



**INVESTMENT COUNSELORS OF MARYLAND, LLC**

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March 23, 2016

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This brochure provides information about the qualifications and business practices of Investment Counselors of Maryland, LLC ("ICM" or the "Firm"). If you have any questions about the contents of this brochure, please contact us at 410-539-3838 or Deborah Parks at [debbie.parks@icomd.com](mailto:debbie.parks@icomd.com). The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission ("SEC") or by any state securities authority.

We are a registered investment adviser with the SEC. Registration as an investment adviser does not imply a certain level of skill or training. Additional information about ICM is also available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

## Material Changes

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This Brochure dated March 23, 2016 is an annual update. The following material changes have occurred since our previous Brochure dated January 31, 2015.

We now serve as an investment adviser to a collective investment trust which is exempt from registration under the Investment Company Act of 1940 and the Securities Act of 1933. The following corresponding sections were updated:

Advisory Business

Types of Clients

Risk of Loss

Other Financial Industry Activities and Affiliations

Each year we will deliver an updated Brochure within 120 days of the close of our business' fiscal year. We may further provide other ongoing disclosure about material changes as necessary. We will further provide you with a new Brochure as necessary based on changes or new information, at any time, without charge.

You may currently request a copy of our Brochure free of charge by contacting Deborah Parks, Chief Compliance Officer, at 410-539-3838 or [Debbie.parks@icomd.com](mailto:Debbie.parks@icomd.com).

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## Advisory Business

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ICM is a registered investment adviser with the SEC and was founded in 1972. We offer institutional and individual clients value investment solutions across the market capitalization spectrum. We believe that a focus on companies trading at attractive valuations will produce superior absolute and risk adjusted returns over a full market cycle. Please refer to the "Methods of Analysis, Investment Strategies and Risk of Loss" section of this Form ADV for additional information.

Old ICM, Inc., an indirect subsidiary of OM Asset Management plc. (OMAM), a NYSE listed company, owns 65% of ICM. OMAM is majority owned by Old Mutual plc, an LSE listed company. Old Mutual plc is an international investment, savings, insurance and banking group. ICM Management, LLC owns 35% of ICM. Six ICM Principals, all of which are investment professionals, each own a 1/6<sup>th</sup> interest in ICM Management, LLC. Today ICM enjoys investment and operational autonomy along with the best practices assistance and backing of a global financial services organization.

As of December 31, 2015, we managed \$1.789 billion of clients' assets on a discretionary basis.

ICM provides value-oriented, fundamentally-based advisory services across the U.S. equity market capitalization spectrum to institutional investors, individuals (other than high net worth individuals), high net worth individuals a collective investment trust and a mutual fund.

Generally, we manage these advisory accounts on a discretionary basis; however, in some instances, clients may impose reasonable restrictions on investing in certain securities, types of securities, or industry sectors.

## Fees and Compensation

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Advisory fees for clients are typically calculated as a percentage of assets under management. Fees are charged according to the specific annual fee schedule identified in the client's investment advisory agreement and billed either quarterly in arrears or advance as directed by the client. ICM deducts fees from clients' assets or invoices clients for fees incurred, depending on client preference. In the event a client chooses to have the fee deducted from their custodial account, a duplicate invoice is sent to the client. Clients are encouraged to review the duplicate invoice to ensure the proper fee calculation has been made. Clients should receive statements from their custodians at least quarterly and should review the information provided by ICM against those statements.

Although ICM has established the following fee schedule(s), we retain the discretion to negotiate alternative fees and account minimums on a client-by-client basis. Client relationships, service requirements and other circumstances are considered in determining the fee schedule.

### Small Cap Value Equity Fee Schedule:

This service is offered for separately managed accounts on the following fee schedule:

- 1.000% of the first \$30,000,000
- 0.700% of the next \$20,000,000
- 0.500% of the next \$50,000,000
- 0.450% of the next \$150,000,000
- 0.400% of all over \$250,000,000
- Account Minimum: \$10,000,000
- Minimum annual fee: \$100,000

### SMID Cap Value Equity Fee Schedule:

- 1.000% of the first \$12,500,000
- 0.800% of the next \$12,500,000
- 0.700% of the next \$25,000,000
- 0.500% of the next \$50,000,000
- 0.400% of all over \$100,000,000

Account Minimum: \$2,500,000  
Minimum annual fee: \$25,000

**Mid-Cap Value Equity Fee Schedule:**

0.750% of the first \$ 30,000,000  
0.650% of the next \$ 20,000,000  
0.550% of the next \$ 50,000,000  
0.450% of the next \$150,000,000  
0.400% of all over \$250,000,000  
Account Minimum: \$2,500,000  
Minimum annual fee: \$18,750

**Large Cap Value Equity & Balanced Institutional Portfolios Fee Schedule:**

0.625% of the first \$10,000,000 of market value  
0.500% of the next \$15,000,000 of market value  
0.375% of all over \$25,000,000 of market value  
Account Minimum: \$1,000,000  
Minimum annual fee: \$6,250

**Large Cap Value Individual & High Net Worth Individual Fee Schedule:**

0.900% of the first \$5,000,000 of market value  
0.750% of all over \$5,000,000 of market value  
Account Minimum: \$500,000  
Minimum annual fee: \$4,500

Clients should note that similar advisory services may (or may not) be available from other registered (or unregistered) investment advisers for similar or lower fees.

