

## **GUIDELINE**

# **Solactive Equileap Global Gender Equality 100 Leaders Index**

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This document contains the underlying principles and regulations regarding the structure and the operating of the Solactive Equileap Gender Equality Index (the “Indices”). Solactive AG shall make every effort to implement regulations. Solactive AG does not offer any explicit or tacit guarantee or assurance, neither pertaining to the results from the use of the Index nor the Index value at any certain point in time nor in any other respect. The Index is merely calculated and published by Solactive AG and it strives to the best of its ability to ensure the correctness of the calculation. There is no obligation for Solactive AG – irrespective of possible obligations to issuers – to advise third parties, including investors and/or financial intermediaries, of any errors in the Index. The publication of the Index by Solactive AG is no recommendation for capital investment and does not contain any assurance or opinion of Solactive AG regarding a possible investment in a financial instrument based on this Index.

## Introduction

This document is to be used as a guideline with regard to the composition, calculation and management of the Solactive Equileap Global Gender Equality 100 Leaders Index. Any changes made to the guideline are initiated by the Committee specified in Section 1.5. The Index are calculated and published by Solactive AG. The name “Solactive” is copyrighted.

## Summary of the Guideline

The Solactive Equileap Global Gender Equality 100 Leaders Index has been designed to track the top companies leading the field in terms of gender equality internationally.

The starting universe is made of all publicly available stocks with their primary listing in a developed markets economy.

To be included in the Index, components need to pass:

- Standard liquidity criteria: USD 2 billion or more of market capitalization and USD 5 million or more of average daily value traded;
- A light ESG screening as defined by Equileap: exclusion of companies which derive the majority of their revenues from the Weapons, Gambling, or Tobacco Industry and exclusion of companies on the Norwegian Ethics Council List;
- An in-depth gender equality screening as defined by Equileap: companies are ranked on 35 points according to 19 gender criteria. The 19 criteria are grouped in 4 categories listed below (the full list of criteria is available on p.6-7):
  - A. gender balance in leadership & workforce
  - B. equal compensation & work life balance
  - C. policies promoting gender equality
  - D. commitment to transparency and accountability

If several companies have the same Equileap Score, they are sorted according to their market capitalization.

For the Index, the top 100 companies are selected, ensuring an equal weight exposure to US listed companies and non-US listed companies. The Index is equally weighted, rebalanced annually and reviewed quarterly. The Index is calculated as Price Return, Net Total Return and Gross Total Return indices.

# 1. Index Specifications

The Index represent a joint index of Solactive and Equileap, calculated and distributed by Solactive AG.

The Index tracks the performance of the shares of the top companies which have the best Equileap Gender Diversity Score. At the same time, the companies have to pass the USD 2 billion Market Capitalization (Average Market Capitalization over the past 12 months) and USD 5 million ADV (Average Daily Value Traded) threshold.

Equileap, a leading expert in gender equality research, provides the gender-related data on companies on which Solactive then applies liquidity screenings to get to the final index composition.

The Index are calculated as Price Return, Net Total Return and Gross Total Return indices and is published in USD.

## 1.1 Short name and ISIN

The Index are distributed under the following identifiers:

| Name   | ISIN         | WKN    | Characteristic     | Reuters   | Bloomberg      |
|--|--------------|--------|--------------------|-----------|----------------|
| Solactive Equileap Global Gender Equality 100 Leaders Price Return Index       | DE000SLA3SX1 | SLA3SX | Price Return       | .SOLGGEPR |                |
| Solactive Equileap Global Gender Equality 100 Leaders Net Total Return Index   | DE000SLA3S00 | SLA3S0 | Net Total Return   | .SOLGGENR | SOLGGENR Index |
| Solactive Equileap Global Gender Equality 100 Leaders Gross Total Return Index | DE000SLA3S18 | SLA3S1 | Gross Total Return | .SOLGGEGR |                |

## 1.2 Initial value

The Index are based on 100 at the close of trading on the Start Date September 30<sup>th</sup>, 2011. Data before the live date of August 30<sup>th</sup>, 2017 is backtested.

