

## Liontrust Asset Management plc Human Capital Management Overview

This document should be read in conjunction with other Human Resources policies available on our website such as Diversity and Inclusion Policy, Equal Opportunities and Dignity at Work Policy.

### Vision and Objectives

Our vision is to be one of the leading fund management companies in the UK and internationally, renowned for consistently adding value to clients' investment portfolios. We will do this by achieving the following strategic objectives:

- Outperformance
- Effective distribution
- Excellent customer service and support
- Clear and regular communication
- Appropriate risk
- A profitable business

### Values

The values that guide us at Liontrust are:

- *Conviction*  
Our fund managers have the courage of their convictions in making investment decisions. They are truly active fund managers and our funds are not constrained by needing to have exposures relative to benchmarks and sector weightings. In some funds, there will be 0% weightings to particular sectors.
- *Independence*  
Liontrust is an independent business with no corporate parent. Our fund managers are independent thinkers. There is no house view at Liontrust, with our fund managers having the freedom to manage their portfolios according to their own investment processes and market views.
- *Pride*  
We have pride in our culture. How a fund manager performs is not just down to the talent of the individual or team but also to the culture and environment in which they work. Creating the right culture for fund managers to perform has been a central tenet of Liontrust since the Company was launched in 1995. Another aspect of the Liontrust culture is that fund managers invest in funds they run, which shows a belief in and a commitment to their investment processes and fellow investors.
- *Process*  
We believe investment processes are key to long-term performance and effective risk control. Our processes are robust, scalable and repeatable and are documented, which has advantages for Liontrust, fund managers and, most importantly, our investors. Staying true to a documented process helps to create an in-built risk control, especially in more challenging environments, by preventing managers from buying stocks for the wrong reasons.

We believe that good and robust processes have the potential to deliver excellent long-term returns.

- *Empowerment*  
We empower members and employees to take on responsibility and to be accountable for their decisions, actions and behaviour. Members and employees are rewarded for taking on responsibility, being innovative and showing initiative.
- *Consistency*  
We aim to treat every investor, client, member, employee, supplier and other stakeholders fairly and with respect at all times. We aim to provide investors and clients with exceptional service and support at all times. We are committed to the Principles of Treating Customers Fairly (TCF) and they are central to how we conduct business across all our departments and functions.
- *Transparency*  
We strive to communicate clearly and frequently with investors and stakeholders, regularly updating them on the performance of each of our funds, portfolios and overall company performance. This is a key part of our objective of being as transparent as possible with all investors, clients and stakeholders.

To remain competitive in the marketplace and retain our talented workforce Liontrust offer the following **benefits**:

#### ***Salary***

- Competitive Salary

#### ***Pension***

- New starts will be automatically enrolled into the pension scheme after the 3 month postponement period, as long as they meet Auto-Enrolment criteria.
- Upon completion of a probationary period, the Company will make an employer contribution.

#### ***Private Medical Insurance***

- The Company operates a private medical scheme.
- Private Medical cover allows staff to receive healthcare treatment privately.
- Private medical cover is a taxable benefit.

#### ***BUPA Cash Plan***

- Provided staff are a member of the private medical scheme, they will also be enrolled into the Cash Plan.
- The Cash Plan allows staff to reclaim for benefits which are not included under the private medical scheme such as dental (subject to the limits in place).

#### ***Life Assurance***

- The Company operates a Life Assurance scheme.
- Life Assurance provides a lump sum payment to nominated beneficiaries in the event of death.
- Staff are automatically added to the Life Assurance scheme upon joining the Company

Group Income Protection.

- The Company operates a Group Life Assurance scheme.
- Income protection can provide staff with a regular income in the event that they are unable to work due to long-term illness or injury.
- Staff are automatically added to the Life Assurance scheme upon joining the Company Share Incentive Plan (SIP).

The SIP is an all employee share plan that gives staff the opportunity to buy Shares in the Company and become a shareholder.

- Staff are eligible to join the SIP after 3 consecutive months employment at the Company

#### ***Health Assessments***

- Health assessments are carried under the private medical scheme.
- The health assessments can be a good way for staff to understand their health and identify any future health risks.
- Staff are eligible to a health assessment once every 3 years.

#### ***Employee Assistance Programme (EAP)***

- The Company' operates an Employee Assistance Programme (EAP).
- The service provides support covering a range of topics such as financial issues, family breakdown, marital problems and drug and alcohol addiction.
- The service is completely confidential and any information shared with the provider will not be relayed to any third party.

#### ***Eye Tests***

- The Company engages with an eye care provider.
- Staff are eligible for an eye test once every 2 years.
- Should staff require glasses specifically for VDU use, the Company will make a contribution towards the cost of glasses.

#### ***Cycle to Work Scheme***

- The Company' operates a Cycle to Work Scheme.
- The Scheme is aimed at promoting healthier journeys to and from work and reducing pollution.
- The Scheme allows staff to buy cycling equipment via the Company which is then repaid in equal instalments from gross monthly pay, meaning a saving on Tax and NI.

#### ***Season ticket loan***

- Season ticket loans are an interest free loan from the Company to cover the cost of an annual season ticket for public transport to and from work.
- Season ticket loans are repaid over 10 or 12 equal instalments which are deducted from monthly pay.

#### ***Sickness***

- The Company offers enhanced sick pay to all employees who have 8 weeks continuous service. Any sickness absence before this period will be paid at the Statutory Sick Pay rate

### ***Learning and Development***

- The Company recognises the importance of training and development and as such is happy to support employees in professional qualifications relevant to their roles and future careers.

### ***Continuing Professional Development (CPD)***

- Staff have a responsibility for ensuring they continue to develop their professional skills, knowledge and experience, therefore the company encourages all employees to attend industry courses, workshops and seminars that are relevant to their role.

### ***Training and Compliance***

- Staff are required to complete annually compulsory online training courses. These include:
  - Anti-Money Laundering
  - Data Protection (GDPR)
  - Equality and Diversity in the Workplace
  - Treating Customers Fairly
  - Anti-Bribery
  - Market Abuse Regulations
  - Working Safely
  - Modern Slavery

**July 2019**