**Additional Fees and Expenses:**

ICM's advisory fees are exclusive of brokerage commissions, transaction fees, and other related costs and expenses which shall be incurred by the client. Clients may incur certain charges imposed by custodians, brokers, and other third parties such as fees charged by managers, custodial fees, deferred sales charges, odd-lot differentials, transfer taxes, wire transfer and electronic fund fees, and other fees and taxes on brokerage accounts and securities transactions. Clients may incur administrative and operating expenses charged by mutual funds, collective investment trusts and real estate investment trusts. These fees are exclusive of and in addition to ICM's fee. ICM shall not receive any portion of these commissions, fees, and costs described above other than when services and products are paid for with client brokerage commissions (soft dollars). Please refer to the "Brokerage Practices" section of this Form ADV for additional information.

ICM accepts performance-based fee structures. Please refer to the Performance-Based Fees and Side-by-Side Management sections of this Form ADV for further details.

**Mutual Fund Fees:**

Some clients have invested in a mutual fund under our management as part of their overall account. Client assets held in the mutual fund are excluded from the fee calculation to avoid dual advisory fees. Clients will incur mutual fund management and administrative fees and other fund expenses as described in the fund's prospectus. A client can invest in the mutual fund, without our assistance, through other brokers or agents.

Separately, in the case of other mutual funds held in an account, clients will incur fees charged by those fund companies in addition to ICM's investment advisory fees. These fees and expenses are described in each fund's prospectus and will generally include a management fee, other fund expenses, and possibly a distribution fee.

A client should review both the fees charged by any mutual fund and ICM's advisory fees to fully understand the total amount of fees to be paid in an effort to evaluate the advisory services being provided.

### **Termination of Investment Advisory Agreement**

A client may terminate the investment advisory agreement at any time upon written notice. In the event that a client's investment advisory agreement is terminated, any fees paid in advance will be pro-rated as of the termination date and refunded. Similarly, any fees paid in arrears will be billed the pro rata portion for the period the assets were under management. ICM reserves the right to make exceptions to this policy on a case-by-case basis.

### **Performance-Based Fees and Side-By-Side Management**

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In some cases, ICM accepts performance-based fee arrangements with qualified clients. A performance-based fee typically includes a base fee and a bonus fee which is earned by achieving a client-specified excess return goal over the stated benchmark.

The side-by-side management of client accounts that pay performance-based fees with client accounts that pay only an asset-based fee may create a conflict of interest; the portfolio manager may have an incentive to favor client accounts that have the potential to receive greater fees. Managing both types of accounts may also create an incentive for the portfolio manager to take on excessive risk since his or her compensation is tied to performance or revenue.

ICM employees, including the portfolio managers, may invest in the mutual fund advised by ICM. This type of investing has the effect of aligning the financial interests of ICM employees with those of other investors. This could create an incentive for the portfolio manager to favor that account over other accounts in which the portfolio manager and other employees have no interest.

The Small, SMID and Mid Cap portfolio manager manages multiple strategies, funds and accounts (which include a proprietary account and a performance-based fee account), and could devote unequal time and attention to each strategy, fund, or account.

To mitigate potential conflicts of interest, ICM has established policies and procedures specifically designed to ensure that all accounts are treated equitably, regardless of fee arrangement, with respect to aggregation and allocation of trades. Typically, trades in an investment strategy are aggregated and allocated across accounts, subject to client guidelines and restrictions. The investment committee regularly reviews the performance of each account to verify that an account is neither advantaged nor disadvantaged over time due to our allocation policy. Compliance reviews trades that are not allocated pro rata to detect possible favoritism of one account over another. See the "Brokerage Practices – Allocation and Aggregation of Equity Trades" section of this Form ADV for more details on this policy.

### **Types of Clients**

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ICM provides advisory services to the following types of clients:

- ◆ Pension and profit sharing plans
- ◆ State or municipal government entities
- ◆ Taft-Hartley Plans
- ◆ Multi-employer plans
- ◆ Foundations
- ◆ Endowments
- ◆ Charitable organizations
- ◆ Corporations or other businesses not listed above
- ◆ Individuals (other than high net worth individuals)
- ◆ High net worth individuals

- ◆ Investment companies (including mutual funds)
- ◆ Collective Investment Trusts
- ◆ Other – Seed Capital Account

ICM's minimum account sizes vary by strategy. The minimums are specified in the fee schedules in the "Fees and Compensation" section of this Form ADV. ICM retains the right to accept and maintain accounts below the stated minimums.

