

Induction pack

Our culture of empowerment aims to bring out the best in our people, encouraging them to deliver fresh perspective and innovative ideas.



Gresham House
Specialist asset management

Welcome to Gresham House!



I want to extend a personal and warm welcome to you as you join the Gresham House family and to encourage you to aspire to make a real difference as we progress on this exciting journey. Each of us contribute to the growing goodwill towards the company making it an 'asset to covet' for all our stakeholders – particularly shareholders, clients and employees.

The key assets within Gresham House are the people and we are ever cognisant that Gresham House is defined by the people who work here – enjoy yourself and make a positive difference!

Tony Dalwood
Chief Executive



Our values

We are Ambitious

We are driven, ambitious and reflective. We take decisions based on robust analysis and in-depth research, while always ensuring we look back on our results with a critical eye to understand how to improve.

We are Authentic

We are committed to building a sustainable future through authentic alignment of our actions to our purpose, including implementation, monitoring and reporting. We pride ourselves on being honest about our key strengths whilst understanding where improvements are needed.

We are Collaborative

We work together for the long-term benefit of our clients, shareholders and society. We also work proactively with management teams and key stakeholders to instigate positive change.

We are Dynamic

We act with purpose and urgency and are dedicated to creating shareholder and investor value through effective investment solutions that tackle some of the many environmental and social challenges.

We are Empowered

We have created a culture of empowerment that encourages individual flair and entrepreneurial thinking. This enables us to design and implement creative investment solutions with the end goal of building a sustainable future for all our stakeholders.

We are Meritocratic

We recognise and develop talent from a range of backgrounds to help us innovate, be forward thinking and ultimately deliver the best for all our stakeholders.

Story of Gresham House

The Gresham House name has a rich heritage as one of the oldest companies in London still operating today, having been first incorporated in 1857.

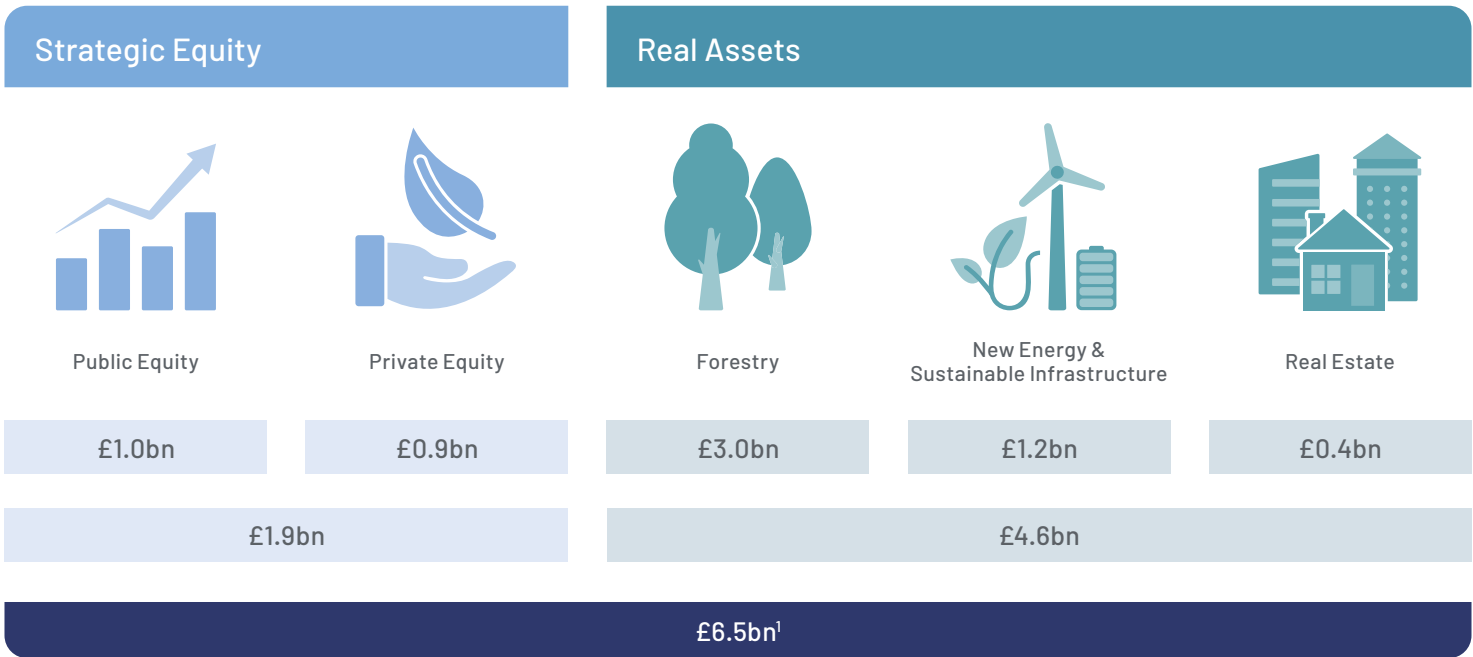
In recent years, we have taken that pedigree and re-imagined the brand for a new age, focusing on alternative investments with a sustainable, positive impact.

