

Corporate Social Responsibility



Introduction to our Corporate Social Responsibility (CSR)

CSR refers to the way in which businesses regulate themselves in order to ensure that all of their activities positively affect society as a whole. CSR policies aim to ensure that businesses work ethically, consider human rights as well as the social, economic and environmental impacts of what they do as a business. Businesses should meet, and aim to exceed, any relevant legislation,

and if legislation does not exist in a particular area, the business should ensure they carry out best practices anyway.

Stellar Asset Management Limited is committed to ensuring that our undertakings are conducted as ethically as possible by following the below policy.

Who we are and what we do

Stellar Asset Management Limited (Stellar) is an investment manager regulated by the Financial Conduct Authority (FCA) (reference number: 474710) specialising in tax efficient products and services, specifically those which help clients mitigate inheritance tax liabilities.

We work with financial advisers to deliver a range of services, which help their clients to retain ownership, control and access to their capital during their lifetime – as well as offer the

potential for uncapped investment returns, and the reassurance that their legacy can be passed to their beneficiaries free from inheritance tax.

Our mission statement is: “To provide robust, forward-thinking investment services with exceptional customer service”.

Our employees work across five main areas; investment management, business development, marketing, client services and accounting & administration.



Looking after our employees

- ★ We are an Equal Opportunities Employer as defined in the Human Rights Act 2010. In order to reduce unconscious bias, we request all CV's to be redacted by all recruitment agents that we work with to eliminate any personal identifiers.
- ★ Personal development is extremely important to individuals and therefore to Stellar. We encourage all staff to undertake professional qualifications within their field of expertise and offer study support to all that want to further develop.
- ★ Staff are appraised on a quarterly basis to ensure that there is good communication throughout the year and that development targets are relevant and documented.
- ★ We offer enhanced maternity, paternity, adoption, and surrogacy as we believe in supporting, protecting and having a successful happy relationship with all new parents.
- ★ Life insurance, income protection and critical illness cover are standard for all permanent employees which they are eligible for as soon as they pass their probation period.
- ★ Wellbeing support is provided to all employees giving them access to talking therapies and other methods of support.
- ★ An interest free Season Ticket Loan scheme is in place in which employees can spread the cost of their travel, as well as a Bike to Work scheme which provides an interest free loan to employees who wish to purchase a bike to travel to work.
- ★ We understand the importance of teamwork and has an active social committee which organise staff events on a regular basis.
- ★ Flexible working is available and encouraged and is to be agreed with Directors, to ensure staff have a good work life balance.



Looking after our customers

- ★ We have a client feedback request that is sent to any individual that has had an interaction with us. The outcome of the feedback is reported to the board every month and an action plan presented to improve any specific areas that need to be addressed.
- ★ Feedback and complaints are prioritised to resolve as quickly as possible. An active continual improvement approach is allied to all feedback.
- ★ Client services have set Service Levels and Key Performance Indicators and these are reported to the board and also available to clients and their advisers.
- ★ Quarterly reports are sent to investors showing the valuation of their investments with semi-annual commentary on the underlying investment sectors, these reports are paperless where possible.

Suppliers' standards

- ★ All our suppliers adhere to the Bribery Act 2010.
- ★ We are committed to a monthly payment run to ensure suppliers are paid in a timely manner.
- ★ There is a clear line of communication between the accounting team and suppliers, with a supplier payment policy issued to ensure there is high standard of communication.
- ★ We are committed to checking all new corporate suppliers have a CSR or Environmental Social Governance (ESG) policy.



Protecting the environment

- ★ Employees come into the office when it is beneficial to do so, this is to reduce emissions by cutting out the commute.
- ★ When employees come into the office they are encouraged to either come in via public transport (Season Ticket Loans for train / tube / bus travel) or cycle in (Bike to Work scheme).
- ★ Several recycling facilities are available throughout the office to encourage anything that can be recycled to not be put in the general waste.
- ★ We discourage printing documents where it is not necessary, by collaborating online we reduce the number of documents needed to be printed.

Community engagement

- ★ Employees are encouraged to give and gain, where employees can match holiday requests of up to 2.5 days per year to work on a cause or charity of their choice, this can be anything that the employee feels strongly about examples of such are as follows, but are not limited to the below;
 - ★ Organising events for under-represented groups
 - ★ Providing educational information / help to those without access
- ★ Helping with local charities
- ★ Environmental clean-up – litter picking in their local areas / setting up a community litter picking day
- ★ Stellar plan to provide one summer internship to an adult school leaver from a disadvantaged community each year.

Measurement

- ★ We will continue to measure staff satisfaction formally through semi-annual staff surveys and informally through conversations with individual staff members.
- ★ Client services will continue to measure customer satisfaction and report to the board, we may aim to publish this on the website in the future.
- ★ We will add an ESG / CSR policy check to the new supplier checklist.
- ★ Community engagement will also be captured formally on the semi-annual staff survey and on leave requests. Staff can write content to promote their chosen cause / charity and this will give further insight into what our staff are contributing to the community.



Get in touch

We're here to help

Further Information

Our team are here to support and guide you during this process. Should you require any further assistance, or have any questions, please do not hesitate to get in touch.

If you have any other questions please contact us on 020 3195 3500 or email us at enquiries@stellar-am.com

For further information, please visit www.stellar-am.com

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