in potential or actual conflicts of interest with their duties.

We produce an annual report on our approach to responsible investment which is shared with our investors. We also produce bespoke reporting for our clients upon request.

We complete annual PRI reporting summarising our responsible investment accomplishments for the year and how we have implemented the PRI principles in our activities. We share our PRI report and assessment with our clients upon request.

Principle 7: Stewardship, investment and ESG integration

Signatories systematically integrate stewardship and investment, including material environmental, social and governance issues, and climate change, to fulfil their responsibilities.

ESG considerations are analysed for each investment across all strategies. The level to which they can be implemented depends on the strategy and level of influence Hayfin can exercise under such strategy.

Investment Diligence

Each potential investment is assessed from an ESG standpoint. Our investment teams use the industry database maintained by the ESG Subcommittee to guide their analysis. They may also commission third-party research and seek appropriate disclosure from sponsors, management and other relevant stakeholders. Where an industry presents heightened ESG risks, the investment team consults with the relevant team leaders, ESG Subcommittee or Investment Committee. This analysis is then submitted to the ESG Subcommittee for review before the investment can be presented to the Investment Committee. Further clarifications or actions may be required by either the ESG Subcommittee or the Investment Committee.

Hayfin also maintains detailed scorecards of the private equity sponsors with which it engages. Those scorecards contain an overview of their ability to actively manage ESG issues.

Investment Approval

The ESG Subcommittee reviews the ESG analysis, encourages further research if necessary and elevates certain issues for discussion in Hayfin's Investment Committee. Hayfin's Investment Committee is ultimately responsible for ensuring that material ESG issues have been considered and adequately addressed.

In the case of private equity investments, the Investment Committee closely analyses the ESG scorecard, suggesting any revisions to ensure consistency with our broader library of GP ratings, and identifying key ESG topics to be addressed by the investment or ODD team with the private equity sponsor before approval.

We summarise key issues from our ESG Investment Subcommittee discussions in an industry database. This database is available for the investment team to use as a guide for ESG analysis and for the ESG Investment Subcommittee to use for reference in their discussions. The database allows us to continually enhance the ESG analysis we conduct on our investments.

Industry Database of ESG Issues

Industry	Environmental	Social	Governance
Oil and Gas	▪ Management and control to prevent corruption and bribery throughout the value chain ▪ Transparency in business operations and production process	▪ Employee health and safety ▪ Diversity and inclusion	▪ Management and control to prevent corruption and bribery throughout the value chain ▪ Transparency in business operations and production process
Maritime Services	▪ Compliance with industry regulations of greenhouse gas emissions ▪ Adoption of renewable energy or cleaner-burning fuels and use of fuel-efficient ship engines ▪ Reduction of shipping duration in marine protected areas ▪ Environment sustainability inputs such as implementing ballast water exchange treatment ▪ Spills or releases of hydrocarbons, hazardous substances, or MARPOL	▪ Implementing a safe working environment and emergency management of ship casualties, vessel accidents, worker injuries and hazardous materials release incidents ▪ Proper employee training programmes and periodic dry-docking maintenance periods to ensure employees' safety, health and welfare	▪ Governance structures and practices to avoid company exposure to corruption and bribery including wilful or unintentional payments or exertion of unfair influence
Retail/ Services	▪ Product recall, consumer education, and initiatives aimed at meeting applicable regulations and industry standards ▪ Safe and proper disposal or recycling of materials	▪ Labour code of conduct to ensure proper working conditions, labour practices and safety requirements	
Financial Services	▪ Incorporation of climate change and other environmental risks into investment origination and underwriting processes	▪ Implementation of diversity policies ▪ Training on diversity, mentorship and sponsorship programs, partnership with employee resource and advisory groups, and flexible work schedules to accommodate the varying needs of employees ▪ Policies and programmes for fostering equitable employee representation ▪ Implementation of data security protection ▪ Principles of fairness to customers (borrowers)	▪ Adequate disclosure of risk, suitability, investment alternatives and conflict of interest to clients ▪ Fair compensation structures for executives ▪ Incorporation of ESG considerations in investment decision-making process
Building Materials	▪ Sustainability and use of environmentally focused design principles	▪ Efforts to minimise workers' exposure to harmful materials	

