

Communications and Engagement Procedures

This procedures manual sets out the specific guidelines used by Guardians management to enable the effective implementation of the principles contained in the Communications and Engagement Policy **Kaupapa Here Whakawhiti Kōrero me te Whai Wāhitanga.**



Procedures Owner: General Manager,
Corporate Affairs
Approved by CEO: 14 June 2023



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Brands and Advertising

Brands

Definition and scope

1. A brand is a corporate asset that amounts to the sum of all perceptions about something (an organisation, product, and so on). A brand's essence can be summed up by a single organising idea – the most important thing you can say about it, intrinsically linked to its key benefit or purpose.
2. The Guardians' family of brands includes:
 - NZ Super Fund (the pool of assets we invest)
 - Guardians of Our Future (Employee Value Proposition or EVP)
 - Elevate NZ Venture Fund
 - New Zealand Government
 - The legal name of the Crown Entity that employs us – The Guardians of New Zealand Superannuation

Purpose

3. Staff are expected to present a professional and consistent image of the Guardians in everything they work on.
4. Selecting the appropriate brand for the context, and consistently applying that brand's elements (the different components that collectively identify and differentiate it) establishes and reinforces a distinct, recognisable visual identity.
5. Coherently communicating the Guardians' visual identities helps people to recognise our communications, shapes favourable impressions, and supports our reputation and awareness.

Applying our brands

6. The Guardians' brands are distinct from other brands and from one another. The visual identity for the Guardians' brands is documented in brand guidelines. They must be applied consistently in alignment with their brand guidelines to reinforce them.
 - a. Our main brand externally is the 'NZ Super Fund'. This is the brand many people know us by, so to help them identify us we use it consistently in all external applications.
 - b. For internal and recruitment applications we use our employee value proposition (EVP) brand 'Guardians of Our Future'. You'll notice the careers section of our website employs this identity, as do many of the posters in our office, and this intranet.
 - c. The 'Elevate NZ Venture Fund' brand is used when referring solely to the Elevate Fund. We also use its logo in co-branding where it is referred to with the NZ Super Fund, such as on the cover of our Annual Report.

- d. The Guardians is an Autonomous Crown Entity and it identifies itself as part of the New Zealand Government in external communications, websites and publications. The 'New Zealand Government' brand is treated as an endorser brand to our main brand – 'NZ Super Fund'.
7. To help staff do this the Communications team manages a range of corporate templates, brand guidelines and logos which are available on the Guardians' intranet.
8. The Communications team makes decisions about the Guardians' brands and must be consulted about any proposal to work outside existing brand guidelines, or apply brands in a manner inconsistent with these procedures.

Third-party use of our brands

9. Any third-party request for use of brands managed by the Guardians must be referred to the Head of Communications for approval.
10. Any request for third parties to mention the Guardians, NZ Super Fund or Elevate Fund in marketing material (such as, providing information about work the third party has done for the Guardians) must be referred to the Head of Communications approval.
11. All uses of brands managed by the Guardians, including those by third parties, must always be used in alignment with their brand guidelines. The appropriate logos, and associated brand guidelines, are accessible to staff on the Guardians' intranet.

Advertising

12. Any proposed advertising, with the exception of recruitment advertising, which sits with the Human Resources business unit, must be approved by the Head of Communications.
13. We do not accept advertising content from other parties for inclusion in our external communications.

Government Relationships

In order to ensure compliance with the 'No Surprises' protocol and to achieve consistency in engagements, the Head of Communications is the point of contact for and coordinator of:

- Responses to oral and written Parliamentary questions
- Official Information Act requests referred from the Government
- Survey/factual requests from the Government
- Submissions (refer to [Submissions](#) Procedure)
- Select Committee Reviews
- Quarterly Report to the Minister
- Requests to meet with politicians including Ministers
- Requests to commence material engagements with Government organisations and senior officials.