## 1.3 Distribution

The Index are published via the price marketing services of Boerse Stuttgart AG and is distributed to all affiliated vendors. Each vendor decides on an individual basis as to whether he will distribute/display the Index via his information systems.

## 1.4 Prices and calculation frequency

The prices of the Index are calculated every 15 seconds on each Exchange Trading Day. Should there be no current price available on Reuters, the most recent price on Reuters is used in the calculation.

The Index are calculated every Exchange Trading Day from 8:00am to 10:30pm, CET. In the event that data cannot be provided to Reuters or to the pricing services of Boerse Stuttgart AG the Index cannot be distributed.

## 1.5 Decision-making bodies

A Committee composed of staff from Solactive AG is responsible for decisions regarding the composition of the Index as well as any amendments to the rules (in this document referred to as the “Committee” or the “Index Committee”). The future composition of the Index is determined by the Committee on the Selection Days according to the procedure outlined in 2.1 of this document. The Committee shall also decide about the future composition of the Index in the event that any Extraordinary Event should occur and the implementation of any necessary adjustments.

Members of the Committee can recommend changes to the guideline and submit them to the Committee for approval.

## **1.6 Publication**

All specifications and information relevant for calculating the Index are made available on the <http://www.solactive.com> web page and sub-pages.

## **1.7 Historical data**

Historical data will be maintained from the launch of the Index on August 30<sup>th</sup>, 2017. The methodology of the index does not permit retrospective changes to the previously published index values (“backfilling”). Correction of calculation mistakes are not considered as backfilling.

## **1.8 Licensing**

Licences to use the Index as the underlying value for derivative instruments are issued to stock exchanges, banks, financial services providers and investment houses by Solactive.

## 2. Composition of the Indices

### 2.1 Selection of the Index Components

The initial composition of the Index as well as any ongoing adjustment is based on the following rules:

On the Selection Day (10 Business Days before the last Business Day of September), Solactive receives the starting universe and the Gender Diversity Scores from Equileap.

The starting universe is determined by Equileap based on the rules described below:

1. Include only the companies with their primary listing in a Developed Markets Economy
2. Include only companies with an Average Market Capitalization over the past 12 months of at least USD 2 billion

All companies meeting the above rules, are awarded a score between 1 and 3 based on each of the criteria:

|  | Equileap Criteria   | Definition  | Question  |
|--|---|---|---|
| Gender Balance in Leadership & Workforce | 1 <b>Non-Executive Board</b>                              | Percentage of male and female Board of Directors as a proportion of the total number, as of the fiscal year end wherever available, otherwise as of the date of the latest filing. Where the company has a Supervisory Board and a Management Board, this refers to the Supervisory Board   | Has a Gender Balance of 40-60% on the Board<br>Has a Gender Balance of 20-40% on the Board<br>Has a Gender Balance of 10-20% on the Board   |
|  | 2 <b>Executives</b>                                       | Percentage of male and female executives as a proportion of the total number, as of the fiscal year end wherever available, otherwise as of the date of the latest filing. Executives are as defined by the company, or those individuals that form the company executive committee/board or management committee/board or equivalent | Has a Gender Balance of 40-60% among Executives<br>Has a Gender Balance of 20-40% among Executives<br>Has a Gender Balance of 10-20% among Executives   |
|  | 3 <b>Senior Management</b>                                | Percentage of men and women employed in senior management positions, as a percentage of total, as of the fiscal year end wherever available, otherwise as of the date of the latest filing. Senior Management are defined and reported by the company.  | Has a Gender Balance of 40-60% in Management<br>Has a Gender Balance of 20-40% in Management<br>Has a Gender Balance of 10-20% in Management  |
|  | 4 <b>Workforce</b>  | Percentage of men and women employed at the company, as a percentage of total employees   | Has a gender balance of 40-60% in the Workforce<br>Has a gender balance of 20%-40% in the Workforce<br>Has a gender balance of 10%-20% in the Workforce   |
|  | 5 <b>Promotion &amp; Career Development Opportunities</b> | Ratio of each gender in management compared to ratio of each gender in total employees  | Has a ratio of % of women in management to % of women employees between 0.9-1.1<br>Has a ratio of % of women in management to % of women employees between 0.75-0.9 or 1.1-1.25<br>Has a ratio of % of women in management to % of women employees not between 0.5-0.75 or 1.25-1.5 |
| Equal Compensation & Work Life Balance   | 6 <b>Fair Remuneration</b>                                | Demonstrates a commitment to ensure payment of a fair wage to all employees, even in those countries that do not legally require a minimum wage   | Has a fair remuneration policy or equivalent  |
|  | 7 <b>Equal Pay</b>  | Commitment to provide comparable wages, hours, and benefits, including retirement benefits for all employees for comparable work.   | Has published gender segregated pay information<br>Has a strategy in place or has otherwise acted to close any gender pay gap identified<br>Has a gender pay gap of less than or equal to +/- 3%  |
|  | 8 <b>Parental Leave</b>                                   | Paid leave programs for child and dependent care to both women and men (maternity leave, paternity leave, dependent care) in country of incorporation/ domicile   | Offers a minimum of 14 weeks of paid primary carer leave to women in the country of incorporation/ domicile<br><br>Offers a minimum of 2 weeks of paid primary carer leave to men in the country of incorporation/ domicile   |
|  | 9 <b>Flexible Work Options</b>                            | Option to employees to control and/or vary the start/end times of the work day and/or vary the location from which employees work in country of incorporation   | Offers flexible work locations<br>Offers flexible work hours  |

|   |    |   |   |   |
|---|----|---|---|---|
| Policies Promoting Gender Equality          | 10 | <b>Training &amp; Career Development</b>                    | Ensures equal access to training and career development to both men and women   | Has an employee Training Policy   |
|   | 11 | <b>Recruitment Strategy</b>                                 | Commitment to ensure non-discrimination against any type of demographic group. This could be in the form of an equal opportunities policy, as described by the company  | Has an equal opportunity policy or equivalent to ensure gender diversity  |
|   | 12 | <b>Freedom from Violence, Abuse &amp; Sexual Harassment</b> | Prohibit all forms of violence in the work place, including verbal, physical and sexual harassment  | Has an anti-sexual harassment/ anti-bullying/anti-violence policy   |
|   | 13 | <b>Safety at Work</b>                                       | Commitment to the safety of employees in the workplace, in travel to and from the workplace, and on company related business, and ensure the safety of vendors in the workplace   | Has an employee health and safety policy  |
|   | 14 | <b>Human Rights</b>   | Commitment to ensure the protection of the rights of all people it works with including employees' rights to participate in legal, civic and political affairs  | Has a human rights policy   |
|   | 15 | <b>Social Supply Chain</b>                                  | Commitment to reduce social risks in its supply chain such as forbid business related activities that condone, support, or otherwise participate in trafficking, including for labour or sexual exploitation  | Has active social supply chain management   |
|   | 16 | <b>Supplier Diversity</b>                                   | Commitment to ensure diversity in the supply chain, including a focus to ensure women owned businesses in the supply chain  | Has a supplier diversity programme  |
|   | 17 | <b>Employee Protection</b>                                  | Systems and policies for the reporting of internal ethical compliance complaints without retaliation or retribution, including but not limited to access to confidential third-party ethics hotlines or systems for confidential written complaints | Has an Employee Protection Policy   |
| Commitment to Transparency & Accountability | 18 | <b>Commitment to Women's Empowerment</b>                    | Recognition and commitment to ensuring women's empowerment in the workplace   | Signatory of the Women's Empowerment Principles   |
|   | 19 | <b>Audit</b>  | Undertaken and awarded an independent gender audit certificate by an Equileap recognized body   | Has received one of three EDGE Certificates :<br>EDGE Certificate: Assess<br>EDGE Certificate: Move<br>EDGE Certificate: Lead |