	▪ Consideration of upstream environmental impacts and use of recycled/renewable materials ▪ Optimisation of packaging and design for consolidated shipping ▪ Wood supply chain management and harvesting from sustainable sources	▪ Proper engineering controls and safety training programmes	
Healthcare	▪ Energy efficiency in operations including electricity, heating, cooling, steam energy and fuel usage ▪ Diversification of energy sources and adoption of renewable energy from hydro and biomass sources ▪ Using recycled materials for packaging ▪ Product take-back and end-of-life recycling	▪ Safety control over clinical research organisations with respect to welfare of research subjects ▪ Effective company policies and procedures to promote product safety ▪ Compliance with applicable regulations ▪ Healthcare accessibility and equality considerations ▪ Initiatives to provide access to healthcare products in developing countries ▪ Pricing transparency and fairness to patients ▪ Reasonable price increase and fair pricing in different regions ▪ Protection of customers' health information records	▪ Proper disclosure of product recalls ▪ Ethical marketing fully representative of potential safety risks and side-effects of products ▪ Oversight of controlled substance prescriptions dispensation ▪ Code of conduct related to conflict of interest, corruption & bribery or other unethical business practices
General Industrials	▪ Environmental impacts associated with project design, siting and construction ▪ Biodiversity impacts including air emissions, water discharges, waste management, natural resource consumption, soil erosion and hazardous chemical usage ▪ Disposal related risk in relation to hazardous substances, pollutants, or contaminants ▪ Development of products with energy-conserving design and efficient resource utilisation ▪ Incorporation of climate change consideration into long-term business strategy planning	▪ Company commitment to workforce safety matters including implementation of safety protocol, safety training and maintaining a safe work environment	▪ Disclosure of energy efficiency and water efficiency performance improvements
TMT	▪ Sustainability in energy consumption ▪ Consideration of product waste and proper disposal	▪ Management practices and guidelines on their use of customer data ▪ Data security and cyber-attacks ▪ Concentrated nature of telecommunications, cable and satellite companies ▪ Responsible use of IP protection to balance innovation without restricting competition ▪ Systemic or economy-wide disruption may be created if the network infrastructure of telecommunication services companies is unreliable and prone to business continuity risks	▪ Initiatives to recruit from and develop diverse talent pools ▪ Workforce diversity is important for innovation and helps companies understand the needs of their diverse and global customer base
Food & Beverage	▪ Water consumption ▪ Food and packaging waste ▪ Energy consumption ▪ Chemicals and energy from refrigeration, heating, ventilation, lighting and air conditioning.	▪ Food safety and quality control ▪ Contamination by pathogens, hazardous substances, or spoilage leading to human health risks ▪ Transparency around nutritional information and mitigating public health concerns around obesity	▪ Working conditions and fair wages

		▪ Responsible supply chains and sustainable suppliers with focus on conservation, water scarcity, animal welfare, fair labour practices and climate change ▪ Customer data protection	
Real Estate	▪ Energy consumption and utilities including heating, lighting and use of appliances ▪ Water efficiency in building construction and usage to reduce environmental impact, as well as operating costs for real estate assets ▪ Tenant oversight for sustainability		▪ Internal transparency around business operations and maintaining a high standard of ethics ▪ Employee training, oversight, policies and procedures to build client trust and loyalty
Business Services		▪ Customer data security and mitigation of threats including cybersecurity breaches, malicious activities or employee negligence	▪ Diversity and workforce engagement to garner knowledge, talent, advice and a variety of technical skills ▪ Prioritising diversity at management levels can help attract the best talent ▪ Fair treatment and equitable pay ▪ Fostering professional integrity and providing adequate training and support to employees
Metals & Mining	▪ Carbon dioxide from fuel use during mining, ore processing, and smelting activities ▪ Hazardous air pollutants impact on human health and the environment Conservation of energy and water resources ▪ Disposal of waste that can be hazardous or chemically reactive Site damage leading to negative impact on ecosystems	▪ Protecting communities in conflict zones or areas with weak governance Security forces to protect workers and prevent human rights violations in local communities ▪ Shared community resource impact through mining operations, such as competition for access to local energy or water resources, air and water emissions, and waste from operations.	▪ Management of working conditions and labour relations ▪ Health and Safety in mining operations due to the often-hazardous working conditions ▪ Ethical approach and transparency in payments to governments or individuals

