**Illustrative Diversity and Inclusion (“D&I”) Questionnaire**

AIMA and Albourne (version of August 2020)

|  |  |  |
| --- | --- | --- |
| NAME OF INVESTMENT MANAGER RESPONDING: | | |
| Click here to enter text. | | |
|  | | |
| AS OF DATE OF THIS DDQ: | | |
| Click here to enter a date. | | |
|  | | |
| NAME OF CONTACT PERSON AT INVESTMENT MANAGER: | | |
| Click here to enter text. | | |
|  | | |
| CONTACT PHONE NUMBER: | | CONTACT EMAIL ADDRESS: |
| Click here to enter text. | | Click here to enter text. |
|  | |  |
|  | Tick here to confirm the required certification on page ii has been made | |
|  |  | |
|  | Tick here if the responding firm undertakes to notify the recipient of material changes that take place to answers provided in this DDQ | |

Certification

Investment managers filling in this DDQ must make one of the certifications below. When the DDQ is provided in other than electronic platform format, the certification must appear in a location that is between the front cover page and the table of contents regardless of format.

|  |  |
| --- | --- |
| Tick the one that applies. If none do, then your firm is not authorised to distribute this DDQ under AIMA’s copyright. | |
|  | Our firm is an investment manager that is a member of AIMA and *we have not changed any of the AIMA questions or set responses*. We have abided by the Terms of Use. |
|  | Our firm is an investment manager that is a member of AIMA and *we have changed some of the AIMA questions or set responses and have accordingly removed the AIMA branding as required*. We have abided by the Terms of Use. |
|  | Our firm is not itself a member of AIMA. *We have not changed any of the AIMA questions or set responses*. We have abided by the Terms of Use. |
|  | Our firm is not itself a member of AIMA. *We have changed some of the AIMA questions or set responses and have accordingly removed the AIMA branding as required*. We have abided by the Terms of Use. |

Note on Use by Investors

This due diligence questionnaire is a tool to assist investors when considering whether or not to invest with an investment manager or in an alternative asset fund. While alternative fund investment programmes come in a variety of strategies and objectives, each with its own nuances, it is important to fully understand the following before you invest:

* the trading strategy, including how ideas are generated, the primary sources of return, the products and markets traded and how these products are used within the trading strategy;
* the investment manager’s background, organisation and resources;
* the fund’s terms, structure, governance, performance and tax treatment;
* the effectiveness of the investment manager’s controls and the processes for managing and controlling market, liquidity and operational risk;
* the third-party service providers responsible for supporting the funds and the investment manager;
* developing trends in the regulatory environment and their potential implications;

Investors should review with their legal counsel and other advisors the value of the responses and to what extent, if any, they may rely upon such responses. The contractual terms of an investment in any fund will normally be confined to the terms of the application or subscription documents, prospectus, private placement memorandum or other offering document and the constitutional documents of the fund. In order to obtain the best possible information on any specific investment manager, additional questions should be raised to clarify any point of uncertainty and, where practicable, verbal examination should be undertaken. In particular, AIMA recommends that, in respect of special areas of concern, such as fund performance or risk profile, independent third-party data should, if possible, be obtained in order to verify these facts. **Please also refer to the terms specific to this DDQ as detailed later in this document.**

Disclaimer

None of AIMA, its officers, employees or agents makes any representation or warranty, express or implied, as to the adequacy, completeness or correctness of the questionnaire. No liability whatsoever is accepted by AIMA, its officers, employees or agents for any loss howsoever arising from any use of this questionnaire or its contents or otherwise arising in connection therewith. For the avoidance of doubt, note that, by providing this questionnaire, AIMA does not act as legal counsel in any jurisdiction. Use of this module and the DDQ generally is subject to the [Terms of Use](https://www.aima.org/resource/aima-ddq-terms-of-use.html).

**Contents**

[AIMA/Albourne Diversity and Inclusion (“D&I”) Questionnaire 2](#_Toc48311057)

[Description 2](#_Toc48311058)

[Definitions 2](#_Toc48311059)

[Instructions 2](#_Toc48311060)

[Terms for Completing the D&I Questionnaire 3](#_Toc48311061)

[1. Terms for Completing the Questionnaire 3](#_Toc48311062)

[2. Headquarters 3](#_Toc48311063)

1. [Diversity and Inclusion - Basic 4](#_Toc48311064)
2. [Diversity and Inclusion – Enhanced 16](#_Toc48311065)
3. [Family-Friendly Policies - Basic 18](#_Toc48311066)
4. [Family-Friendly Policies - Enhanced 18](#_Toc48311067)
5. [Staff Conduct - Basic 19](#_Toc48311068)
6. [Staff Conduct - Enhanced 20](#_Toc48311069)

[APPENDIX – COMPLETION GUIDANCE AND DEFINITIONS FOR A7-A18 21](#_Toc48311070)

# **AIMA/Albourne Diversity and Inclusion (“D&I”) Questionnaire**

## Description

**This questionnaire is based on the Diversity and Inclusion section of the ILPA DDQ published in September 2018 and has been supplemented by input from Albourne and AIMA as well as institutional investors and fund managers.**

Institutional investors and others are increasingly aware of the need to address inequality and discrimination against both women and minorities. This has led institutional investors to actively evaluate the D&I profiles of the investment managers they are partnering with.