## Methods of Analysis, Investment Strategies and Risk of Loss

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### Methods of Analysis

ICM provides advisory services to institutional and individual clients by utilizing two distinct investment processes. Both approaches employ a value-oriented investment method with a focus on fundamental analysis. We attempt to measure the value of a security by looking at economic and financial factors including the overall economy, industry conditions, and the financial condition and management of the company itself, to determine if the company is underpriced (indicating it may be a good time to buy) or overpriced (indicating it may be time to sell).

**Small Cap, SMID Cap and Mid-Cap Value Investment Analysis.** In selecting investments for our Small Cap, SMID Cap and Mid-Cap Value strategies we typically look to invest in companies that we estimate to be undervalued that also possess leading market share positions, shareholder-oriented management teams, and strong balance sheets and cash flow ratios. Usually, the shares of the companies we buy are selling at a price-to-earnings ratio below the average price-to-earnings ratio of the stocks in the broad capitalization-specific indices (i.e. Russell 2000®, Russell 2500™ and Russell Midcap®). In addition, the companies usually have higher return-on-equity and return-on-capital than the average company in those same indices. Using screening parameters such as price-to-earnings, relative return-on-equity and other financial ratios, we screen the universe of investments to identify potentially undervalued securities. We further narrow the list of potential investments through traditional fundamental security analysis, which may include interviews with company management and reviews of the assessments and opinions of outside analysts and consultants. Securities are sold when we believe the shares have become relatively overvalued or we find more attractive alternatives.

**Large Cap Value Investment Analysis.** We seek to identify companies that are well capitalized with sustainable competitive advantages and strong management teams. Using screening parameters, we vet the universe of investments to identify potentially undervalued securities. We further narrow the list of potential investments through traditional fundamental security analysis, which typically includes interviewing company management teams and reviewing research reports of outside analysts and consultants. We commit to these investments only when convinced they are undervalued and after we have attempted to discover a positive inflection point in the company's business momentum. Our primary focus is to confirm the competitive position of the company and that it is sufficiently undervalued based on historical valuation parameters, given our projected estimates for earnings and free-cash-flow. Securities are sold when we believe the shares have become relatively overvalued or we find more attractive alternatives.

### Investment Strategies

We use the following strategies in managing client accounts, provided that such strategies are appropriate to the needs of the client and consistent with the client's investment objectives, risk tolerance, and time horizons, among other considerations:

**ICM Small Cap Value Equity Strategy.** The strategy seeks to provide maximum, long-term total return, consistent with reasonable risk to principal, by investing primarily in common stocks of small cap companies in terms of revenues, assets and market capitalization. Generally, the portfolio will invest in companies with market capitalizations within the range of the Russell 2000® Index at the time of purchase. Currently, the Small Cap Value equity strategy includes fee-paying, separately-managed institutional accounts, a collective investment trust and a mutual fund. The primary benchmark for this strategy is the Russell 2000® Value Index.

**ICM SMID Cap Value Equity Strategy.** The strategy seeks to provide maximum, long-term total return, consistent with reasonable risk to principal, by investing primarily in common stocks of small-to-mid cap companies in terms of revenues, assets and market capitalization. Generally, the portfolio will invest in companies with market capitalizations within the range of the Russell 2500™ Index at the time of purchase. Currently, the SMID Cap Value equity strategy includes a non-fee paying, proprietary account, managed for our indirect majority owner. The primary benchmark for this strategy is the Russell 2500™ Value Index.

**ICM Mid-Cap Value Equity Strategy.** The strategy seeks to provide maximum, long-term total return, consistent with reasonable risk to principal, by investing primarily in common stocks of mid cap companies in terms of revenues, assets and market capitalization. Generally, the portfolio will invest in companies with market capitalizations within the range of the Russell Midcap® Index at the time of purchase. Currently, the Mid-Cap Value equity strategy includes fee-paying, separately-managed institutional and individual (other than high net worth) accounts. The primary benchmark for this strategy is the Russell Midcap® Value Index.

**Large Cap Value Equity Investment Strategy.** The strategy seeks to provide maximum, long-term total return, consistent with reasonable risk to principal, by investing primarily in common stocks of large cap companies in terms of revenues, assets and market capitalization. The portfolio is conviction weighted and concentrated resulting in a portfolio of 30-40 stocks. Currently the Large Cap Value equity strategy includes fee-paying, separately-managed institutional, high net worth and individuals (other than high net worth) accounts. The primary benchmark for this strategy is the S&P 500 Index.

### **Risk of Loss**

Investing in securities involves risk of loss of all or a portion of an investment that clients should be prepared to bear. The following risks are inherent to ICM's investment style and method of analysis. Please note that the below risks are not a complete explanation of all risks involved in investing.