Source: Sustainable Accounting Standards Board (SASB), Hayfin

Portfolio Monitoring and Exit

Where material ESG matters have been identified, the responsible investment analyst engages with sponsors and/or management on an ongoing basis to monitor these issues. Material ESG developments are included in commentary in the monthly portfolio sheets and, where appropriate, brought to the attention of the ESG Subcommittee for incident recording and the Investment Committee for consideration.

For private equity investments, we actively engage with our GPs to improve ESG practices within investee companies. We have implemented an oversight programme to monitor ESG at the portfolio company level through an annual survey requesting a selection of KPIs.

Principle 8: Monitoring managers and service providers

Signatories monitor and hold to account managers and/or service providers.

Hayfin has a formal due diligence selection process for any new third party service providers. The process includes a review of the relevant service areas, including process, technology, quality of staff and senior management, any relevant cyber security risks, operational and financial controls, any risks around GDPR and data protection compliance, any other applicable laws, rules or regulations and the counterparty's commitment to Hayfin as a client. In addition, Hayfin conducts reference and background checks on the team members.

Hayfin has service level agreements (SLAs) in place with many companies, incorporating key performance indicators (KPIs) to help oversee the services provided. In addition to ongoing daily and weekly interaction, Hayfin's CFO and members of Hayfin's Finance and Operations team participate in quarterly meetings to discuss SLAs and KPIs. In addition, on at least an annual basis, members of Hayfin's Finance and Operations teams perform onsite visits. Hayfin also receives copies of these counterparties' Internal Controls Reports such as ISAE 3402 and their DR, BCP and Cyber Security policies.

Hayfin regularly meets alternative third party service providers to discuss opportunities and gathers market research to enable it to benchmark the service levels and pricing from its core service providers.

Principle 9: Engagement

Signatories engage with issuers to maintain or enhance the value of assets.

Hayfin is a lender, rather than an owner, for most investments. Therefore, we are limited in our ability to exert control over the companies. However, Hayfin seeks to engage on ESG matters in all circumstances. Through engagement, we strive to increase transparency of information, raise awareness of ESG issues and encourage better ESG practices. The level of engagement depends on the type of investment.

Private Equity

Hayfin has a private equity team that engages with private equity sponsors to understand their ESG philosophy, policy and procedures. They will then create a sponsor scorecard in which they rate the sponsor on ESG metrics. An example of the scorecard for a leading private equity sponsor is shown below:

ESG Scorecard for a leading private equity sponsor

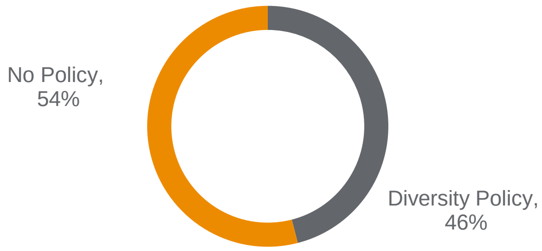
Strategy and Governance	Comment	Rating
Does have a ESG policy?	Yes	
Has an appropriate governance structure to ensure compliance, training and continuous improvements?	Yes	
UNPRI signatory and commitment to other international standards?	Yes	
Process – Identification of ESG factors Pre-Investment		
Identifies material ESG factors in due diligence? Consultants?	Yes	
Incorporates ESG factors in investment documentation and IC decisions?	Yes	
Process – Contribution to management of ESG factors Post-Investment		
Portfolio level – insist on ESG polices in underlying investments with implementation of appropriate governance structures?	Yes	
Monitoring – introduces relevant KPIs at portfolio level monitored at least annually?	Yes, monitored on a quarterly basis	
Cross sharing – has at least annual workshops for all portfolio companies to promote best in class practises across the portfolio?	No, however they recommend PFCs to establish their own ESG Steering Group to cross-share information around ESG internally	
Communication – Reporting		
Exit - ESG aspects are incorporated in preparations for exits?	N/A	
ESG related topics are addressed in quarterly reports and AGMs?	Included in AGM materials but not quarterly reports	
ESG management and breaches communicated to LPAC	Yes	
Production of public ESG report at least annually?	Yes	