Many investors view diverse staffing across teams, functions and seniority as a method to provide opportunities for historically underrepresented groups and to increase the intellectual and cultural capital of firms which may, in turn, lead to better decision-making and outcomes.

Below are definitions of the D&I-related terms specific to this questionnaire and completion instructions.

## Definitions

* Minorities or minority groups are defined on the basis of the following factors: race/ethnicity, LGBTQ+ identity, veteran status and disability.
* Racial/Ethnic Minorities are defined as non-Caucasian minorities based in the United States, Canada, United Kingdom and Australia using the existing pre-established definitions of these countries.[[1]](#footnote-1) Other countries may not allow employers to collect such information or have less-established definitions of racial/ethnic groups.[[2]](#footnote-2)
* Other Minority Groups refer to those who identify as LGBTQ+, veterans and persons with disabilities.
* Diversity is defined as the inclusion of women and minority groups, while Inclusion is defined as the practice of equal recognition, respect and merit-based evaluation.
* While it is acknowledged that there are many other elements of diversity, such as socioeconomic background, educational background, religion, and age, these fall outside of the scope of this questionnaire.
* It is also acknowledged that alternative word choices may be available in place of "minority". The use of the term minority is intended to represent a numerical minority. The use of certain terms will be reassessed over time to consider broader shifts in sentiment.

## Instructions

* Respondents should complete the questionnaire to the best of their ability. Requested data should be provided to the extent it is collected by the Firm.
* Respondents must respect local privacy laws as these may affect their ability to collect and process certain data requested in the questionnaire and templates.
* The questionnaire is broken down into Basic and Enhanced questions. All Basic questions should be completed where possible, completion of Enhanced questions are optional.
* Where details of a policy are requested, respondents may choose to provide the policy itself or a summary which addresses the relevant details.
* Further information may be provided in all sections where the respondent wishes to elaborate on responses.

## Terms for Completing the D&I Questionnaire

### Terms for Completing the Questionnaire

This Questionnaire does not solicit the submission of personal data. If you wish, however, to provide any diversity and inclusion information (the “D&I Information”) in response to the Questionnaire that would enable the identification of an individual, including for example any information that relates to a group that is too small for aggregation purposes and risks the identification of any individual, please do not do so unless you have obtained that individual’s consent to provide their D&I Information to external parties.

To determine whether an individual is identifiable, you should consider all the means reasonably likely to be used to identify an individual, including but not limited to: other personal data you or your firm makes available to the party that has requested the D&I Information, your investors or your potential investors and the costs of and the amount of time required for identification. If the D&I Information, when combined with other information that you provide to external parties, could reasonably likely be used to identify an individual, then this constitutes personal data, and as noted above, you must seek the individual’s consent.

By providing the D&I Information, you represent, acknowledge and agree that: (a) where the D&I Information you are providing would enable the identification of an individual (taking into account all the means reasonably likely to be used), you have obtained that individual’s consent to provide their D&I Information to external parties; (b) you are duly authorised to transfer D&I Information to the party that has requested the information on behalf of your firm and the individuals to whom such D&I Information relates; (c) where applicable, you are acting as a data controller in relation to such D&I Information; and (d) your provision of the D&I Information complies with all applicable data protection laws.

The responses you provide in this Questionnaire will be treated as confidential.

I agree

I disagree

### Headquarters

* 1. **If dual headquarters, please select the location with the most employees**
  2. **List all of the countries where you operate and percentage of the workforce each country represents**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Country | Workforce % | |
|  |  |  | % |
|  |  |  | % |
|  |  |  | % |
|  |  |  | % |
|  |  |  | % |
|  |  |  | % |

# **Diversity and Inclusion - Basic**

* 1. **Does the Firm have a formal Diversity and Inclusion policy or initiative?**

*Please provide details of the relevant policies and initiatives. If there is no formal D&I policy, please provide details of active D&I practices.*

1. Yes
2. No
3. Due to be implemented within the next 12 months

Comment:

If yes, please enter the policy below

* 1. **Does the Firm have policies or practices in place to ensure that equal pay is provided for equal performance in equivalent roles regardless of gender and minority categorization?**

*Please provide details of the relevant polices, practices and available pay equity analyses.*

1. Yes
2. No
3. Due to be implemented within the next 12 months

Comment:

* 1. **Are there statutory or regulatory pay equity obligations that are in place in the Firm’s jurisdiction(s) of operation?**

*If yes, please describe how the Firm complies with such obligations.*

1. Yes
2. No

Comment:

* 1. **Equity Ownership**

*Please provide the percentage of the Firm's equity by gender and/or minority group in the ownership template provided in questions A7-A12. Alternatively, another framework may be used if it is preferred by the Firm.*