The Guardians and NZ Treasury each nominates a relationship manager who coordinates liaison as needed with other key contacts within each organisation. The relevant experts within each organisation deal directly with each other on issues of common interest. For the Guardians, the relationship manager is the Head of Communications.

The Guardians’ relationship with the Inland Revenue Department is managed by the Head of Tax.

The Chair and Chief Executive hold the relationship with the Minister of Finance. Day-to-day liaison is coordinated by the Head of Communications via Ministerial and Treasury staff.

Media Relations

- 1.1. As set out in the Communications and Engagement Policy, the Communications team authorises and manages all engagement with the media, whether proactive or reactive, on behalf of the Guardians.
- 1.2. All media engagements will be conducted in a timely, factual and professional manner.
- 1.3. The Senior Communications Strategist is the first point of contact for all media enquiries. If the Senior Communications Strategist is absent the responsibility falls to the Head of Communications or nominee.
- 1.4. All staff and Board members should refer all queries from the media to the Senior Communications Strategist immediately upon receipt.
- 1.5. Media releases relating to the CEO, remuneration, Governance, relationship with the Government, Legal matters (where elevation is considered necessary) and NZSF annual results must be approved by the Chair. For all other media statements and comments, the Head of Communications will determine what approvals are required, taking into account relevant factors such as subject matter, materiality and timeframes.
- 1.6. An archive of media coverage will be maintained on the Guardians’ intranet and accessible to all staff.
- 1.7. The selection of people to speak on behalf of the Guardians in the media will be managed by the Senior Communications Strategist in consultation with the Head of Communications and relevant General Managers, factoring in the media outlet concerned and the nature and gravity of the subject matter. Only staff members who have had media training will be selected as spokespeople. The following table provides guidance on spokespeople.

Spokesperson	Logical topics
Senior Communications	<ul style="list-style-type: none"> • All topics as matter of course where elevation is not desirable/appropriate

Spokesperson	Logical topics
Strategist (Media Lead)	
Chair	<ul style="list-style-type: none"> • Chief Executive (incl. remuneration) • Guardians' Board matters • Relationship with Government where comment is considered appropriate • Legal matters where elevation is considered necessary
Chief Executive	<ul style="list-style-type: none"> • Overall Fund strategy • Fund performance • Governance where elevation to Chair is not considered necessary • Anything requiring 'aggregate' perspective
CIO, GMs and IHeads; Director - Economics	<ul style="list-style-type: none"> • Fund investment approach • Developments in their areas of business
General Counsel	<ul style="list-style-type: none"> • Legal matters where elevation is not considered necessary
Corporate Heads of; Directors – Direct Investment; Directors – EIP.	<ul style="list-style-type: none"> • Specific matters relevant to their role

Responding to Official Information Act requests

Purpose and Legal Obligations

1. We are committed to the principles and practices set out in the Official Information Act 1982 ("Act").
2. The purpose of the Act is to ensure that official information is freely available, properly accessible and adequately protected where necessary.
3. The principle of availability is fundamental to the Act. Official information is to be made available unless there is a good reason to withhold.

What is Official Information?

1. Official information is broadly defined to include all information held by the Guardians.
2. Information contained in emails generated in an official capacity comes within the definition of official information as do messages within other Guardians' communications and document management platforms, oral communications, notes of meetings, file notes, documents and reports.
3. Draft documents are also official information. In some cases there may be good reasons for us to withhold draft documents.

4. Official information requests can be in any form, including verbal, and need not specifically refer to 'official information' nor the Act. If a request is made verbally, we can ask for it to be put in writing for clarification, though we still need to respond if this isn't possible for the requester to do.