From December 2014, through a combination of acquisitions and organic growth, the Gresham House business has grown exponentially, with assets under management at £6.5bn.¹ This provides a strong and scalable platform from which we continue to grow.

We offer a broad range of funds, direct investments and tailored investment opportunities, including co-investment, across five alternative investment strategies. Our clients include individual investors, financial advisers, institutional investors, charities and endowments, family offices, and business owners.



Specialists in alternatives our range of funds under management

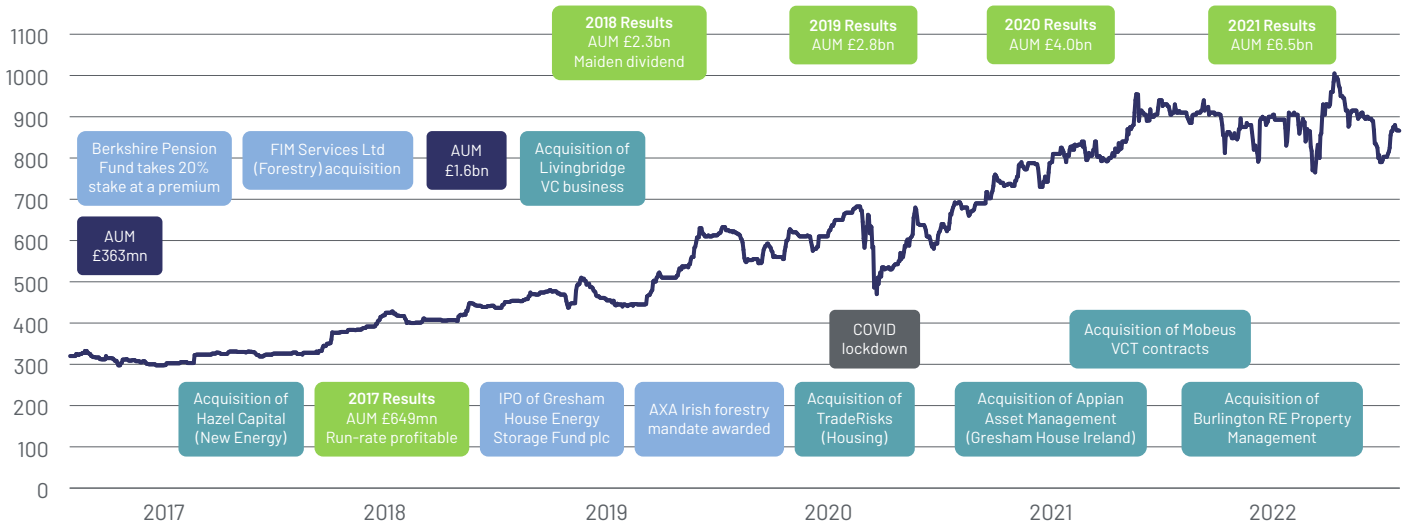


1. As at 31 December 2021

The growth story

Gresham House plc share price (pence)

August 2016 - August 2022



As at 1 August 2022, Bloomberg, GHE LN Equity



At Gresham House we value the fact that each one of us is different. We are committed to leveraging our differences and embracing our diversity of thought and skills to achieve better results, better insights for our clients and to create an environment where everyone feels valued, respected and able to realise their full potential.