The engagement continues throughout the life of the investment. We have implemented an oversight programme to monitor ESG at the portfolio company level through an annual survey requesting a selection of KPIs. In 2020, we received responses from the majority of private equity companies to whom we sent the survey, the details of which we show below:

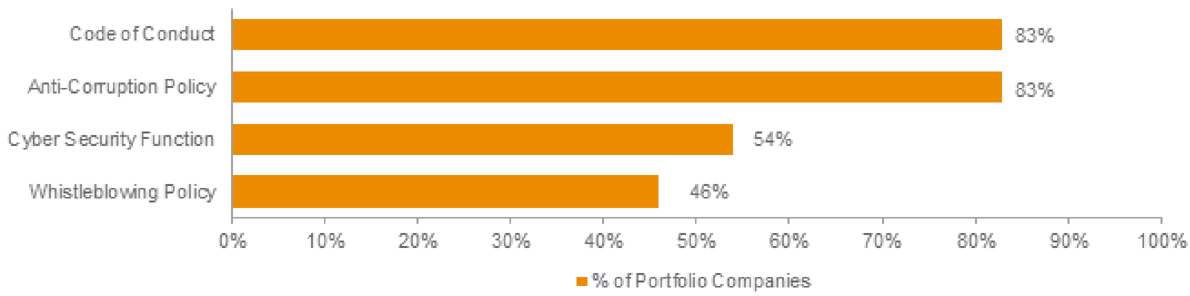
Private Equity Funds Portfolio Monitoring

Environmental: Environmental Policy

Social: FTEs and Diversity Policy



Governance: Compliance and IT security



Statistics based on surveys received as of 5th June 2020 with the remaining delayed due to Covid-19.

Private Credit

Many of these sponsors have ownership stakes in our credit investments. Therefore, a strong synergy exists between our private equity and our credit teams, whereby the latter have access to internal research on private equity sponsors as part of their investment diligence.

Furthermore, within private credit, we are usually the sole or largest lender, which allows us to exert some influence over our borrowers. Our private credit analysts may further engage with the sponsor to request more information, dig deeper on certain issues, elevate concerns or encourage improvements regarding specific borrowers. For investments where there is no private equity sponsor involved, the analysts will engage directly with our borrowers to understand their approach to ESG, request more disclosure and influence ESG practices wherever possible. Governance is a key issue for non-sponsored investments, and we actively engage with management teams to understand their organisational structure and culture. As a matter of course, we will also engage with third parties to conduct background checks on management.

Hayfin has an ESG Investment Subcommittee as described in our response to Principle 2. It is mandatory for analysts to discuss ESG considerations for each investment before they go before Hayfin's Investment Committee for approval of that investment. The ESG Investment Subcommittee will encourage a deeper level of engagement wherever possible. They track engagements and monitor outcomes for reporting to our investors.

The following table summarises results of our engagements over the past year:

Engagement Examples

Objective	Following our engagement
Increasing transparency	▪ We routinely request from sponsors their ESG policies and additional reports (eg environmental) if these are not provided with initial due diligence materials ▪ A distributor of products disclosed its commitment to the BSCI Code of Conduct in response to our enquiries about fair working conditions in the production sites of its suppliers ▪ A distributor of construction equipment detailed the accreditations it provides to its workforce and customers to use and maintain the equipment when we enquired about employee health and safety ▪ A sponsor provided us their detailed analysis of ESG issues for an IT equipment manufacturer when we asked them questions about certain environmental and social issues
Raising ESG awareness	▪ A family office acquiring a building products company did not have an ESG policy, so we arranged a call with them to understand their corporate practice and discuss the importance of ESG issues and expectations ▪ A healthcare company subject to past litigation has discussed with us significant governance improvements, including wholesale board turnover, internal control improvements, financial restatement and plans towards re-listing ▪ A financial services firm shared how they are transitioning to a new executive board and demonstrated a well-prepared handover plan ▪ If we do not already have an ESG rating from our PE team for a sponsor with whom we would like to partner for financing, our PE team will contact them to set up a diligence session
Influencing practice	▪ Within our maritime practice, we routinely engage with shipowners regarding fuel consumption and emissions, encouraging not only compliance with targets set by IMO, but also ambitions to exceed regulatory requirements

Principle 10: Collaboration

Signatories, where necessary, participate in collaborative engagement to influence issuers.