Timeframes, Charging and Transfers

1. We must respond to requests as soon as is reasonably practicable but no later than twenty working days after a request is received.
2. Where clarifications or amendments are made within seven working days after receiving the original request, it can be treated as a new request which replaces the original one, restarting the 20 working day timeline.
3. We can extend the timeframe of our response, provided extensions are for a reasonable amount of time and are communicated to the requestor within the original 20 working days after the request is received. There must be a valid reason for the extension; either the request requires searching through a large amount of information, or it requires consultations that would take longer than 20 working days. Notifying the requester of a decision within 20 days but providing the information at a later point is permissible, so long as the information is provided without undue delay.
4. Charging for the time involved in assessing whether we hold the requested information is not permissible; however, we can impose reasonable charges for making available the information requested.
5. We must transfer a request or part of a request to another government agency for response if we do not hold information and believe another agency does, or if we believe the request is more closely connected with the functions or another agency. Decisions to transfer must be made promptly and no later than 10 working days after we receive the request, unless we extend that time frame within 20 working days of the original request. We must inform the requestor that the request has been transferred.

Decision-making Principles

1. We must make available official information unless there are "good reasons" to withhold it and the public interest does not override those good reasons. The Act contains withholding grounds considered to be "good reasons".
2. We must consider each request for information pursuant to the Act on its merits and on a case -by-case basis with the only considerations being the circumstances of that particular case.
3. In responding to a request we must:
 - have regard to the fundamental principle of availability unless there is good reason to withhold some or all of the information;
 - consider the prejudice or harm that would be likely to result if the information was disclosed;
 - consider the withholding grounds to see if any are relevant; and
 - consider whether it is necessary to withhold and whether there are public interest considerations that would apply.

Official Information Act Request Handling Process

1. The Head of Communications, in consultation with the General Manager Corporate Affairs, will have oversight responsibility to ensure that all requests are responded to within the appropriate timeframe.
2. The Communications will consult with the requestor to establish their eligibility to make a request, under the eligibility criteria set out in the Act.
3. If a request is insufficiently specific or would require substantial collation and diversion of Guardians' resources to answer, Communications team members will consult with the requester to refine and narrow the scope of their request.

4. Communications team members will collate the information requested and draft a response, with support as required from Legal team members and relevant subject matter experts within the Guardians.
5. Communications team members will consult with third parties to seek their views on the release of any of their information, prior to preparing the draft response.
6. The Head of Communications will review the draft response and provide this to the Chief Executive Officer (or nominee) for approval.
7. Responses are shared with the NZ Treasury and Minister of Finance's office on a for-your-information, 'no surprises' basis prior to release.
8. The response will be sent to the requester in the form – electronic, faxed, mailed – they specify in their request.
9. Information withheld under the Act will be redacted in the document(s) comprising the final response. Redactions will be understanding in a manner that ensures the recipient cannot undo/override the redaction (e.g. Objective Redact software).
10. Responses are shared with the Chair upon release.
11. Responses will be published on the Guardians' website after release, where the response is considered to be of material public interest and taking into account other relevant factors. The name and contact details of the requester will be redacted in the version of the response published on the website.
12. The Communications team will maintain a suite of easily accessible support materials including response templates based on guidance from the Office of the Auditor General and a log of requests and responses including response times and other data required for public service reporting requirements in its MS Teams site.
13. Further guidance is available via www.ombudsman.parliament.nz. The Office of the Ombudsmen is available to discuss official information requests.

Social Media

Scope

This procedure relates to company communications on approved Guardians' social media channels. Refer to the [Code of Conduct](#) for personal social media use.

1. The Guardians has a corporate presence on:

- [LinkedIn](#)
- [Twitter](#)

Purpose

2. The Guardians' social media channels are used to:
 - share news
 - connect with communities that have an interest in the Guardians
 - be part of the conversation within our industry
 - build the Guardians' reputation as a high performing and trustworthy institutional investor, and a great place to work

Authorised users

3. A list of Guardians' employees with permission to post to the Guardians' social media channels will be maintained in Tika. These personnel are permitted to approve and post content to the Guardians' social media channels.

Monitoring

4. As a general rule, the Communications team monitors the Guardians' social media channels Monday to Friday during office hours. We understand that social media is a 24/7 medium; however, our moderation capabilities are not. We trust our community to act responsibly in the event of negative online behaviour. Inappropriate posts and comments will be removed as soon as possible.