Gresham House 5-year plan - GH25

In 2020, having successfully delivered on our original 5-year plan, we announced to the market a new 5-year plan entitled 'GH25'.

The objective of the plan is to provide investors with a vision for our financial and strategic targets over the next 5 years and set a framework for all of us at Gresham House to work towards.

Financial targets

- Double shareholder value
- AUM £8bn+
- EBITDA margins 40%+
- ROCE 15%+

Strategic targets

- Leaders in ESG and sustainable investing
- Majority investment products outperforming
- Significant market share in specialist products
- Build on international presence
- Enhance brand value
- Client diversification and depth



Your objectives

Agree your 30/60/90 day joining plan with your manager:

- Demonstrate a specific focus for each task e.g. Learning / Contributing / Taking initiative
 - Discuss with your manager the objectives for your team and division for the year
 - Agree objectives that support the team's goals
 - Set priorities e.g. meet key stakeholders and undertake induction meetings
- Schedule required training, for example: Compliance, CRM, ISO and Asana and ensure any key policies or procedures signed off and completed
 - Make concrete goals that support priorities. Ensure goals are SMART: Specific, Measurable, Attainable, Realistic and Time-bound
 - Determine how you will measure the success, use at least one metric per goal to track progress
 - Any questions or guidance required, please speak with a member of the HR team



Sustainable investing

At Gresham House, sustainable investing is a key part of our business.

We strive to achieve the highest standards across all our operations and are committed to integrating responsible business practices.

Our business mission is to deliver strong, consistent financial performance in alternative investments and align ourselves to our clients and shareholders' long-term objectives.

Our definition of sustainable investment is investment that proactively manages a full range of risks and seeks to make a positive social, economic or environmental impact whilst delivering strong financial returns.

We believe our commitment to integrating sustainable investment practices where applicable across our strategies, has a clear fit with making an active contribution to the sustainability agenda at a global, local and asset level over the long term.

We have developed a clear sustainability policy and are working hard to embed our approach consistently and effectively in line with our commitments, aiming to always be best in class.



[Read our Sustainable Investing Policy](#)

Across all our asset classes, we believe that understanding and, wherever possible, improving on environmental, social, economic and governance (ESG) performance drives long-term value, and we aim to work proactively with management teams and key stakeholders to make a positive change over time.



Our asset class policies for sustainable investment:



Public Equity

[Sustainable Investment Policy](#)



Private Equity

[Sustainable Investment Policy](#)



Forestry

[Sustainable Investment Policy](#)



Sustainable Infrastructure

[Sustainable Investment Policy](#)



New Energy

[Sustainable Investment Policy](#)



Housing

[Sustainable Investment Policy](#)



[Sustainable Investment Report](#)

Engagement & voting

Gresham House is an active investor and acts as a long-term steward of the assets across our portfolio. We believe that active ownership, including engagement and voting, are effective mechanisms designed to minimise risk and maximise returns. Our engagement and voting activities are integrated into our business practices and investment processes. Both activities are viewed as a key part of our investment approach and not considered stand-alone objectives.



[Engagement & Voting Policy](#)

Industry bodies

We believe in playing an industry leadership role in supporting and promoting sustainable investment, and this includes participation in a number of industry bodies.

We are a signatory to the UN-supported Principles of Responsible Investment and have aligned our sustainable investment commitments with them. We are also a member of UKSIF and a signatory to the [UK Stewardship Code](#). We have also been awarded the LSE Green Economy Mark.

We have received our first set of results from the UN-supported Principles for Responsible Investment, with an A+ rating for Strategy & Governance, the highest possible score. Our investment strategies have scored an A+ in Infrastructure, A in Public Equity and an A in Private Equity.

Gresham House plc Non-Executive Board



Anthony Townsend

Non-Executive Director (Chairman)

Anthony has spent over 40 years in the City and was chairman of the Association of Investment Companies (2001-2003).