**Equity and General Market Risk.** Since our investment strategies purchase equity securities, our clients' assets are subject to the risk that stock prices may fall over short or extended periods of time. Historically, the equity markets have moved in cycles, and the value of our equity securities may fluctuate drastically from day-to-day. Individual companies may report poor results or be negatively affected by industry and/or economic trends and developments. The prices of securities issued by such companies may suffer a decline in response. These factors contribute to price volatility, which is the principal risk of investing in our investment strategies.

**Investment Management Risk.** Our strategies are actively managed. A strategy may not meet its investment objective and could underperform other similar strategies with comparable investment objectives managed by other advisors.

ICM serves as adviser to a mutual fund and a collective investment trust. Further information related to risks unique to these products is available in the related offering documents.

**Analysis Risk.** Our securities analysis methods rely on the assumption that the companies whose securities we purchase and sell, the research firms that provide data and analysis on these securities, and other publicly-available sources of information about these securities, are providing accurate and unbiased data. While we are alert to indications that data may be incorrect, there is always a risk that our analysis may be compromised by inaccurate or misleading information. Fundamental analysis does not attempt to anticipate market movements. This presents a potential risk, as the price of a security can move up or down along with the overall market regardless of the economic and financial factors considered in evaluating the stock.

**Value Company Risk.** Value investing carries the risk that the intrinsic value of a stock may not be fully recognized by the market for a long time, or our assessment of a company may be inaccurate and that company may be appropriately priced at a low level.



**Small and Medium Company Risk.** The small and medium capitalization companies in which the Small Cap Value, Mid Cap Value and SMID Cap Value strategies will invest may be more vulnerable to adverse business or economic events than larger, more established companies. In particular, these small- and mid-sized companies may pose additional risks, including liquidity risk, because these companies tend to have limited product lines, markets and financial resources, and may depend upon a relatively small management group. Therefore, small and mid-cap stocks may be more volatile than those of larger companies.

**Concentrated Investing Risk.** The Large Cap Value strategy is relatively concentrated which means that it may own larger positions in a smaller number of securities than other, more diversified strategies. This means that an increase or decrease in the value of a single security likely will have a greater impact on the strategy's investment performance than in a more diversified strategy.

**Real Estate Investment Trust ("REIT") Risk.** REITs are pooled investment vehicles that own, and usually operate, income-producing real estate. REITs are susceptible to the risks associated with direct ownership of real estate, such as the following: declines in property values; increases in property taxes, operating expenses, rising interest rates or competition overbuilding; zoning changes; and losses from casualty or condemnation. REITs typically incur fees that are separate from those of the portfolio. Accordingly, clients will indirectly bear a proportionate share of the REITs' operating expenses, in addition to paying advisory fees.

**Information Security Risk.** ICM, and its service providers, may be susceptible to operational and security risks resulting from cyber-attacks. Cyber-attacks include stealing or corrupting data, denial of service attacks on websites, the unauthorized monitoring, release, misuse, loss, destruction or corruption of confidential information and operational disruptions. Similar types of cyber security risk are also present for issuers of securities in which we may invest, which could result in material adverse consequences for such issuers and may cause your investments to lose value.

## Disciplinary Information

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Registered investment advisers are required to disclose any legal or disciplinary events that would be material to a client's or prospective client's evaluation of our advisory business or the integrity of our management. Neither ICM nor our management personnel is currently the subject of any litigation, formal investigation, administrative proceedings or disciplinary events.

## Other Financial Industry Activities and Affiliations

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ICM is the investment adviser to a U.S. registered mutual fund.

ICM is the investment adviser to a collective investment trust (the "trust"). The trust is exempt from registration under the Investment Company Act of 1940 and the Securities Act of 1933.

Side-by-side management could be a potential conflict of interest. Please refer to Performance-Based Fees/Side-by-Side Management and Brokerage Practices sections of this Brochure.

OMAM and its affiliates may provide certain services to ICM including but not limited to distribution assistance. Please refer to the "Advisory Business" section of this Form ADV for more information.

ICM has a relationship with a non-related FINRA registered broker-dealer holding the broker-dealer license for one ICM employee. A second ICM employee has a pending application with this broker dealer. ICM maintains a branch office of this broker-dealer on our premises.

