

# Glass Lewis Onboarding Process

## You are in control

The timing of your onboarding is dependent on two crucial factors. 1. Custodian Updates 2. Policy Implementation

Some custodian banks are faster to respond than others. Delayed custodian responses increase the risk of missed ballots. Please work with your custodians so they understand the urgency that is involved with proxy redirection. The number of accounts can also affect the timing of the transition.

Custom policy is an iterative process that involves constant communication to ensure Glass Lewis is interpreting your policy document correctly. Please provide us with your policy document as soon as possible as this allows our policy team to review and outline suggestions prior to the onboarding call. Our timeline will also allow us to test drive the policy once implemented.

The timeline below is the average timeline for a standard transition; complex setups may require additional time.

### Week 1

#### Attend Onboarding Call and Review Onboarding Documents

- Refer to your Onboarding Welcome email
- Come to the meeting with questions about any of the documents
- The primary individuals responsible for your proxy voting process should attend this call



### Week 2

#### Complete and Submit Glass Lewis Onboarding Documents

- Refer to the Onboarding Welcome Email to find the necessary documentation for completion
- Once completed, please email these to your Client Service Manager
- All documents should be submitted by the end of Week 2 of onboarding



### Week 3

#### Make Policy and Vote Execution Selections

- Please refer to the Viewpoint Onboarding Options document sent to you via email and discussed during the onboarding call
- This document will help set up specific voting instructions, create filters and subscriptions and create your voting policy
- Please email the completed documents to your Client Service Manager at your earliest convenience



### Week 4

#### Viewpoint Demo

- Attend Viewpoint training
- During this training demo, you will receive a walk-through of the ins and outs of our Viewpoint platform. Use this demo as a way to communicate with your Client Service Manager how you plan to use the platform
- Select team members for access
- Log-in to the platform

Do you have the names and emails for all Viewpoint users?



Happy Voting!

Welcome to Glass Lewis!

#### Did you know?

Electronic ballot direction is based on record date. When a custodian updates the proxy voting address to Glass Lewis on June 15th, this means that any ballots with records after June 15th will be sent to Glass Lewis while ballots with record dates before June 15th will be sent to the previous provider.

This is the most important part of the process. Without it we cannot complete the subsequent steps within the onboarding process.

#### Have you completed the following?

- Proxy Vote Authorization Form
- Master Account List
- Custodian Bank Letter
- Holdings File
- Policy Document (if applicable)

These documents must be completed and submitted to the Glass Lewis team to move to the next steps in the onboarding process.

These help move forward the account setup process and establish relationships with custodians which are imperative to receiving and voting proxy ballots.

#### Voting Guidelines

In addition to our house policy, Glass Lewis offers several thematic policies to choose from.

- Climate Policy
- ESG Policy
- Catholic Policy
- Public Pension Policy
- Taft Hartley

You can read more about these policies [here](#).

Glass Lewis also has over 550 data points captured by our global research team to tailor customer voting policies based on issues, markets, key thresholds, and other relevant ESG criteria to create a custom policy for your organization.

## Your Team

During your onboarding process with Glass Lewis, to ensure success, you'll have access to several team members along the way!

Onboarding Manager  
Client Service Manager  
Policy Analyst  
Operations Associate  
Sales Director