* + 1. **What % of the Firm’s equity is owned by women?**

1. 0%
2. >0% to <25%
3. 25% to 33%
4. >33% to ≤50%
5. >50%
6. N/A – The firm is a publicly listed company. 
   * 1. **What % of the Firm’s equity is owned by Racial/Ethnic Minorities?**
7. 0%
8. >0% to <25%
9. 25% to 33%
10. >33% to ≤50%
11. >50%
12. N/A – The firm is a publicly listed company. 
    * 1. **What % of the Firm’s equity is owned by Other Minority Groups (see Definitions)?**
13. 0%
14. >0% to <25%
15. 25% to 33%
16. >33% to ≤50%
17. >50%
18. N/A – The firm is a publicly listed company. 
    * 1. **If the Firm is publicly listed, what % of the Board of Directors is comprised of women?**
19. 0%
20. >0% to <25%
21. 25% to 33%
22. >33% to ≤50%
23. >50% 
    * 1. **If the Firm is publicly listed, what % of the Board of Directors is comprised of Racial/Ethnic Minorities?**
24. 0%
25. >0% to <25%
26. 25% to 33%
27. >33% to ≤50%
28. >50% 
    * 1. **If the Firm is publicly listed, what % of the Board of Directors is comprised of Other Minority Groups (see definition)?**
29. 0%
30. >0% to <25%
31. 25% to 33%
32. >33% to ≤50%
33. >50% 
    1. **Profit Participation**

*Please provide the percentage of the firm's profit participation by gender and/or minority group in the ownership template provided in questions A7-A12. Alternatively, another framework may be used if it is preferred by the Firm.*

* + 1. **What % of the Firm’s profit participation is shared by women? (#women employees who have profit participation/total # of employees who have profit participation)**

1. 0%
2. >0% to <25%
3. 25% to 33%
4. >33% to ≤50%
5. >50%
6. N/A – The firm is a publicly listed company. 
   * 1. **What % of the Firm’s profit participation is shared by Racial/Ethnic Minorities? (# Racial/Ethnic Minority employees who have profit participation/total # of employees who have profit participation)**
7. 0%
8. >0% to <25%
9. 25% to 33%
10. >33% to ≤50%
11. >50%
12. N/A – The firm is a publicly listed company. 
    * 1. **What % of the Firm’s profit participation is shared by Other Minority Groups? (# Other Minority Group employees who have profit participation/total # of employees who have profit participations)**
13. 0%
14. >0% to <25%
15. 25% to 33%
16. >33% to ≤50%
17. >50%
18. N/A – The firm is a publicly listed company. 
    1. **Does the Firm track the gender and minority group composition of its workforce?**

*Please provide a breakdown of workforce diversity in the workforce template provided in A13-A18. Alternatively, if there is a preferred framework for reporting diversity, please provide data using this preferred framework.*

1. Yes
2. No
3. Due to be implemented within the next 12 months

Comment:

* 1. **United States Racial/Ethnic Ownership Template**

Not Applicable

**% Firmwide Ownership**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **White** | **Black or African American** | **Hispanic or Latino** | **Asian** | **Hawaiian or Pacific Islander** | **Native American or Alaskan Native** | **Two or more races** | **Other ethnic group** |
| % of Issued and Outstanding Shares | % | % | % | % | % | % | % | % |
| % Fully Diluted Shares | % | % | % | % | % | % | % | % |

Comment:

**% Firmwide Profit Participation**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **White** | **Black or African American** | **Hispanic or Latino** | **Asian** | **Hawaiian or Pacific Islander** | **Native American or Alaskan Native** | **Two or more races** | **Other ethnic group** |
| % Firmwide Profit Participation | % | % | % | % | % | % | % | % |

Comment:

* 1. **Canada Racial/Ethnic Ownership Template**

Not Applicable

**% Firmwide Ownership**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **White** | **Black** | **Latin American** | **Asian** | **Arab/West Asian** | **Aboriginal** | **Two or more races** | **Other ethnic group** |
| % of Issued and Outstanding Shares | % | % | % | % | % | % | % | % |
| % Fully Diluted Shares | % | % | % | % | % | % | % | % |

Comment:

**% Firmwide Profit Participation**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **White** | **Black** | **Latin American** | **Asian** | **Arab/West Asian** | **Aboriginal** | **Two or more races** | **Other ethnic group** |
| % Firmwide Profit Participation | % | % | % | % | % | % | % | % |

Comment:

* 1. **United Kingdom Racial/Ethnic Ownership Template**

Not Applicable

**% Firmwide Ownership**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **White** | **Mixed/ Multiple** | **Asian/Asian British** | **Black/African/ Caribbean/Black British** | **Middle Eastern** | **Other ethnic group** |
| % of Issued and Outstanding Shares | % | % | % | % | % | % |
| % Fully Diluted Shares | % | % | % | % | % | % |

Comment:

**% Firmwide Profit Participation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **White** | **Mixed/ Multiple** | **Asian/Asian British** | **Black/African/ Caribbean/Black British** | **Middle Eastern** | **Other ethnic group** |
| % Firmwide Profit Participation | % | % | % | % | % | % |

Comment:

* 1. **Australia Racial/Ethnic Ownership Template**

Not Applicable

**% Firmwide Ownership**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Australian** | **Anglo Celtic** | **European** | **Asian** | **Middle Eastern** | **African** | **The Americas** | **Indigenous** | **Two or more races** | **Other ethnic group** |
| % of Issued and Outstanding Shares | % | % | % | % | % | % | % | % | % | % |
| % Fully Diluted Shares | % | % | % | % | % | % | % | % | % | % |