He was Chairman of BMO Global Smaller Companies plc (2004-2020) and Finsbury Growth & Income Trust plc (2005-2021). He was a director of Brit Insurance Holdings plc (1999-2008), representing it on the Council of Lloyd's of London (2006-2008). Prior to this, he was managing director of Finsbury Asset Management Ltd (1988-1998). He was a non-executive director of Worldwide Healthcare Trust plc (1995-2013) and retired as a chairman of British & American Investment Trust plc on 31 Dec 2017. Anthony is on the Remuneration Committee and the Audit Committee and is a member of the board for Baronsmead Second Venture Trust plc.



Simon Stilwell

Non-Executive Director

Simon joined the Company as non-executive director on 18 December 2017. Simon has over 20 years' experience in

the City and was, until 2015, Chief Executive of Liberum, the investment bank that he co-founded in 2007. Prior to Liberum, Simon was Head of Sales for Small Companies at Collins Stewart plc and was also a Director at Beeson Gregory Limited. Simon is also the Chairman of the Remuneration Committee and a member of the Audit committee, and CEO of Bonhill Group plc, an AIM-listed digital media and events business.



Gareth Davis

Non-Executive Director

Gareth joined as non-executive director in October 2019, having previously served on our Advisory Group. Gareth's

executive career was spent at Imperial Tobacco (now Imperial Brands), serving for 38 years. He became CEO in early 1996, leading the de-merger from Hanson plc later that year. During his tenure, Imperial grew to be one of the world's largest tobacco businesses, posting huge shareholder returns. On retirement in mid-2010, the HBR cited him as one of the world's top 50 CEOs in terms of value creation. He became Chairman of William Hill plc in Sept 2010, Wolseley (now Ferguson plc) in Jan 2011 and DS Smith in Feb 2012.



Rachel Beagles

Non-Executive Director

Rachel joined the Company on 1 March 2018. Rachel is currently chairman of the Association of Investment Companies and

Securities Trust of Scotland plc, and a senior independent director of both the Aberdeen New India Investment Trust plc and BlackRock Emerging Europe plc, where she also chairs the audit committee. Previously, she was vice-chairman of Newlon Housing Trust and a non-executive director and audit committee chair of Crown Place VCT plc and Schroder UK Mid Cap Fund plc. Prior to this, Rachel was a managing director and co-head of the pan-European banks equity research and sales team at Deutsche Bank's corporate and investment banking division, following a period as a director of Bankers Trust International.



Sarah Ing

Non-Executive Director

Sarah was appointed as a Non-Executive Director and Audit Committee Chair of the Company in May 2022. Sarah is a

qualified chartered accountant and brings to the Board over 30 years' experience in financial services including audit, corporate finance, investment banking and asset management. During her executive career, she was a top-rated equity research analyst covering the UK general financial services sector and also founded and ran a hedge fund investment management business.

Group Management Committee



Tony Dalwood

Chief Executive Officer

Tony is an experienced public and private equity investor and adviser. He established SVG Investment Managers (part of SVG Capital plc), acting as CEO and chairman, and launched Strategic Equity Capital plc. Previous roles include CEO of SVG Advisers (formerly Schroders Ventures (London) Limited), membership of the UBS Phillips & Drew Fund Management UK Investment Committee and the Schroders Private Equity Funds Board. He is Investment Panel Chairman and on the Board of the London Pensions Fund Authority, and a director of JPEL plc and Branton Capital Limited.



Rupert Robinson

Managing Director

Rupert has over 30 years' experience in Private Wealth and Asset Management. As former CEO and CIO of Schroders Private Bank, he was instrumental in driving organic growth in AUM which doubled between 2008 and 2012 from £4.5bn to more than £9bn. Prior to Schroders, Rupert was Head of UK Wealth Management at Rothschild Asset Management. Rupert is Chairman of Gresham House Forestry.