Moderation

5. We reserve the right to report or remove (as appropriate) any posts or comments that may affect our neutrality or do not comply with the:
 - [LinkedIn User Agreement](#)
 - [Twitter Terms of Service](#)
 - [Twitter Rules](#)

These terms of use may be updated any time without notice.

6. We regularly monitor our social media channels, and where we are able to, reserve the right in our absolute discretion to remove content that:
 - is considered likely to provoke, attack or offend others
 - contains discriminatory comments regarding race, ethnicity, religion, gender, disability, sexual orientation or political beliefs
 - contains swear words or other language likely to offend
 - breaks the law or condone or encourage unlawful activity
 - is overtly party political
 - contains advertorial content or spam links
 - discloses confidential or commercially sensitive information
 - breaches the intellectual property rights/copyright of any person or organisation
 - is off topic.

We reserve the right to block or ban users who repeatedly violate our terms of use.

Third-party content

7. We may choose to retweet, @mention, post or share information from other organisations or individuals for the interest and information of our followers. While we will take reasonable steps to ensure we only share appropriate content, external links do not constitute the Guardians' official endorsement and we do not guarantee the accuracy of this information.
8. We may follow organisations and individuals relevant to NZ Super Fund. This does not imply endorsement or guarantee the accuracy of their information.
9. Posts by users that tag our corporate accounts, or comments on our corporate posts by other users do not necessarily reflect the views of the Guardians. We do not guarantee the accuracy, integrity, or quality of content posted by other users.

Intellectual property

10. Except where stated, all material we post on our social media channels constitutes Crown copyright administered by the Guardians.

Privacy

11. The Guardians respects people's legal entitlements under the Privacy Act 2020. The Communications team will ensure that where it is required under law, any content that

includes identifiable people pictured will only be published on our social media channels if we have obtained prior written consent from the people involved.

Consent may be captured:

- on an ad-hoc basis
- through collection of a consent form at the time of the image being created that permits ongoing use for a purpose aligned to the post.

Speaking Invitations

1. You must refer any public speaking request, including panel discussions, to the Senior Corporate Communications Advisor for consideration. Invitations will be reviewed against the Guardians' speaking programme priorities. Approval in advance is required from the Head of Communications and the relevant General Manager before accepting; or in the case of the CIO or a General Manager speaking, the CEO.
2. The CEO must inform the Chair and Head of Communications of any of his or her public speaking engagements including forum, location and date.
3. Materials for public engagements must be approved by the Head of Communications.
4. At public engagements you must conduct yourself in a professional manner utilising accurate and professional material.
5. You should ascertain in advance whether media representatives will be in attendance and advise the Senior Communications Strategist of any questions from media representatives in the audience as part of a Q&A, and the responses given.
6. The Senior Corporate Communications Advisor will conduct an annual review of all engagements and a specific post speaking engagement review where the engagement involved significant preparation effort and/or cost. The results of this review will be factored into future content and materials development, training programmes and decisions about accepting future speaking invitations.
7. Presentation templates, support material and an archive of presentations given will be maintained by the Communications team on the SuperCharged intranet.

Sponsorships

- 1.1 Employees presenting or supporting a sponsorship must ensure that they declare any potential conflicts of interest in accordance with the Code of Conduct.
- 1.2 All sponsorship enquiries are to be referred to the Senior Corporate Communications Advisor for consideration.
- 1.3 The Senior Corporate Communications Advisor will consult with the Head of Communications and the relevant GM or subject matter expert (e.g. Head of Sustainable Investment, Head of DE&I, Talent team).