Comment:

**% Firmwide Profit Participation**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Australian** | **Anglo Celtic** | **European** | **Asian** | **Middle Eastern** | **African** | **The Americas** | **Indigenous** | **Two or more races** | **Other ethnic group** |
| % Firmwide Profit Participation | % | % | % | % | % | % | % | % | % | % |

Comment:

* 1. **Gender Only Ownership Template**

Not Applicable

**Countries Included**

**% Firmwide Ownership**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **M** | **F** | **Non-Binary** |
| % of Issued and Outstanding Shares | % | % | % |
| % Fully Diluted Shares | % | % | % |

Comment:

**% Firmwide Profit Participation**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **M** | **F** | **Non-Binary** |
| % Firmwide Profit Participation | % | % | % |

Comment:

**A.12 Other Minority Groups Only Ownership Diversity**

Not Applicable

**Countries Included**

**% Firmwide Ownership**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Veterans** | **Persons with Disabilities** | **LGBTQ+** |
| % of Issued and Outstanding Shares | % | % | % |
| % Fully Diluted Shares | % | % | % |

Comment:

**% Firmwide Profit Participation**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Veterans** | **Persons with Disabilities** | **LGBTQ+** |
| % Firmwide Profit Participation | % | % | % |

Comment:

**A.13 United States Racial/Ethnic Team Template**

Not Applicable

**# of Professionals - Investment Team**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **White** | **Black or African American** | **Hispanic or Latino** | **Asian** | **Hawaiian or Pacific Islander** | **Native American or Alaskan Native** | **Two or more races** | **Other ethnic group** |
| Senior Organization Management  (e.g. President, CEO, Chairman, Managing Partner, Managing Director) |  |  |  |  |  |  |  |  |
| Lead Investment Management  (e.g. CIO, Lead Portfolio Manager, Managing Partner, Managing Director) |  |  |  |  |  |  |  |  |
| Senior Investment Team Members  (e.g. Partners, Principals, Vice Presidents, Senior Analysts/Traders, Portfolio Managers) |  |  |  |  |  |  |  |  |
| Junior Investment Staff  (e.g. Associates, Analysts) |  |  |  |  |  |  |  |  |
| Operating Professionals / Entrepreneurs in Residence (Private Markets Only) |  |  |  |  |  |  |  |  |
| Other Investment Team Members |  |  |  |  |  |  |  |  |

Comment:

**# of Professionals - Operations / Administration Team**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **White** | **Black or African American** | **Hispanic or Latino** | **Asian** | **Hawaiian or Pacific Islander** | **Native American or Alaskan Native** | **Two or more races** | **Other ethnic group** |
| Operations Leadership  (C-Level and Partner Level, i.e. CFO, IR Partner) |  |  |  |  |  |  |  |  |
| Marketing / Investor Relations / Communications |  |  |  |  |  |  |  |  |
| Financial / Accounting |  |  |  |  |  |  |  |  |
| Legal / Compliance |  |  |  |  |  |  |  |  |
| Administrative |  |  |  |  |  |  |  |  |
| Other Operations / Administration Team Members |  |  |  |  |  |  |  |  |
| IT |  |  |  |  |  |  |  |  |

Comment:

**A.14 Canada Racial/Ethnic Team Template**

Not Applicable

**# of Professionals - Investment Team**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **White** | **Black** | **Latin American** | **Asian** | **Arab/West Asian** | **Aboriginal** | **Two or more races** | **Other ethnic group** |
| Senior Organization Management  (e.g. President, CEO, Chairman, Managing Partner, Managing Director) |  |  |  |  |  |  |  |  |
| Lead Investment Management  (e.g. CIO, Lead Portfolio Manager, Managing Partner, Managing Director) |  |  |  |  |  |  |  |  |
| Senior Investment Team Members  (e.g. Partners, Principals, Vice Presidents, Senior Analysts/Traders, Portfolio Managers) |  |  |  |  |  |  |  |  |
| Junior Investment Staff  (e.g. Associates, Analysts) |  |  |  |  |  |  |  |  |
| Operating Professionals / Entrepreneurs in Residence  (Private Markets Only) |  |  |  |  |  |  |  |  |
| Other Investment Team Members |  |  |  |  |  |  |  |  |

Comment:

**# of Professionals - Operations / Administration Team**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **White** | **Black** | **Latin American** | **Asian** | **Arab/West Asian** | **Aboriginal** | **Two or more races** | **Other ethnic group** |
| Operations Leadership  (C-Level and Partner Level, i.e. CFO, IR Partner) |  |  |  |  |  |  |  |  |
| Marketing / Investor Relations / Communications |  |  |  |  |  |  |  |  |
| Financial / Accounting |  |  |  |  |  |  |  |  |
| Legal / Compliance |  |  |  |  |  |  |  |  |
| Administrative |  |  |  |  |  |  |  |  |
| Other Operations / Administration Team Members |  |  |  |  |  |  |  |  |
| IT |  |  |  |  |  |  |  |  |

Comment:

**A.15 United Kingdom Racial/Ethnic Team Template**

Not Applicable

**# of Professionals - Investment Team**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **White** | **Mixed/ Multiple** | **Asian/Asian British** | **Black/African/ Caribbean/ Black British** | **Middle Eastern** | **Other ethnic group** |
| Senior Organization Management  (e.g. President, CEO, Chairman, Managing Partner, Managing Director) |  |  |  |  |  |  |
| Lead Investment Management  (e.g. CIO, Lead Portfolio Manager, Managing Partner, Managing Director) |  |  |  |  |  |  |
| Senior Investment Team Members  (e.g. Partners, Principals, Vice Presidents, Senior Analysts/Traders, Portfolio Managers) |  |  |  |  |  |  |
| Junior Investment Staff  (e.g. Associates, Analysts) |  |  |  |  |  |  |
| Operating Professionals / Entrepreneurs in Residence (Private Markets Only) |  |  |  |  |  |  |
| Other Investment Team Members |  |  |  |  |  |  |

Comment:

**# of Professionals - Operations / Administration Team**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **White** | **Mixed/ Multiple** | **Asian/Asian British** | **Black/African/ Caribbean/ Black British** | **Middle Eastern** | **Other ethnic group** |
| Operations Leadership  (C-Level and Partner Level, i.e. CFO, IR Partner) |  |  |  |  |  |  |
| Marketing / Investor Relations / Communications |  |  |  |  |  |  |
| Financial / Accounting |  |  |  |  |  |  |
| Legal / Compliance |  |  |  |  |  |  |
| Administrative |  |  |  |  |  |  |
| Other Operations / Administration Team Members |  |  |  |  |  |  |
| IT |  |  |  |  |  |  |

Comment:

**A.16 Australia Racial/Ethnic Team Template**

Not Applicable

**#of Professionals - Investment Team**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Australian** | **Anglo Celtic** | **European** | **Asian** | **Middle Eastern** | **African** | **The Americas** | **Indigenous** | **Two or more races** |
| Senior Organization Management  (e.g. President, CEO, Chairman, Managing Partner, Managing Director) |  |  |  |  |  |  |  |  |  |
| Lead Investment Management  (e.g. CIO, Lead Portfolio Manager, Managing Partner, Managing Director) |  |  |  |  |  |  |  |  |  |
| Senior Investment Team Members  (e.g. Partners, Principals, Vice Presidents, Senior Analysts/Traders, Portfolio Managers) |  |  |  |  |  |  |  |  |  |
| Junior Investment Staff  (e.g. Associates, Analysts) |  |  |  |  |  |  |  |  |  |
| Operating Professionals / Entrepreneurs in Residence  (Private Markets Only) |  |  |  |  |  |  |  |  |  |
| Other Investment Team Members |  |  |  |  |  |  |  |  |  |

Comment:

**# of Professionals - Operations / Administration Team**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Australian** | **Anglo Celtic** | **European** | **Asian** | **Middle Eastern** | **African** | **The Americas** | **Indigenous** | **Two or more races** |
| Operations Leadership  (C-Level and Partner Level, i.e. CFO, IR Partner) |  |  |  |  |  |  |  |  |  |
| Marketing / Investor Relations / Communications |  |  |  |  |  |  |  |  |  |
| Financial / Accounting |  |  |  |  |  |  |  |  |  |
| Legal / Compliance |  |  |  |  |  |  |  |  |  |
| Administrative |  |  |  |  |  |  |  |  |  |
| Other Operations / Administration Team Members |  |  |  |  |  |  |  |  |  |

Comment:

**A.17 Gender Only Team Template**

**Countries Included**

**# of Professionals - Investment Team**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **M** | **F** | **Non-Binary** |
| Senior Organization Management  (e.g. President, CEO, Chairman, Managing Partner, Managing Director) |  |  |  |
| Lead Investment Management  (e.g. CIO, Lead Portfolio Manager, Managing Partner, Managing Director) |  |  |  |
| Senior Investment Team Members  (e.g. Partners, Principals, Vice Presidents, Senior Analysts/Traders, Portfolio Managers) |  |  |  |
| Junior Investment Staff  (e.g. Associates, Analysts) |  |  |  |
| Operating Professionals / Entrepreneurs in Residence (Private Markets Only) |  |  |  |
| Other Investment Team Members |  |  |  |

Comment:

**# of Professionals - Operations / Administration Team**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **M** | **F** | **Non-Binary** |
| Operations Leadership  (C-Level and Partner Level, i.e. CFO, IR Partner) |  |  |  |
| Marketing / Investor Relations / Communications |  |  |  |
| Financial / Accounting |  |  |  |
| Legal / Compliance |  |  |  |
| Administrative |  |  |  |
| Other Operations / Administration Team Members |  |  |  |
| IT |  |  |  |

Comment:

**A.18 Other Minority Group Team Template**

Not Applicable

**Countries Included**

**# of Professionals - Investment Team**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Veterans** | **Persons with Disabilities** | **LGBTQ+** |
| Senior Organization Management |  |  |  |
| Lead Investment Management |  |  |  |
| Senior Investment Team Members |  |  |  |
| Junior Investment Staff |  |  |  |
| Operating Professionals / Entrepreneurs in Residence  (Private Markets Only) |  |  |  |
| Other Investment Team Members |  |  |  |

Comment:

**# of Professionals - Operations / Administration Team**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Veterans** | **Persons with Disabilities** | **LGBTQ+** |
| Operations Leadership  (C-Level and Partner Level, i.e. CFO, IR Partner) |  |  |  |
| Marketing / Investor Relations / Communications |  |  |  |
| Financial / Accounting |  |  |  |
| Legal / Compliance |  |  |  |
| Administrative |  |  |  |
| Other Operations / Administration Team Members |  |  |  |
| IT |  |  |  |

Comment:

**A.19 Additional Information**

# **Diversity and Inclusion – Enhanced**

* 1. **What policies or practices are in place to ensure that the Firm provides an inclusive working environment for all employees?**
  2. **Does the Firm have a formal mentorship, sponsorship or employer affinity program for women and/or minorities?**

*Please provide details of the Firm’s relevant programs.*

* 1. **Does the Firm engage with non-profit organizations or programs that promote the recruitment and retention of women and/or minorities?**

*Please provide a list of relevant organizations and programs.*

* 1. **What policies or practices are in place to ensure that women and minority candidates are equally considered at all levels during the recruitment process for the investment team and non-investment team?**
  2. **Does the Firm define goals for creating more diverse and inclusive teams at the senior level?**

*Please provide details of the relevant goals.*

* 1. **In the last 3 years, provide the average percentage of the Firm’s employees that were promoted who were in the following categories:**

|  |  |  |
| --- | --- | --- |
| 1. Female |  | % |
| 1. Racial/Ethnic Minority |  | % |
| 1. Other Minority Groups (see Definitions) |  | % |

* 1. **In the last 3 years, provide the average percentage of the Firm’s employees that departed who were in the following categories:**

|  |  |  |
| --- | --- | --- |
| 1. Female |  | % |
| 1. Racial/Ethnic Minority |  | % |
| 1. Other Minority Groups (see Definitions) |  | % |

* 1. **Does your senior leadership advocate for D&I initiatives within the investment industry?**

*Please provide details of D&I advocacy.*

* 1. **Beyond the questions addressed above, what additional policies or practices are in place to recruit, retain, develop, and promote women and minorities?**

*Please provide details of other D&I work or efforts.*

* 1. **When selecting service providers, does the Firm assess each provider’s D&I policies or practices?**

*Please provide details of D&I assessment of service providers.*

1. Yes
2. No

# **Family-Friendly Policies - Basic**

* 1. **Does the Firm have a family leave or parental leave policy?**

*Please provide details of the relevant policy, including the number of weeks paid/unpaid, % of salary covered during paid weeks, flexible working initiatives, impact on bonus, carry, or vesting, any programs that support individuals returning to the workplace, and any minority or gender-based differences in policy.*

1. Yes
2. No
3. Due to be implemented within the next 12 months

Comment:

**C.2 Additional Information**

# **Family-Friendly Policies - Enhanced**

* 1. **Does the Firm track the minority and gender composition of employees taking family leave or parental leave benefits?**

*Please provide a schedule, detailing the percentage-breakdown by minority and gender of eligible employees who have taken family leave benefits in the last 3 years. Also include the average duration of leave broken down by minority and gender.*

# **Staff Conduct - Basic**

* 1. **Does the Firm have a Code of Conduct that addresses harassment, discrimination and/or workplace violence in and/or outside of the workplace?**

*Please provide a summary or a copy of the relevant Code of Conduct.*

1. Yes
2. No
3. Due to be implemented within the next 12 months

Comment:

* 1. **Does the Firm have procedures in place for the anonymous reporting and investigation of harassment, discrimination and/or workplace violence?**

*Please provide details of the relevant procedures, including how regularly they are reviewed.*

1. Yes
2. No
3. Due to be implemented within the next 12 months

Comment:

* 1. **Does the Firm provide mandatory anti-harassment and non-discrimination training** **to all employees or managers only?**

*Please provide details of the relevant training, including how regularly training is provided.*

1. Yes - all employees
2. Yes – managers only
3. No
4. Due to be implemented within the next 12 months

Comment:

* 1. **Have there been any claims of sexual or general harassment, misconduct or discrimination against any current or former Firm employees (while employed by the Firm) within the last 5 years?**

*Please provide details for each claim, including the charges, investigative process, use of non-disclosure agreements (“NDAs”), outcomes, disciplinary actions, and post-outcome evaluation. Note that individual names should not be provided and are not being solicited by the questionnaire.*

Comment:

* 1. **Additional Information**

# **Staff Conduct - Enhanced**

* 1. **To the extent that the Firm has any NDAs and/or mandatory arbitration policies in place, can these be broken in the cases of harassment, discrimination and/or workplace violence?**

# **APPENDIX –COMPLETION GUIDANCE AND DEFINITIONS FOR A7-A18**

1. **A7-A12 COMPLETION GUIDANCE**

This template was inspired by the Diversity and Inclusion section of the ILPA DDQ published in September 2018. The retained content has been supplemented by feedback from Albourne, AIMA as well as a sample of institutional investors and managers.

The Ownership Diversity Template is intended to standardize the presentation of Firm equity ownership and profit participation on the basis of gender and minority groups in select countries. Please see the Minority Definitions annotated within the column headers for details.