Hayfin is a member of the Alternative Credit Council (ACC), a global body that represents asset management firms in alternative credit. We are part of the ACC's Responsible Investment Working Group. The Working Group is focused on the following:

- **Investor education:** There is often a lack of consistent investor expectations when it comes to ESG requirements. The ACC will be establishing a joint asset manager and investor forum to facilitate knowledge sharing and investor education on core private credit topics, of which ESG will constitute a priority.
- **Data capture from borrowers:** Members of the Working Group would like to capture more consistent and relevant data from borrowers using templates. A standardised questionnaire of 12-15 questions could be helpful, with disclosure expectations adjusted to the size and jurisdiction of the borrower.
- **Supporting members:** The Working Group benefits from peer-based discussions. The ACC will support members through the sharing of information and sound practices and will establish dialogues with other industry bodies.
- **Consultations:** The ACC will coordinate responses to consultations on behalf of it members to support our shared objectives.

Over the past year, through the ACC collaboration, we have responded to consultations on SFDR, Taxonomy Article 8, non-financial reporting disclosure and sustainable finance. Over the coming year, we are considering leading an effort to request from private equity sponsors more comprehensive ESG monitoring data on our borrowers that could potentially be used over time to track genuine progress on ESG issues, such as climate change.

Hayfin signed up for the Principles of Responsible Investing (PRI) in 2018 in recognition of their leadership in responsible investing. We are in active discussions with them and are currently exploring ways in which we can become more involved to share our insights and learn from peers. For example, we are currently discussing joining a panel discussion on ESG provisions in documentation.

Principle 11: Escalation

Signatories, where necessary, escalate stewardship activities to influence issuers.

Hayfin is a lender, rather than an owner, for most investments. Therefore, we are limited in our ability to exert control over the companies. However, we seek to engage on ESG matters in all circumstances. It is the responsibility of our ESG Investment Subcommittee to encourage and track engagement. They will request further engagement wherever possible before investments are approved by Hayfin's Investment Committee. An example that arises periodically is the lack of sponsor rating by our private equity solutions team within the ESG analysis for a credit investment. When this occurs, our investment team will request our private equity team to rate a sponsor. The private equity team will find time to engage with that sponsor to conduct a rating. As a result of this process, the number of ratings that we have for sponsors has risen from 42 in 2019 to 61 in 2020.

We continue to monitor ESG issues throughout the life of an investment, and will escalate issues with our borrowers to encourage improvement and/or to address deterioration. An example of such escalation with a private equity sponsor is as follows:

Investment made in Hayfin's Private Equity Funds strategy	
Background: Our sponsor focuses on investments in Nordic companies operating in the pharmaceutical, medical technology, healthcare services and other health-related industries.	
ESG issue	▪ At the time of investment, the sponsor had no ESG policy in place and was not a signatory to the UNPRI. No ESG analysis or tracking of ESG KPIs was included within investment process or IC documentation either. These factors presented an overall ESG risk.
ESG analysis	▪ Whilst ESG was not a focus for the sponsor at time of investment, Hayfin believes in being a constructive partner. We requested in legal documentation that ESG policies and procedures be implemented within two years.
Outcome	Post-investment, Hayfin Private Equity has maintained an active dialogue with the sponsor on the implementation of these policies, procedures and best practices. ESG policy is now in place after our PE team provided examples and guidance. The company implemented a comprehensive strategy on governance pre- and post-investment along with incorporating ESG into their investment process from the start (due diligence phase) all the way through the final investment decision. Hayfin Private Equity continues to work with the sponsor, helping to prioritise ESG topics, and provide key learnings based on broad experience within the industry.