## Code of Ethics, Participation or Interest in Client Transactions and Personal Trading

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### Overview of the Code

We are dedicated to promoting the highest levels of ethical standards and professional conduct among our employees. Our firm has adopted a Code of Ethics (the “Code”) that is based on the principle that all employees have a fiduciary obligation to our clients to act with honesty, integrity and loyalty. The Code sets forth expectations that we have for our employees, including the expectation that they put the interest of clients above their own personal interests, and that they never abuse their position of trust and responsibility. Our Code and policies and procedures establish rules governing personal trading, gifts and entertainment, political contributions, and outside activities. Employees are required to report any violations of the Code to the Chief Compliance Officer (“CCO”) or designated officer. Violations of the Code are taken seriously and may result in disciplinary action. Employees receive training on the Code and are required to acknowledge initially, annually, and when amended, in writing that they have read, understand, and comply with the Code. All employees are subject to the provisions of the Code. Provisions of the Code may also apply to family members and certain independent contractors. Compliance with the Code is monitored by the CCO. The CCO has a fiduciary duty to report material violations of the Code to the Board of Directors of the mutual fund in which ICM serves as adviser, as well as the Board of Directors of ICM.

### Personal Trading

The Code does not prohibit personal trading by our employees. As a result, our employees may purchase or sell securities for their own accounts that we purchase or sell for client accounts. This may cause personal conflicts of interest. Our Code includes policies and procedures that are designed to address potential conflicts of interest and ensure that we maintain our fiduciary obligations to our clients. Our policies include, but are not limited to, the following provisions:

- ◆ All employee security transactions require pre-clearance, except for transactions that are exempt, which include but are not limited to certain open-end mutual funds, money market funds and U.S. government obligations.
- ◆ Employees must pre-clear all Initial Public Offering (“IPO”) transactions and all private placement investments without exception.
- ◆ Employees may not purchase or sell a security simultaneous to purchases and sales of that security for clients.
- ◆ Employees may not purchase or sell a security in an employee-related account if that security is currently being considered for a client.
- ◆ The CCO has full discretion to allow exceptions to these rules if there are reasonable grounds to believe that the exception will not result in harm to a client or a violation of the law.
- ◆ Employees are prohibited from purchasing or selling a security, or recommending the purchase or sale of a security, for any account while they are in possession of material nonpublic information.
- ◆ If an employee comes into possession of material nonpublic information, they must report to the CCO or designated officer. It is a violation of our Code to communicate material nonpublic information with anyone other than the CCO or designated officer.
- ◆ Employees are required to submit initial and annual holding statements and quarterly transaction reports to Compliance.

### Participation or Interest in Client Transactions

ICM may recommend to clients that they buy or sell securities in which employees, affiliates or other related persons have a financial interest. This includes situations where ICM serves as adviser to a proprietary account funded by an affiliate, or where ICM acts as an investment adviser to a mutual fund.

Our Code includes the following policies and procedures to address potential conflicts of interest:

- ◆ Requires employees to put the interest of our clients above their own interests.
- ◆ Forbids employees from abusing their position of trust.

- ◆ Requires employees to report any known conflicts of interest to the CCO or designated officer.

Our trading policies and procedures are designed to address the inherent conflicts of trading client accounts with proprietary accounts. Please see the "Brokerage Practices" section of this Form ADV for more details on this policy.

We will provide a complete copy of our Code of Ethics to any client or prospective client upon request. To request a copy, please contact us at 410.539.3838.

## **Brokerage Practices**

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ICM has full discretion to determine the broker-dealer to use and the commissions to pay on transactions, except in cases where a client uses a custodian that encourages all transactions to be placed on their platform or in cases where a client directs us to use a specific broker-dealer.

### **Broker-Dealer Selection & Compensation**

ICM selects brokers or dealers that we believe will provide the most favorable results to our clients over time. When choosing a broker or dealer, we may take into consideration the price obtained, commissions charged, ability to find liquidity, promptness and reliability of execution, access to secondary markets, and confidentiality and placement of orders. Our policy prohibits the use of affiliated broker-dealers.

Although ICM may not always pay the lowest commission rates available, we strive to pay reasonably competitive commission rates. We may consider the following when determining the reasonableness of commission rates: the broker's stability, reputation, ability to minimize total trading costs, level of trading expertise, research, trading platform, the liquidity of the security, the difficulty of the order and other services which will help ICM in providing investment management services to clients. ICM may therefore recommend (or use) a broker who provides useful research and securities transaction services even though a lower commission may be charged by a broker who offers no research services and minimal securities transaction assistance. We use research services provided by brokers in servicing all accounts and not all services may necessarily be used in connection with the account that paid commissions to the broker providing such services.

We have trading policies and procedures in place which govern our trading practice. The policies and procedures include a requirement to select brokers based primarily on their ability to add value to the client's portfolio over time. On a quarterly basis, at least two of the three members of the Brokerage Review Committee (the "Committee"), which consists of the CCO, Chief Investment Officer ("CIO"), and Trader review the quality of trade execution. The Committee considers third party analysis of our trades in assessing the quality of our execution. If a brokerage firm is determined, based on the judgment of the Committee, to be executing orders in a non-satisfactory manner, they may be excluded from future consideration.