In addition to the score awarded based on the Scorecard above, Equileap uses the following ESG criteria to exclude some more companies from the Indices.

|                       |                           |   |   |   |
|-----------------------|---------------------------|---|---|---|
| G. Exclusion Criteria | <b>Exclusion Criteria</b> |   |   |   |
|                       | A                         | <b>Companies that do not adhere to basic ESG Standards</b>                                    | Is not engaged in unethical business practices.   | Signatory companies who derive the majority of their revenues from the below industries have been excluded entirely and NOT awarded a score<br><br>- Weapons Industry<br>- Gambling Industry<br>- Tobacco Industry<br><br>as well as the companies on the Norwegian Ethics Council List |
|                       | B                         | <b>Companies that have engaged in known unethical business practices for the past 2 years</b> | Exclude companies, for one year, that have had:<br>a) A legal judgement or an official ruling regarding discrimination against any employees, or<br>b) Two or more legal cases brought against them regarding discrimination against any employees, or<br>c) A legal judgement or an official ruling regarding unethical practices in its marketing and advertisement |   |

The following procedure is then applied by Solactive:

1. All stocks with a 3-month ADV below USD 5 million are removed.
2. All remaining active stocks are then ranked according to the Equileap Gender Diversity Score. In cases where more securities have the same score, these are sorted according to their Full Market Capitalization.
3. First, the top 50 US listed shares are included in the index, based on their Gender Score. Then the highest scoring companies from the rest of the world will be added to total 100 stocks in the composition, making sure that each country is represented by no more than 10 shares.
4. The components will be weighted equally.

There will also take place a review process, the Review Day will fall 10 Business Days before the last Business Day of December, March and June.

On each Review Day, the ongoing composition of the Index is reviewed for any possible conflicts with the index scope. If any security has had a substantial drop in its Gender Diversity Score, as provided by Equileap, this security will be removed in the process of the following upcoming quarterly Adjustment Date, and its weight will be redistributed to the highest ranked share not yet included in the index as determined at the last yearly rebalancing date.

## 2.2 Weighting

On each Adjustment Day in September, all Components of the Index are weighted according to the weighting scheme described in Section 2.1.

## 2.3 Ordinary adjustment

The composition of Index is selected on a yearly basis and reviewed on a quarterly basis, on the Selection Day and the Review Day respectively. Necessary changes are announced. The composition of the Index is rebalanced after the close of trading on each Adjustment Day, when the new Number of Index Shares are implemented, as described below.

After the close of trading on each Rebalancing Day  $t$ , the Number of Index Shares are calculated as follows:

$$x_{i,t} = \frac{w_{i,t} * Index_t}{p_{i,t} * f_{i,t}}$$

$x_{i,t}$  = Number of Index Shares of the Index Component  $i$  on Exchange Trading Day  $t$

$w_{i,t}$  = Weight of the Index Component  $i$  determined on Selection Day  $t$ , as defined on section 2.2

$Index_t$  = Index Level on Exchange Trading Day  $t$

$p_{i,t}$  = Trading Price of Index Component  $i$  on Exchange Trading Day  $t$

$f_{i,t}$  = Foreign exchange rate to convert the Price of Index Component  $i$  on Exchange Trading Day  $t$  into the Index Currency

The first adjustment will be made in September, 2017 based on the Trading Prices of the Index Components on the Adjustment Day.

Solactive AG shall publish any changes made to the Index composition on the Selection Day and consequently with sufficient notice before the Adjustment Day.

## 2.4 Extraordinary adjustment



An extraordinary adjustment, if applicable, is triggered and applied in compliance with the rules set forth in the [Guideline for Extraordinary Corporate Actions](#).