- 1.4 Noting that, under the New Zealand Superannuation and Retirement Income Act 2001, the Guardians can only pay money to meet obligations that are directly related to the operation of the NZ Super Fund, sponsorships will be assessed against the following criteria:
- Assisting the Guardians to meet statutory requirements and strategic goals in relation to the NZ Super Fund;
 - Driving positive outcomes for the sponsored organisation;
 - Creating and enhancing a mutually beneficial relationship between the Guardians and the sponsored organisation;
 - Increasing positive stakeholder awareness of the Guardians.
- 1.5 The Senior Corporate Communications Advisor will present recommended sponsorships to the Head of Communications and the Chief Executive Officer for approval.
- 1.6 If the sponsorship is outside of the annual budget for sponsorship or the sponsorship is for a period of more than one year, we must seek Board approval.
- 1.7 We will respond to applicants as soon as possible with reasons given for accepting or declining an application.
- 1.8 All sponsorships undertaken by the Guardians will be disclosed in the Annual Report for the relevant financial year.
- 1.9 The Senior Corporate Communications Advisor will undertake an annual review of the sponsorship portfolio in May-June, evaluating the success of each individual sponsorship. This is to be provided to the Head of Communications and the General Manager Corporate Affairs.

Submissions

1. Staff members who want the Guardians to make a submission to Government or regulatory organisations should contact the Head of Communications.
2. Our aim when commenting on public policy matters is to better inform policy decisions that affect the Guardians or the mandates that it manages. Contributing to the formation of good public policy is part of our work as an institutional investor operating on a commercial basis. It is also required under our obligations as a responsible investor and signatory to the United Nations Principles for Responsible Investment.
3. In commenting on public policy issues we will adhere to strict political neutrality.
4. The Head of Communications, in consultation with the GM Corporate Affairs and CEO where appropriate, will decide whether to draft a submission, factoring in:
 - the prospect of value being delivered against the potential reputational or relationship cost of making a submission;
 - whether it would be more appropriate for a sector organisation or investee company to submit instead; and
 - resourcing considerations.
5. We do not use public submissions to effectively relitigate a decision in which we were involved (unsuccessfully) in the related internal public development process.
6. If a decision is made to submit, the Head of Communications will determine who will be involving in preparing and reviewing it.

7. The Head of Communications may request and approve staff input into submissions being prepared by sector organisations of which we are a member.
8. All submissions by the Guardians must be approved by the Head of Communications and the Chief Executive Officer or nominee.
9. Copies of all submissions are to be provided at the time of submission to the office of the Minister of Finance and Treasury under the no surprises protocol.
10. Copies of all submissions are published on the Guardians website.

Website and Intranet Governance

Governance table of roles and responsibilities for external website administration and management. The Communications Team is responsible for keeping this procedure up to date.

Role	Responsibilities and Tasks	Content permissions	Responsible person
System Administrator	<p>Responsible for portal infrastructure (hardware etc.)</p> <ul style="list-style-type: none"> • Security/permissions • Backups/restoration • Initial support, train site admin and owner • Manage file size limits or quotas • Assists in acquisition, installation and maintenance of hardware infrastructure etc. 	<ul style="list-style-type: none"> • Administrator rights 	Website – Insight Creative
Site administrator	<p>Responsible for administering and maintaining the site. The technical owner of the site.</p> <ul style="list-style-type: none"> • Manage security and permissions • Ensure accessibility • Responds to user’s technical questions and issues • Runs usage report • Track and maintain issues register • Acts as backup trainer 	<ul style="list-style-type: none"> • Administrator rights 	
Site owner	<p>Responsible for establishing and maintaining site design, policies, procedures and vision</p>	<ul style="list-style-type: none"> • Designer access; can load, edit, 	Head of Communications (website)