Samee Khan

Chief Legal Officer

Samee is responsible for all Group legal matters. He has over 21 years' legal, commercial and financial experience, covering private and public equity, M&A and corporate finance. Samee joined from the Abu Dhabi Investment Authority (ADIA), where he built and led the Private Equities legal and compliance function. Previously, Samee worked at SVG Capital plc, where he was involved in the structuring and development of private equity solutions, negotiations relating to private and public equity investments, and corporate finance. He was also a member of the SVG fund management risk committee. Samee holds a first-class degree in Law and qualified as a solicitor with Slaughter and May in London.



Kevin Acton

Chief Financial Officer

Kevin has over 17 years' finance and operational experience in private equity and asset management. Kevin joined Gresham House from Oaktree Capital Management where he was a senior vice president responsible for finance and operations in the European principal team covering private equity and debt opportunity funds. Prior to joining Oaktree, Kevin was director, group reporting and valuations for 3i Group plc. Kevin qualified as a chartered accountant with Deloitte and is a fellow of the Institute of Chartered Accountants of England and Wales.



Andrew Hampshire

Chief Operating Officer &
Chief Technology Officer

Andrew joined in 2017 and is responsible for operational and technology initiatives across the Group. He has a strong technology, operations and business background, having worked for LDC and the wholesale division of Lloyds Banking Group where he led numerous operational improvement and technology programmes. Throughout his career Andy has advised companies on identifying value creation opportunities to support growth that can be driven through operational improvement and technology as well as supporting on complex post-merger integrations. Andy holds an MBA from the University of Warwick.

Divisional leadership

Strategic Equity



Trevor Hope

CIO, VCTs

- 20 years' industry experience
- Previously Mobeus, Barclays, RBS, 3i, Beringea



Ken Wotton

Managing Director, Public Equity

- 19 years' industry experience
- Previously Livingbridge and Commerzbank



Tania Hayes

COO, Strategic Equity

- 16 years' industry experience
- Previously Livingbridge, General Mills, KPMG



Clive Austin

Managing Director, Public Equity

- 26 years' industry experience
- Previously Mobeus, 3i, Catapult Ventures, NVM



Patrick Lawless

Managing Director, GHI

- 30 years' industry experience
- Founder of Appian Asset Management (now Gresham House Ireland) and previously worked at Aberdeen Asset Management, ABN AMRO and Davy.

Real Assets



Ben Guest

Managing Director, New Energy

- 25 years' industry experience
- Founder of Hazel Capital (now Gresham House New Energy)



Olly Hughes

Managing Director, Forestry

- 26 years' industry experience
- Previously Head of Infrastructure at Oxford Capital



Ben Fry

Managing Director, Housing

- 15 years' industry experience
- Previously TradeRisks



Peter Bachmann

Managing Director, Sustainable Infrastructure

- 20 years' industry experience
- Previously SEP and Land Securities Trillium



Stephen Beck

Divisional Finance Director

- 24 years' industry experience
- Previously FIM Services Ltd, E.ON and PwC

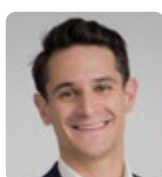
Sales & Marketing



Lizzie Darbourne

Group Marketing Director

- 12 years' Marketing experience
- Previously at Hazel Capital and Matrix Group



Chris Elliott

Head of Wholesale Retail Funds

- 14 years' industry experience
- Previously at LGBR Capital, Matrix Asset Management and Goldman Sachs. He was one of the founding members of LGBR Capital



Heather Fleming

Managing Director, Institutional Business

- 26 years' industry experience
- Previously at Fidelity International, Bankinvest and Capital International



James Lindsay

Head of Institutional Business

- 20 years' financial experience
- Previously at MFS Investment Management, Columbia Threadneedle and Fidelity International

HR, Compliance & Sustainability



Rebecca Craddock-Taylor

Sustainable Investment Director

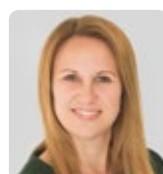
- Previously at Uninvest and Hymans Robertson
- Rebecca holds a BSc in Mathematics with Economics



Geoff Lambert

Head of Compliance

- Previously at Nikko Asset Management, Henderson Global Investors, Royal London and Barclays Wealth









Louise Richards

HR Director

- Previously at HSBC and the European Bank for Reconstruction and Development (EBRD)
- Louise holds a BSc in Business Studies and is an accredited member of the CIPD

You will be able to access the below links on the Gresham House Internal Communications Site (Intranet/Sharepoint) from the start of your employment. Click the boxes for more information.