Occasionally, we take equity stakes in companies, or we end up owning equity due to deterioration of an investment. In such cases, we recognise there is more we can do and we escalate ESG issues as outlined in our response to Principle 12.

Principle 12: Exercising rights and responsibilities

Signatories actively exercise their rights and responsibilities.

For most investments in our credit strategies, we are a lender, rather than an owner. As such, we have limited ability to exert control and do not have a voting policy. We do own majority equity stakes in a few investments, and we recognise there is more we can do in these situations.

In 2018, Hayfin hired an operational due diligence specialist to focus on conducting operational diligence on private equity sponsors and liaising with investors who are conducting operational diligence on Hayfin. In 2019, we expanded the role to include performing operational diligence on companies with whom we own a majority equity stake within our credit strategies. A component of this diligence is assessing ESG issues through a questionnaire. Over the coming years, we aim to track progress towards recommended improvements for these companies.

Ownership ESG Questionnaire and KPIs	
For the KPIs, please indicate which KPIs are currently tracked and can be reported to us on an annual basis. For these KPIs please provide an answer specifying the date of the data.	
General	▪ Do you have a company ESG policy?
Environment	▪ Maritime transport has an inherent exposure to emissions and pollution. Public focus on environmentally friendly technologies such as slow steaming may impose a disruptive risk to maritime industry. ▪ Do you have an environmental policy? ▪ Do you have a recycling policy / initiative? What is the % waste recycled? ▪ What is the percentage of disposed hardware that is recycled? ▪ Do you have a printing policy, do you use recycled paper? ▪ Do you monitor your electricity consumption (kWh)?

Ownership ESG Questionnaire and KPIs

For the KPIs, please indicate which KPIs are currently tracked and can be reported to us on an annual basis. For these KPIs please provide an answer specifying the date of the data.

	▪ Are there any initiatives to reduce electricity consumption (e.g. LED lights, installing automatic lighting controls…)? ▪ Do you have a programme to reduce carbon dioxide emissions? ▪ Do you know the firm's total carbon dioxide emissions? ▪ Do you have a travel policy designed to reduce carbon emissions? ▪ Do you have an initiative to become carbon neutral? How? ▪ What is the average travel cost per employee?
Social	▪ Do you have a diversity policy / equal opportunities / discrimination policy? ▪ What is the % of women FTEs? ▪ Do you have HSE (health, safety and environment) procedures? ▪ Has the firm paid charges, fines or penalties in respect of breach or non-compliance of any health & safety laws, standards or regulations and/or breach of any labour laws, standards or regulations? If yes, please provide details
KPIs	▪ Annual employee turnover ▪ Voluntary turnover ▪ Percentage of women FTEs ▪ Percentage of women in middle management ▪ Percentage of women in top management ▪ Absenteeism rate ▪ Sick days (FTEs) ▪ Employment growth ▪ Percentage of employees with either profit sharing or bonus schemes ▪ Number of reported accidents at the workplace ▪ Average Glassdoor score ▪ Average Employee NPS score ▪ Sustainable and responsible investing now become a niche to a mainstream in financial industries. More and more investors put ESG considerations in their investment screening process. The increasing disclosure requirements on ESG matters also push companies in a more sustainable way for business planning. This trend gives the financial industry a certain level of disruption and will cause
Governance	▪ Do you have a Code of Conduct, anti-corruption policy, whistleblowing policy, modern slavery policy? ▪ Is employee industry or regulatory training conducted annually? ▪ Has the firm paid charges, fines or penalties in respect of Fraud, bribery, money laundering or facilitation of tax evasion?
Data protection	▪ Do you have a company data protection/privacy policy? ▪ Do you have a dedicated cybersecurity function? ▪ Have employees received basic data protection/privacy training?
KPIs	▪ Percentage of personnel who received annual information and security awareness training ▪ Number of security incidents ▪ Number of data protection policy breaches that trigger an immediate incident response ▪ Number of reported data protection policy breaches related to IT security
Other fraud, abuse and legal KPIs	▪ Number of copyright disputes and infringements ▪ Number of fraud cases ▪ Number of reported cases of corruption ▪ Number of court judgements filed against

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