### 3 Calculation of the Index

#### 3.1 Index formula

The Index Value on an Exchange Trading Day at the relevant time is calculated in accordance with the following formula:

$$Index_t = \sum_{i=1}^n x_{i,t} * p_{i,t}$$

With:

$x_{i,t}$  = Number of Shares of the Index Component i on Trading Day t  
 $p_{i,t}$  = Price of Index Component i on Trading Day t in Index Currency

#### 3.2 Accuracy

The value of the Index will be rounded to two decimal places.

Trading Prices and foreign exchange rates will be rounded to six decimal places.

Number of Index Shares will be unrounded.

#### 3.3 Adjustments

The Index are rebalanced on a yearly basis.

The Index are also adjusted for dividends, capital increases (rights issues), capital reductions, share splits and par value conversions as well as, in accordance with the principles in 3.5.1, other corporate actions.

This procedure ensures that the first ex quote can be properly reflected in the calculation of the Index. This ex-ante procedure assumes the general acceptance of the Index calculation formula as well as open access to the parameter values used. The calculation parameters are provided by Solactive AG.

#### 3.4 Dividends and other distributions

Dividend payments and other distributions are included in the Indices. The Price Return Index are adjusted for special cash dividends only, while the total return for both special and regular cash distributions. These cause an adjustment of the number of index shares. The new Number of Shares is calculated as follows:

$$x_{i,t} = x_{i,t-1} * \frac{p_{i,t-1}}{p_{i,t-1} - D_{i,t}}$$

With:

$x_{i,t}$  = Number of Shares of the Index Component i on Trading Day t

$D_{i,t}$  = Payment on Trading Day t multiplied by the Dividend Correction Factor of the respective country

### 3.5 Corporate actions

#### 3.5.1 Principles

Following the announcement by a company included in the Index Components of the terms and conditions of a corporate action the Index Calculator determines whether such corporate action has a dilutive, concentrative or similar effect on the price of the respective Index Component.

If this should be the case the Index Calculator shall make the necessary adjustments that are deemed appropriate in order to take into account the dilutive, concentrative or similar effect and shall determine the date on which this adjustment shall come into effect.

Amongst other things the Index Calculator can take into account the adjustment made by an Affiliated Exchange as a result of the corporate action with regard to option and futures contracts on the respective share traded on this Affiliated Exchange.

#### 3.5.2 Capital increases

In the case of capital increases (from the company's own resources or through cash contributions) the new Numbers of Shares are calculated as follows:

$$x_{i,t} = x_{i,t-1} * \frac{p_{i,t-1}}{p_{i,t-1} - rB_{i,t-1}} \quad \text{with:} \quad rB_{i,t-1} = \frac{p_{i,t-1} - B - N}{BV + 1}$$

With:

$x_{i,t}$  = Number of Shares of Index Component i on the day of the distribution

$x_{i,t-1}$  = Number of Shares of Index Component i on the day prior to the distribution

$p_{i,t-1}$  = Closing price on the day prior to ex date

$rB_{i,t-1}$  = Calculated value of rights issue

$B$  = Price of rights issue

$N$  = Dividend disadvantage

$BV$  = Subscription ratio

$B = 0$  if capital is increased from the company's own resources.

The last dividend paid or the announced dividend proposal is applied as the dividend disadvantage.

#### 3.5.3 Capital reductions

In the case of capital reductions the new Number of Shares is determined as follows:

$$x_{i,t} = x_{i,t-1} * \frac{1}{H_{i,t}}$$

With:

- $H_{i,t}$  = Reduction ratio of the company on day t  
 $x_{i,t}$  = Number of Shares of the affected Index Component on the day of the distribution  
 $x_{i,t-1}$  = Number of Shares of the affected Index Component on the day prior to the distribution

### 3.5.4 Share splits and par value conversions

In the case of share splits and par value conversions it is assumed that the prices change in ratio to the number of shares or to the par values. The new Number of Shares is calculated as follows:

$$x_{i,t} = x_{i,t-1} * \frac{N_{i,t-1}}{N_{i,t}}$$

With:

- $N_{i,t-1}$  = Former par value of security class i (or new number of shares)  
 $N_{i,t}$  = New par value of security class i (or former number of shares)  
 $x_{i,t}$  = Number of Shares of the affected Index Component on the day of the distribution  
 $x_{i,t-1}$  = Number of Shares of the affected Index Component on the day prior to the distribution

## 3.6 Miscellaneous

### 3.6.1 Recalculation

Solactive AG makes the greatest possible efforts to accurately calculate and maintain its indices. However, the occurrence of errors in the index determination process cannot be ruled out. In such cases Solactive AG adheres to its publicly available [Correction Policy](#).

### 3.6.2 Market Disruption

In periods of market stress Solactive AG calculates its Index following predefined and exhaustive arrangements set out in its publicly available [Disruption Policy](#).

## 4. Definitions

**“Adjustment Day”** is the last Business Day in September, December, March and June as long as all index components are trading on that day. If the Adjustment Day is not a Trading Day as defined below, the Adjustment Day is postponed to the next Trading Day.

**“Average Daily Traded Value”**, or **“ADV”**, is calculated by summing up the daily value traded over the specified period ultimately preceding the Selection Day and dividing that sum by the number of Exchange Trading Days in the same period as sourced from FactSet.

**“Business Day”** is any week-day from Monday to Friday.

**“Dividend Correction Factor”** is calculated as 1 minus the applicable withholding tax rate and/or other applicable tax rate currently prevalent in the respective country. Please refer to the current Withholding Tax Rates under the Solactive website [Documents Section](#).

**“Exchange”** is, in respect of Index and every Index Component, the respective primary exchange where the Index Component has its primary listing. The Committee may decide to declare a different stock exchange the “Exchange” for trading reasons, even if the company is only listed there via a Stock Substitute.

The **“Index Calculator”** is Solactive AG or any other appropriately appointed successor in this function.

**“Index Component”** is each share currently included in the Index.

The **“Index Currency”** is USD.

**“Full Market Capitalization”** is with regard to each of the shares in the Index on a Selection Day or Adjustment Day, the value of the closing price multiplied by the Total Shares Outstanding, as sourced from FactSet, for this day.

**“Review Day”** is 10 Business Days before the last Business Day of December, March and June.

**“Selection Day”** is 10 Business Days before the Adjustment Day in September.

A **“Trading Day”** is in relation to the Index or an Index Component a Trading Day on the Exchange (or a day that would have been such a day if a market disruption had not occurred), excluding days on which trading may be ceased prior to the normal Exchange closing time. The Index Calculator is ultimately responsible as to whether a certain day is a Trading Day with regard to the Index or an Index Component or in any other connection relating to this document.

With regard to an Index component (subject to the provisions given above under “Extraordinary Events”) the **“Trading Price”** in respect of an Exchange Trading Day is the closing price on this Exchange Trading Day determined in accordance with the Exchange regulations. If the Exchange has no closing price for an Index Component, the Index Calculator shall determine the Trading Price and the time of the quote for the share in question in a manner that appears reasonable to him.

## **5 Appendix**

### **5.1 Contact data**

#### **Information regarding the Index concept**

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### **5.2 Calculation of the Index – change in calculation method**

The application by the Index Calculator of the method described in this document is final and binding. The Index Calculator shall apply the method described above for the composition and calculation of the Index. However, it cannot be excluded that the market environment, supervisory, legal, financial or tax reasons may require changes to be made to this method. The Index Calculator may also make changes to the terms and conditions of the Index and the method applied to calculate the Index, which he deems to be necessary and desirable in order to prevent obvious or demonstrable error or to remedy, correct or supplement incorrect terms and conditions. The Index Calculator is not obliged to provide information on any such modifications or changes. Despite the modifications and changes the Index Calculator will take the appropriate steps to ensure a calculation method is applied that is consistent with the method described above.