Policies & procedures

 HR & employee	 Operations	 Information Technology
 Compliance	 CRM manual	 Health and safety manual

Human Resources

 Staff handbook	 Medical plan	 Organisation charts
 Performance management review	 Recruitment policy and employee referral scheme	 Diversity, Equity and Inclusion (DEI)
 Hybrid working policy	 Volunteering policy	 Job framework

Key business systems

Asana

Asana is a web and mobile application designed to help teams organise, track, and manage their work (project management tool).

For training, please contact Victoria Larkin.

ISO

ISO is an independent, non-governmental international organization with a membership of 165 national standards bodies. Organisations use the standard to demonstrate the ability to consistently provide products and services that meet customer and regulatory requirements.

For training, please contact Jessica England.

CRM (also known as SAM)

Customer relationship management is one of many different approaches that allow a company to manage and analyse its own interactions with its past, current and potential customers. To login, use your system username (j.bloggs) and system password. You need to be connected to the GH Network or VPN to access.

For training, please contact Victoria Larkin.

Sharepoint

Sharepoint will allow you to access group templates, policies, procedures and forms.

For training, please contact Victoria Larkin.

The Hub

The Hub is Gresham House's Employee Self Service system used to update personal details, emergency contacts and request annual leave.



Login is via Single Sign On (click the icon), no username or passwords are required.

We recommend you bookmark this webpage The Hub, so that it's always easily accessible on your desktop.



Key contact

Victoria Larkin

v.larkin@greshamhouse.com

Forest

The FOREST database is used to manage Forestry and Renewable Assets, Funds and Client/Investors predominantly managed in Oxford. (NB: FOREST is the older version of CRM (SAM) and it is planned to transfer all the FOREST functionality onto SAM during 2021).

If you require access and/or training please contact Victoria Larkin.

Bloomberg

Bloomberg is the global leader in business and financial data, OMS, news and insight. Their order management solution provide multi-asset order and execution management solutions and investment cycle analytics that enable buy-side and sell-side firms to turn their trade and order data into a competitive advantage.

For training, please contact Jessica England.



Key contact

Emily Dixon

e.dixon@greshamhouse.com

Health & safety

Display screen equipment form

For anyone working outside the London office - please complete [this form](#) and email it to Jessica England.

First aid & fire exits (fire plan)

Gresham House has a **robust health and safety management system** which includes qualified physical first aiders and fire marshals across all the offices and also a qualified mental health first aider available to support employees.

Please speak to Jessica England, Operations Manager for further information.

Manual handling video

Please watch the [manual handling video](#), then email Jessica England confirming you have watched and understood this video.



Key contact

Jessica England

j.england@greshamhouse.com

COVID-19

Gresham House has followed the Government guidance from the start of the pandemic and continues to do so, to ensure all employees' safety and wellbeing.

We will adhere to any future government guidelines.



IT, 8x8 desk phone & mobile

Group-wide

Wizard IT

Helpdesk email: support@wizardit.com
Helpdesk hotline: 0203 0970 240

VPN

When connected to home/external Wifi, the VPN must be connected to enable access to company drives and CRM/SAM. [Support guidance](#)

UK contacts

James Pendower
j.pendower@greshamhouse.com

Gary Cresswell (mobile only)
g.cresswell@greshamhouse.com

Ireland contact

John Brennan
j.brennan@greshamhouse.ie

Apps

Please download these apps as a minimum to your desktop and/or mobile.



Microsoft Authenticator gives you easy, secure access to online accounts, providing multi-factor authentication for an extra layer of security.

Download here:



8x8 is a cloud based phone system accessed on desktop or mobile to make & receive work calls on your direct line, certain users are required to have their calls recorded.

Download here:



Condeco is used for mandatory desk booking at 80 Cheapside office to ensure you have a desk when you are in. **London offices only.**

Download here:



MS Outlook is an email, calendar and contact managing platform available for both desktop and mobile app.