### **Trade Errors**

ICM has an obligation to place trades correctly and must bear the cost of correcting any error caused by its failure to do so. Our Trade Error policy is to seek to identify and correct the error as promptly as possible, without disadvantaging clients or benefiting ICM in any way. These principles are intended to provide general guidance. Exceptions may be warranted in particular circumstances. Significant exceptions will be approved by senior management.

### **Third Party Soft Dollar Benefits**

We receive research-related services that provide assistance in the performance of our investment decision making process and trading enhancement services using our clients' brokerage commissions rather than using ICM's profits to pay for these services. This practice is known as "soft dollar benefits". We use soft dollars in accordance with Section 28(e) of the Securities Exchange Act of 1934, which requires us to determine in good faith that the commissions paid by our clients

are reasonable in relation to the research or brokerage services received. Our use of these research-related services will not be limited to the accounts that paid commissions to the broker or dealer for such services. In addition, we do not allocate soft dollar benefits to client's accounts proportionately to the soft dollar credits that client's accounts generate.

During the first quarter of each calendar year the CIO of ICM establishes a suggested research budget in consultation with the research analysts and the trading department. The budget is based primarily on the following criteria:

- ◆ Proprietary research.
- ◆ Third party research.
- ◆ Access to research analysts.
- ◆ Access to managements of companies either at ICM or at conferences.
- ◆ Access to information that aids in trade execution.
- ◆ Software and databases used in ICM's proprietary research.
- ◆ Ability and willingness to execute trades in thinly traded stocks.

This budget is used by the trading desk as a suggested guide for brokerage allocation. ICM's primary consideration in brokerage firm selection is best execution.

These arrangements may present certain risks and conflicts of interest. We have an incentive to select a broker-dealer based on our desire to receive research instead of our obligation to seek best execution for our clients. There is a risk that our clients pay commissions that are not reasonable in relation to the research or brokerage services received.

Our trading policies and procedures are designed to manage these conflicts and risks. Trades made to satisfy these obligations are made consistent with policies and procedures covering best execution. Our policies and procedures require that when entering into a soft dollar arrangement, we determine that services provided are fair and reasonable. In determining whether the fees are fair and reasonable, we will consider our ability to replicate the services and the value that these products and services provide to the management of our clients' assets. All third party soft dollar arrangements are reviewed at least annually to make sure the service is still relevant and to understand how the service is used and that it is appropriately categorized as a soft dollar expense.

### Commission Sharing Arrangements

We have entered into Commission Sharing Arrangements with certain brokers. These arrangements allow us to generate commission credits in an account maintained by the introducing broker. From time-to-time, at our direction, the introducing broker will make payments from those credits to other brokers to pay for eligible research and brokerage services. Commission sharing arrangements may be used to pay for both proprietary and third-party research products and services. We believe these arrangements improve our ability to fulfill best execution obligations by allowing us to execute trades with brokers who we believe provide superior execution services, while continuing to receive research from the research firms of our choice.

### Client-Directed Brokerage

Some clients request that all or a portion of the commissions generated by transactions in their account be directed to a particular broker or brokers. In certain circumstances, we may not satisfy a directed brokerage request in order to achieve best execution.

Some of ICM's clients choose to have their assets held at brokerage firms. Transactions in these particular accounts are normally executed through the brokerage firm holding the securities for the client, very often resulting in a higher per share commission rate than ICM could obtain for the non-directed client transactions. The brokerage firm may offer a trade away option for executing transactions, which if utilized, may incur additional fees to the client.

Generally, trades for our non-directed clients are completed before we begin processing trade orders in the same security for the directed clients. Generally, directed client trades will be placed in size order. Directed brokerage accounts may lose

the opportunity to aggregate orders, which may result in less favorable prices and higher execution costs.

### **Allocation and Aggregation of Equity Trades**

**Trade Aggregation.** It is ICM's policy to treat all of our clients in a fair and equitable manner in the purchase and sale of securities in their accounts. Our accounts are generally grouped in the following strategies: Small Cap, SMID Cap, Mid-Cap, and Large Cap. ICM's clients include a proprietary account funded by our indirect majority owner, a collective investment trust and a mutual fund in which ICM serves as adviser. As a general rule, the decision to purchase or sell a security is made for groups of more than one client account within a specific strategy. ICM may include the proprietary account with other client accounts when aggregating orders. ICM will usually aggregate such orders because we believe that aggregation will result in better execution at lower overall costs to our clients.

Client orders will generally not be aggregated for execution when there are specific limitations, such as brokerage direction or when a client uses a custodian that encourages all trades to be placed on their platform. This may or may not result in less favorable prices and higher execution costs. In most cases, ICM will complete all non-directed trades before executing the directed trades. In some cases where there is sufficient liquidity and the trader believes that best execution will not be compromised, the trader will complete portions of the directed trades intermittently with non-directed trades and try to maintain equal weighting throughout the portfolios. In some cases, trades of a security may be executed based on the specific needs of a particular client. This may result in clients trading on different days and at different prices for the same security.