Country-specific race/ethnicity templates have been developed for United States, Canada, United Kingdom, and Australia. Such templates have yet to be developed for countries where it is not legal for employers to collect such information or where racial/ethnic categories are less clearly established.

Equity ownership and profit participation should be presented on a Firm-wide basis as of the date provided at the start of the questionnaire.

If no staff are identified as a particular gender or minority group, please leave the cell blank.

If no staff are domiciled in a particular country, please select “Not Applicable” on that page.

For staff domiciled in countries other than US, Canada, UK or Australia, data should be provided in the Gender Only and Other Minority Groups Only templates, noting the country or countries included.

Profit participation includes both equity owners of the firm and employees who share in the firm economics as equity owners would but do not actually own equity in the firm. The latter is also known as phantom/shadow equity. This does not include GP interest for fund specific carry.

Firms should complete the templates to the best of their ability. Data should be provided to the extent it is available. It is understood that Firms may not systematically collect data on all the minority groups mentioned and that such data is sensitive, with data privacy laws and/or individuals’ preferences to disclose such information potentially limiting the submitted responses.

Example 1

25% of the Firm's equity is owned by staff domiciled in the US, 25% by staff in Canada, 25% in the UK and 25% in Australia. 50% of staff are women, 10% are veterans, 10% are persons with disabilities and 10% are LGBTQ+. In this case the US, Canada, UK, Australia, Gender Only and Other Minority Groups Only templates were completed.

Example 2

30% of the Firm's equity is owned by staff domiciled the US, 20% by staff in China and 50% in Australia. 40% of staff are women, 0% are veterans, 5% are persons with disabilities and 20% are LGBTQ+. In this case the US, Australia, Gender Only and Other Minority Groups Only templates were completed.

1. **A13-A18 COMPLETION GUIDANCE**

This template was inspired by the Diversity and Inclusion section of the ILPA DDQ published in September 2018. The retained content has been supplemented by feedback from Albourne, AIMA as well as a sample of institutional investors and managers.

The Team Diversity Template is intended to standardize the presentation of Firm workforce diversity on the basis of gender and minority groups in select countries. Please see the Minority Definitions and Job Descriptions annotated within the column headers for details.

Country-specific race/ethnicity templates have been developed for United States, Canada, United Kingdom, and Australia. Such templates have yet to be developed for countries where it is not legal for employers to collect such information or where racial/ethnic categories are less clearly established.

Full-time staffing data should be presented on a Firm-wide basis as of the date provided (mm yyyy).

If no staff are identified as a particular gender or minority group, please leave the cell blank.

If no staff are domiciled in a particular country, please select “Not Applicable” on that page.

For staff domiciled in countries other than US, Canada, UK or Australia, data should be provided in the Gender Only and Other Minority Groups Only tabs, noting the country or countries included.

Firms should complete the templates to the best of their ability. Data should be provided to the extent it is available. It is understood that Firms may not systematically collect data on all the minority groups mentioned and that such data is sensitive, with data privacy laws and/or individuals’ preferences to disclose such information potentially limiting the submitted responses.

Example 1

The Firm has staff domiciled in the US, Canada, UK and Australia. In this case the US, Canada, UK, Australia, Gender Only and Other Minority Groups Only templates were completed.

Example 2

The Firm has staff domiciled in the US, China, and Australia. In this case the US, Australia, Gender Only and Other Minority Groups Only templates were completed.

1. **MINORITY DEFINITIONS FOR A7-A19**

|  |  |
| --- | --- |
| **UNITED STATES** |  |
| White | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |
| Black or African American | A person having origins in any of the black racial groups of Africa. |
| Hispanic or Latino | A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. |
| Asian | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| Hawaiian or Pacific Islander | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| Native American or Alaskan Native | A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. |
| Two or More Races | All persons who identify with more than one of the above five races. |
| Other Ethnic Group | A person of any ethnic group not categorized by the above. |
|  |  |
| **CANADA** |  |
| White | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |
| Black | A person having origins of black African decent, Caribbean, or African American. |
| Latin American | A person having origins of Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, and Venezuela. Puerto Rico, the French West Indies, and other islands of the West Indies may also be considered part of Latin America. |
| Asian | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| Arab/West Asian | A person having origins of the Levant, Mesopotamia, Anatolia, Iran, the Armenian Highlands, the South Caucasus, the Arabian peninsula as well as the Sinai Peninsula. |
| Aboriginal | A person who is North American Native Indians (Status or Non-Status), Inuit or Métis. These are three separate peoples with unique heritages, languages, cultural practices and spiritual beliefs. |
| Two or More Races | Relating to people of many races. |
| Other Ethnic Group | A person of any ethnic group not categorized by the above. |
|  |  |
| **UNITED KINGDOM** |  |
| White | A person having Scottish, English, Welsh, Northern Irish, British, Irish Gypsy Traveler, or any other White background. |
| Mixed/Multiple | A person having two or more backgrounds including White and Black Caribbean, White and Black African or any other Mixed / Multiple ethnic background. |
| Asian/Asian British | A person having Indian, Pakistani, Bangladeshi, Chinese or other Asian origins. |
| Black/African/Caribbean/Black British | A person having Caribbean, African or any other black background. |
| Middle Eastern | A person having a Middle Eastern or Arab background. |
| Other Ethnic Group | A person of any ethnic group not categorized by the above. |
|  |  |
| **AUSTRALIA** |  |
| Australian | A person with an Australian background. |
| Anglo Celtic | A person with a British or Irish (English, Scottish, Welsh or Irish) background. |
| European | A person with a European background other than Anglo-Celtic – including North-West European (e.g. German, French, Dutch) or Southern or Eastern European (e.g. Italian, Greek, Polish). |
| Asian | A person with a South East Asian (e.g. Vietnamese, Malaysian), North-East Asian (e.g. Chinese, Japanese, Korean), or Southern or Central Asian (e.g. Indian, Sri Lankan, Afghani) background. |
| Middle Eastern | A person with a background from North Africa (e.g. Egyptian, Turkish) or from countries such as Bahrain, Cyprus, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Syria, Saudi Arabia. |
| African | A person with a background from African region other than North Africa. |
| The Americas | A person with a North America, Central America, South America and the Caribbean. |
| Indigenous | A person with an Aboriginal or Torres Strait Islander background. |
| Two or More Races | A person having two or more backgrounds. |
| Other Ethnic Group | A person of any ethnic group not categorized by the above. |
| **OTHER MINORITY GROUPS** |  |
| Veteran | A person who served as an active member of any country's military, naval, or air service. |
| Person with Disability | A person who has a physical impairment, such as loss of hearing, vision, or mobility, or mental impairment which substantially limits major life activities. |
| LGBTQ+ | A person who identifies as being a member of the LGBTQ+ community. |