Download here:



MS Teams is a collaboration app built for hybrid work so you and your team stay informed, organized, and connected (chat message/audio calls/video calls) all in one place.

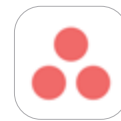
Download here:



Webexpenses provides an efficient, easy-to-use system for both claimants and approvers. Submit or approve expenses from the desktop or mobile app platforms - all of your information syncs seamlessly between both platforms.

Desktop: Access via cloud icon on The Hub

Download here:



Asana is a web and mobile work management platform designed to help teams organise, track, and manage their work.

Download here:



England Offices

London

80 Cheapside, London, EC2V 6EE
T: +44 (0)20 3837 6270

Desk booking

It is mandatory to book a desk via Condeco Desk Booking App before arriving at the office to avoid disappointment.

Office pass

Collect at Ground Floor reception desk - we advise you to keep your named office pass on you at all times, as you require it for access in the 80 Cheapside building, lifts and office floors. Please be sure to keep it safe.

Lockers

There are lockers available for you to store your belongings. The open lockers will have a key in them, please let londonreception@greshamhouse.com know the number of the locker you have taken.

Meeting rooms

There are external and internal meeting rooms available which are all available to be booked via Outlook. Please contact londonreception@greshamhouse.com for further details and capacity of each room.

WiFi

Main wireless is connected to without requiring specific password (for domain cleared machines).

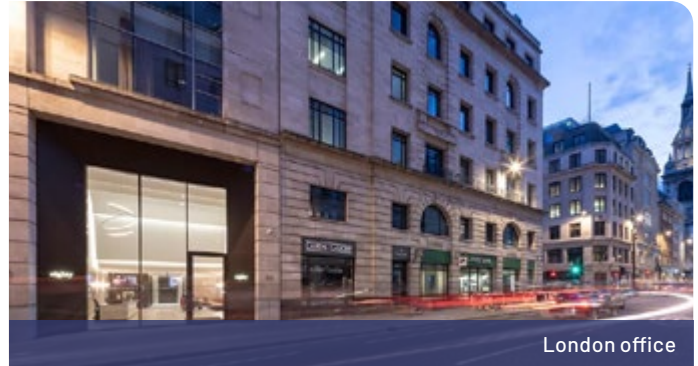
If you have any issues - connect to:

Network: Gresham House Mobile

Password: M0b1I3GH2021

Bikes & showers

Please contact londonreception@greshamhouse.com for further details.



Oxford

Glebe Barn, Great Barrington,
Burford, Oxon, OX18 4US
T: +44 (0)1451 844 655

Office key

Collect from Cassie Langley - if you are the last to leave please ensure all windows are closed and securely lock the front door.

Meeting rooms

There is a large meeting room upstairs in Glebe Barn, to book the meeting room please email admin@greshamhouse.com.

WiFi

Wifi is managed by Wizard, log in details as follows:

Network: FIM-PRIVATE

Password: 20Coffee16!!

Parking

Parking is available outside the offices, there is also an overflow carpark opposite the Village Hall next to the Old School Office. Do not park anywhere else in the village other than these locations.

Showers

A shower facility is available in Glebe Barn.

Scotland Offices

Edinburgh

59 George Street
Edinburgh, EH2 2JG
T: +44(0) 1738 631949

Office entry

The office is accessed via the glass entry door, permanent Edinburgh based staff will be given a fob to this door and the relevant intruder alarm code.

The external and office doors are typically locked between around 7pm and 7am. Only permanent staff can enter during these times.

Meeting rooms

The following meeting rooms are available and require booking in advance.

- Boardroom: 18
- Meeting Room 1: 10
- Meeting Room 2: 8

WiFi

Network: Gresham House Mobile
Password: M0b1I3GH2021

Dumfries

Hestan House, Crichton Business Park,
Bankend Road, Dumfries, DG1 4TA
T: +44 (0)1576 224 100

Office entry

There is a buzzer system at the building door, for entry please press the Gresham House button or use code. This code will be given to you prior to arrival at the office.

You will be supplied with a key which is only needed for the office door within the building.