**Allocation of Equity Trades.** If the entire aggregated order is filled in one trading day, clients will participate at the average price of the aggregated order, with all transaction costs shared on a pro rata basis.

If the entire aggregated order is not executed in one trading day, clients will participate in the average price of the aggregated order for that portion of the trade executed on that day. In allocating partial trades, the allocation will usually be made on a pro rata basis. On occasion, when only a small portion of the order is executed, at the trader's discretion, the trade may be allocated based on the "gross exposure" of the security being traded in the various accounts involved. In other words, accounts with the least exposure to a security being purchased or the most exposure to a security being sold would receive a greater than pro rata share of the execution. If a pro rata division of a partial trade would result in a de minimus allocation to a certain account or accounts, those accounts may be excluded from the allocation. Thus, larger accounts could temporarily be advantaged. An account that is in the process of withdrawing funds may be allocated a greater than pro rata share of a security being sold. If trades are allocated in a manner other than pro rata, the transaction is reviewed as soon as reasonably possible, and an explanation is noted on the blotter.

Historically, ICM has participated in very few IPO's on behalf of our clients. The policy of the Firm is to allocate IPOs among clients in the same manner we allocate normal trades. If ICM does participate in an IPO on behalf of our clients and the allocation of the IPO is made in other than a pro rata basis, the Trader and the CCO will prepare a memorandum explaining the reasons for the allocations and the memorandum will be retained by the Compliance department.

ICM's policies and procedures include periodic reviews that we believe helps to ensure that our clients are treated in a fair and equitable manner over time.

### **Review of Accounts**

As previously stated, ICM is organized along investment strategies so that management of client accounts can be assigned to the appropriate Portfolio Manager of each strategy. There are two distinct investment strategies:

1. The Small-to-Mid Cap Value strategy generally offers Small Cap Equity, SMID Cap Equity and Mid-Cap Equity services to Institutional separate accounts, including a mutual fund and a collective investment trust.
2. The Large Cap Value strategy generally offers Large Cap Equity and All Cap Equity services to Individuals, High Net Worth Individuals and Institutional separate accounts.

All Small, SMID and Mid-Cap accounts are reviewed at the weekly investment committee meeting by the Small-to-Mid Cap team. The object of these reviews is to insure, as best as possible, that weightings of individual holdings and of the industry sectors represented in the accounts are closely aligned. The other objective is to make purchase and sale decisions with respect to stocks held in the accounts and to review the price objectives and fundamental progress of the companies held in the accounts. Purchases and sales are generally made on a pro rata basis across all accounts (subject to individual account investment restrictions and guidelines).

The Large Cap Value portfolio manager reviews the portfolios to make purchase and sale decisions with respect to holdings in the Large Cap client accounts. In addition, individual accounts are formally reviewed at least twice a year by the Client Service team and the Large Cap Value portfolio manager. At each review the team is given a summary of each account's investment objectives, asset allocation requirements, specific client restrictions or mandates, income requirements, and directed brokerage constraints, if any.

ICM provides all clients with a written report on their account at least quarterly. At a minimum, these reports include a list of assets in the account. Typically, in addition to the list of assets sent, the quarterly report also includes a summary of the investment results of the account relative to the appropriate benchmarks, and a letter discussing the market conditions contributing to the performance of the account during the quarter. Clients also receive account statements from the custodian at least quarterly.

## Client Referrals and Other Compensation

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As described in Brokerage Practices, ICM receives products and services from brokers. ICM does not receive any other economic benefit from a non-client for providing investment advisory services.

Although ICM is not currently involved in any referral arrangements with third parties, it is possible that we could enter into such arrangements in the future

OMAM, Inc., ICM's parent company, and its affiliates may provide certain services to ICM including but not limited to distribution assistance.

## Custody

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In addition to the periodic statements that clients receive directly from their custodians, ICM also sends account summaries directly to clients on at least a quarterly basis. We urge our clients to carefully compare the information provided on these statements to ensure that all account transactions, holdings and values are correct and current and agree to what is shown on the custodian statement.

Our firm does not have actual or physical custody of client accounts but is deemed to have custody as a result of our ability to deduct client fees from accounts where the client has authorized us in writing to do so.

## Investment Discretion

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ICM accepts discretionary authority to manage investments on behalf of our clients. A written investment advisory agreement is required at the outset of every advisory relationship. The written agreement includes stated investment objectives and discretionary provisions. Generally, the written agreements allow us full discretion to direct the investment of assets on our client's behalf and at our client's risk. Our discretion is exercised in a manner consistent with stated investment objectives of a particular client, regulatory requirements and our policies and procedures.