1. **JOB DESCRIPTIONS FOR A13-A18**

|  |  |
| --- | --- |
| **INVESTMENT TEAM ROLES** | **INVESTMENT TEAM DESCRIPTIONS** |
| Senior Organization Management (e.g. President, CEO, Chairman, Managing Partner, Managing Director) | Primarily responsible for overall leadership of the management company. May or may not be directly involved in sourcing, evaluating, executing, and managing deals/risk exposures. Does not include Operations Leadership (defined below). |
| Lead Investment Management (e.g. CIO, Lead Portfolio Manager, Managing Partner, Managing Director) | Primarily responsible for management of the portfolio and oversight of the investment team. Directly involved in sourcing, evaluating, executing, and managing deals/risk exposures. Typically responsible for final deal/risk decisions, including exits. |
| Senior Investment Team Members (e.g. Partners, Principals, Vice Presidents, Senior Analysts/Traders, Portfolio Managers) | Primarily responsible for sourcing, evaluating, executing, and managing deals/trades. May or may not be responsible for final deal/trade decisions, including exits. |
| Junior Investment Staff (e.g. Associates, Analysts) | Primarily responsible for supporting the Investment Team, including sourcing, evaluating, executing, and managing deals. |
| Other Investment Team Members | Consultants, Researchers, Developers (various tech related roles) or other members of the Investment team not already described herein. |
|  |  |
| **OPERATIONS / ADMINISTRATION TEAM ROLES** | **OPERATIONS / ADMINISTRATION TEAM DESCRIPTIONS** |
| Operations Leadership  (C-Level and Partner-Level, e.g., CFO, IR Partner, General Counsel) | Primarily responsible for leadership of the finance, marketing, investor relations, legal, and administrative teams (and any other unit detailed below). May or may not have input on final investment decisions (typically operational improvements). Typically participates in any carried interest earned from exited deals. May or may not participate in any profits of the management company. |
| Marketing / Investor Relations / Communications | Primarily responsible for client service, fundraising, firm branding, and external communications. May or may not participate in any carried interest earned from exited deals and/or profits of the management company. |
| Finance / Accounting | Primarily responsible for record keeping, reporting, billing/cash management, and audit support at the firm/fund levels. May or may not participate in any carried interest earned from exited deals and/or profits of the management company. |
| Legal / Compliance | Primarily responsible for the drafting/interpretation/monitoring/enforcement of legal documents (e.g., LPAs), plus oversight of the management company's internal policies (e.g., personal trading). May or may not participate in any carried interest earned from exited deals and/or profits of the management company. |
| Administrative | Primarily responsible for providing operational support (e.g., office management, scheduling, reception) to any/all of the other units described herein. May or may not be full-time employees. Typically does not participate in any carried interest earned from exited deals and/or profits of the management company. |
| Other operations or administration team members (e.g., IT) | Members of the Operations/Administration teams that are not already described herein. |

1. We understand that individuals and groups have differing perspectives and preferences regarding terms currently employed and the use of them in this document should not be taken as broader endorsement of those terms. We will adapt this document over time as usage and norms evolve. [↑](#footnote-ref-1)
2. The principle of Diversity and Inclusion is global. However, we recognise that firms will approach this matter in different ways on the basis of local challenges. As such, we have at this time provided templates only for the following countries: US, Canada, UK, and Australia. We have not adopted a diversity template for jurisdictions in the APAC region so that respondents from those regions may focus on the most relevant elements of D&I for their specific workforce demographics. That said, we still encourage respondents in jurisdictions for which diversity templates are not available to provide available information relevant to this questionnaire. [↑](#footnote-ref-2)