Meeting rooms

There is one meeting room which can be booked via inviting the room through outlook invites & availability viewed in Outlook calendars.

WiFi

Dumfries wifi is password protected and you will be supplied with the password on your first day. Wifi is managed by Wizard. Guests are advised to login to the Wifi Guest network, with password: CarradalePerth2017!

Parking

There are parking spaces within the car park for Gresham House employees.



Ireland Office

Dublin

42 Fitzwilliam Place Dublin 2, Ireland
T: +353 1 662 3001

Desk booking

(for those not permanently at the Dublin office)

Please contact Enda McKenna
e.mckenna@greshamhouse.ie

Access to the building

Keys are available for all full time employees

The access code will be given to you directly at the start of your employment.

Meeting rooms

There is one meeting room (at no cost) which can be booked via inviting the room through outlook invites & availability viewed in Outlook calendars.

WiFi

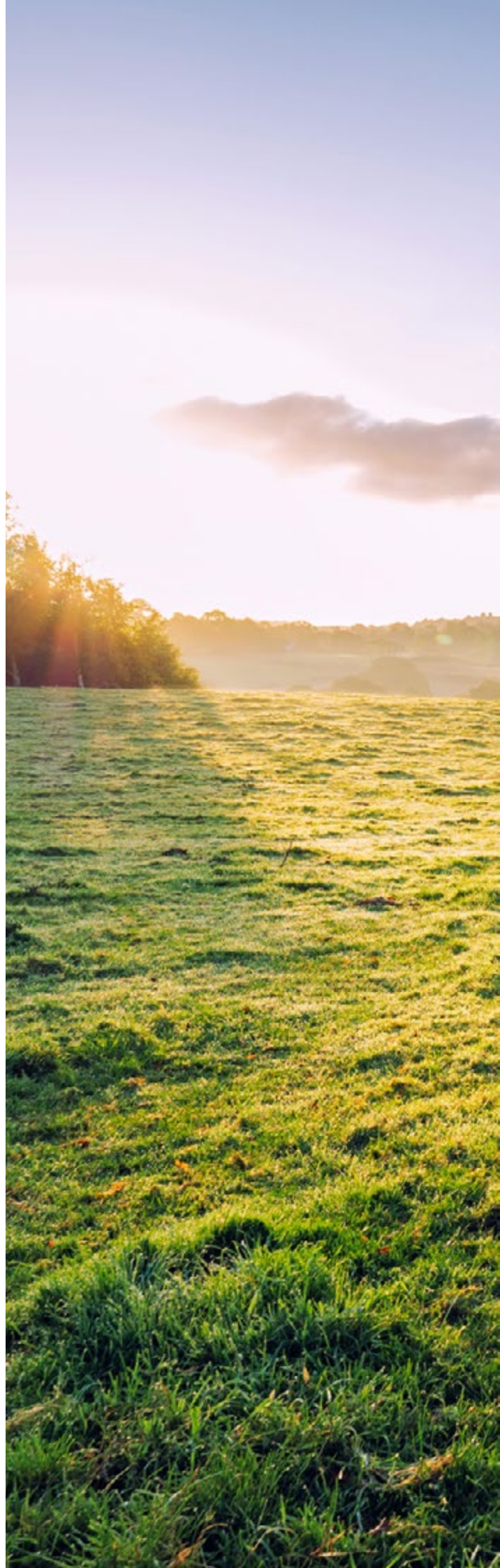
Internet access for visitors to our offices is below.

Network: AAM-Guest

Password: @pP5aN3F9957

Showers

There are shower facilities available.





If you have any questions, please contact:



Louise Richards

HR Director

M: +44 (0)7849 085 196

E: l.richards@greshamhouse.com



Rebecca French

HR Manager

M: +44 (0)7597 582 850

E: rebecca.french@greshamhouse.com



Emily Dixon

HR Executive

T: +44 (0)203 903 0568

E: e.dixon@greshamhouse.com

UK Head Office

Gresham House, 80 Cheapside, London EC2V 6EE

☎ +44 (0) 20 7382 0999

✉ info@greshamhouse.com

www.greshamhouse.com

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Since 1857

Gresham House
Specialist asset management