	<ul style="list-style-type: none"> • Manage the site look and feel • Oversee all content • Ensure accuracy (including of external links) • Enforce site standards • Create, load and approve content 	<p>delete and approve content</p> <ul style="list-style-type: none"> • No administration rights 	GM Corporate Affairs (extranet)
Staff	Can suggest or require new content or suggest or require changes to existing content	<ul style="list-style-type: none"> • Nil 	All staff
External Website (NZ Super) Governance	Oversight of site structure, content and future site direction	<ul style="list-style-type: none"> • Head of Communications 	Head of Communications
External Website (NZ Super) Security	Responsibility for identifying the website's security risks and issues	<ul style="list-style-type: none"> • 	Outsourced to Insight Creative with oversight from Head of Information Security
Technical support External Website	Technical support and delivery of relevant technical functionality	<ul style="list-style-type: none"> • 	Outsourced with oversight from Head of Communications

Governance table of roles and responsibilities for SharePoint 2013 intranet administration and management

Role	Responsibilities and Tasks	Content permissions	Responsible person
Intranet Governance Team	Oversight of site structure, security, OIA compliance, integration with applicable AIMS and future site direction	Nil	Head of Communications Head of IT Manager Enterprise Systems – IT
Intranet Information Management	Oversight of the intranet's PRA Compliance		GM Risk
Communications Supercharged	Oversight of navigation, content, visual design, features and functions Approve all new site features/functions	Administrator rights	Communications team

	Approve 'news' content Moderate (vet) all site content		
Content owners, Committee Members and subject matter experts (SME)	Contribute content, maintain relevant sites (e.g. team sites, education modules, committee sites)	Publishing rights to relevant sections	Committee members and individual staff members as appropriate
All staff	Contribute content Comment on content Maintain personal site	<ul style="list-style-type: none"> • Able to publish to registers, forms, wikis, team sites, project sites, individual MySite and via collaboration features (e.g. comments features) <u>without</u> content approval • Able to contribute to news and other controlled parts of the site <u>subject to</u> content approval 	All staff
Technical support Supercharged	Technical support and delivery of relevant technical functionality	Administrator rights	Manager, Enterprise Systems, IT

Governance table of roles and responsibilities for Modern intranet (SharePoint Online) administration and management

Refer to [Intranet Governance Framework](#)

Responsibilities

Head of Communications will:	<ul style="list-style-type: none"> • report material reputational issues, relevant socio-political events and issues; material external and internal communication outputs and outcomes; and upcoming planned activities; to every second Board meeting • prepare the Guardians' Communications and Engagement Strategy for CEO approval, and provide it to the Board for feedback, every three years; or as considered appropriate • ensure appropriate internal approvals are received for Guardians' communications materials and engagement
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	<p>strategies, as set out in the Guardians' Communications Engagement Procedures</p> <ul style="list-style-type: none"> • be responsible for the implementation of the Guardians' Communications and Engagement Procedures • ensure the Communications and Engagement Policy and Procedures are kept current and relevant to the activities being undertaken • ensure the Communications and Engagement Policy and Procedures are reviewed at least every five years
Head of Risk	<ul style="list-style-type: none"> • Report policy breaches to the Risk Committee and the Board

Disclosures

- The following table lists information that the Guardians publicly discloses as a matter of course unless there is a good, disclosed reason for not doing so.
- The 'no surprises' protocol under which information is provided to the Minister of Finance applies to any issues of controversy or material public interest.
- The table lists the minimum standard disclosures. Additional communications (e.g. media relations, stakeholder engagement, speeches & presentations) may also occur.

Information type	Medium	Frequency
General or contextual information which is generally static and which assists our stakeholders and the broader New Zealand and international public to understand why we exist, what we do and how, Typical examples would include: <ul style="list-style-type: none"> • Purpose, Vision and Values • Our investment policies • Board Charter including Board Code of Conduct • Employee Code of Conduct 	Website - about the Guardians Website - Policies	Permanent Policy updates – as they occur
Incumbent external investment and asset managers: manager name; year appointed; Fund name and focus areas; type (listed/unlisted); value in NZD; % of NZSF	Website Annual Report	Six monthly Annual
External investment and asset manager changes - appointments, terminations or new mandates with existing managers	Quarterly Report to MoF Website Annual Report	Quarterly Six Monthly Annual

Internal investment mandates	<u>Annual Report</u>	Annual
NZSF Portfolio Holdings: <ul style="list-style-type: none"> -<u>Global Listed Equities</u>: security name, NZD value and industry description -<u>NZ Listed Equities</u>: security name, number of shares, NZD, NZSF % holding -<u>NZ external investment mandates</u>: manager name, fund name, NAV, committed capital, underlying investee companies. -<u>Direct investments</u>: both those managed directly and where an asset manager has been appointed: name and initial investment year. Where commercial sensitivities permit, we may also disclose: % holding in entity, initial investment size, invested capital. -<u>Internal mandates</u>: name. 	<u>Website</u>	Six monthly
NZSF Portfolio Holdings: <ul style="list-style-type: none"> - <u>Listed and unlisted debt</u>: security name, NZD value 	May be released under the OIA or in response to Parliamentary Questions, subject to commercial sensitivities	Upon request
NZ listed equities: <ul style="list-style-type: none"> - SPH notice (Substantial Product Holder notice - relevant interest in 5% or more of the total quoted voting produces of a listed issuer: - SSH notice (disclosure of movement of 1% or more in substantial holding or change in nature of relevant interest, or both) 	<u>Website</u>	As they occur
Direct investment transactions (international and New Zealand)	Media Statement Quarterly Report to MoF <u>Annual Report</u>	As appropriate Quarterly Annual
Material strategy decisions (e.g. investment, sustainable finance, operations, governance)	Quarterly Report to MoF <u>Annual Report</u>	Quarterly Annual
Significant incidents (financial, operational, within portfolio)	<u>Website</u> Direct to MOF office and Treasury Quarterly Report to MOF <u>Annual Report</u>	As appropriate As appropriate Quarterly Annual

Board Changes	https://www.nzsuperfund.nz/about-the-guardians/governance/board/Annual Report	As they occur Annual
Performance measures and strategic activities	Statement of Intent Statement of Performance Expectations	3-4 years Annual
NZ Super Fund performance vs benchmarks	Website Quarterly Report to MOF Media Statement Annual Report	Monthly Quarterly Annual Annual
Progress against strategic activities	Annual Report	Annual
NZ Super Fund carbon footprint	Website	Annual
Progress against carbon reduction targets per the metrics set out in the Crown Responsible Investment Framework	Website	Annual
Full list of excluded securities including excluded activity and company name	Website	Six monthly
Excluded countries for sovereign securities	Website	Six monthly
New exclusions of companies where we believe there is a serious risk of breaches of standards of good corporate practice	Direct to MOF office and Treasury	Following sale of securities
Voting: - Global Voting Policy and Guidelines - How the NZ Super Fund's shares have been voted by country, company and topic.	Website	Following the vote.
Sustainable finance engagement programme priorities and outcomes	CTI Quarterly Engagement Reports Annual Report	Quarterly Annual

Letters of Expectations and Guardians' responses	<u>Website</u>	Following publication by The Treasury
Responses to Annual Parliamentary Select Committee Review. Content is as requested by the Committee and typically includes information on topics including, but not limited to: <ul style="list-style-type: none"> - Expenditure on consultants and contractors - Major project expenditure and timeframes - Expenditure on travel - Conflicts of interest - Membership of organisations - Workforce demographics and remuneration 	<u>Website</u>	Following publication by the Committee
5 yearly Independent Review and Guardians' responses	<u>Website</u>	As they occur
CEO expenditure – Crown entity disclosures	<u>Website</u>	Six monthly or as required by Public Services Commission
CEO remuneration, fixed and variable	<u>Annual Report</u>	Annual
Gender pay gap	<u>Annual Report</u>	Annual
Gift and hospitality registers	<u>Website</u>	Annual
Sponsorships	<u>Annual Report</u>	Annual
Responses to OIA requests (where the response is of public interest and taking into account any relevant factors)	<u>Website</u>	As soon as practicable after they occur
Submissions	<u>Website</u>	As soon as practicable after they occur