Our limited discretionary authority includes the ability to do the following without contacting the client:

- ◆ determine broker-dealer.
- ◆ determine the security to buy or sell; and/or

- ◆ determine the amount of the security to buy or sell.
- ◆ determine the amount of broker commissions to be paid.

Clients may limit our discretionary authority by giving us written instructions. Clients may also change/amend such limitations by providing us with written instructions. Examples of client restrictions may include:

- ◆ limitations prohibiting the purchase of certain securities, industries or economic sectors.
- ◆ limitations prohibiting the sale of certain securities held in the account.
- ◆ restrictions limiting the percentage of any one security held in the account.
- ◆ specific guidelines on asset allocation restrictions for balanced accounts.

## Voting Client Securities

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We have a fiduciary responsibility to vote proxies in the best interest of our clients. With respect to benefit plans under the Employee Retirement Income Securities Act (ERISA), we acknowledge our responsibility as a fiduciary to vote proxies prudently and solely in the best interest of plan participants and beneficiaries. Some clients wish to retain authority to vote proxies for the securities held in their accounts. In those cases we will instruct or ask our client to instruct the custodian to send proxies directly to the client or the client's proxy voting agent. We will not maintain voting records for clients who vote their own proxies. Clients may change their voting authorization at any time. We have adopted a proxy voting policy and procedures that are reasonably designed to ensure that we vote proxies in the best interest of our clients. We use an unaffiliated proxy voting service to assist us with the proxy voting process and to develop voting guidelines. We believe that the voting guidelines developed by the proxy voting service represent a reasoned approach to the primary goal of enhancing long-term shareholder value. In addition, we believe that engaging a proxy voting service may assist in insulating our voting decisions from any potential conflicts of interest.

Occasions may arise during the voting process in which the best interest of our clients may conflict with our own interests. Conflicts of interest may include: a substantial business relationship between ICM and the companies soliciting proxies; a substantial business relationship between our employees or their family members and the companies soliciting proxies; or a substantial business relationship between ICM and either proponents or opponents of a particular initiative. Our service provider could encounter a conflict of interest that precludes them from issuing vote recommendations or voting proxies in the best interest of our clients. Our procedures include the requirement to report any potential conflicts of interest to the CCO or designate. If we determine that a potential conflict of interest exists, we will vote the proxy as recommended by the proxy service, or take another course of action that, in our opinion, fairly addresses the conflict in the best interest of our clients. On occasion, we may vote proxy ballots contrary to the recommendation of the proxy firm. This occurs when we believe that, after careful review and consideration, a vote in opposition of the proxy voting firm is in the best interest of our clients. We have procedures in place that require review and authorization from the CCO or designated review officer prior to voting contrary to the recommendation of the proxy voting service.

On occasion we may be unable to vote proxies. Examples of situations in which we are unable to vote proxies are:

- ◆ a ballot is not received from the custodian.
- ◆ a meeting notice is received too late.
- ◆ a client participates in a share lending program and the shares subject to a vote are on loan.

We have procedures in place to monitor upcoming meetings and reconcile proxy ballots against share holdings records.

We will maintain voting records in an easily accessible place for at least five years. Clients may obtain copies of our Proxy Voting Policies and Procedures and/or information about how we voted proxies by calling 410-539-3838. Our Proxy Voting Policies and Procedures are posted on our website at [www.icomd.com](http://www.icomd.com).

## Financial Information

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Registered investment advisers are required to provide certain financial information or disclosures about their financial condition. ICM has no financial commitment that impairs its ability to meet contractual and fiduciary commitments to clients and has not been the subject of a bankruptcy proceeding.





## INVESTMENT COUNSELORS OF MARYLAND, LLC

### Client Privacy Policy

We consider our relationship with our clients our most important asset. We strive to maintain your trust and confidence in our firm, an essential aspect of which is our commitment to protect your personal information to the best of our ability. We believe that all of our clients value their privacy, so we will not disclose your personal information to anyone unless the disclosure is required by law, is at your direction, or is necessary to provide you with our services. We have not and will not sell your personal information to anyone.

### What information do we collect, maintain and communicate?

ICM collects and maintains your personal information so we can provide investment management services to you. The types and categories of information we collect and maintain about you include:

- ◆ Information we receive from you to open an account or provide investment advice to you (such as your home address, telephone number, social security number, and financial information);
- ◆ Information that we generate to service your account (such as trade tickets and account statements); or
- ◆ Information that we may receive from third parties with respect to your account (such as trade confirmations from brokerage firms or monthly statements from your custodian).

In order for us to provide investment management services to you, we may disclose your personal information in other limited circumstances, which include:

- ◆ Disclosures to companies, subject to strict confidentiality agreements, that perform services on our behalf (such as our technology consultants who assist us in maintaining our computer systems); and
- ◆ Disclosures to companies as permitted by law, including those necessary to service your account (such as providing account information to brokers and custodians), or to protect the security of our financial records.

Otherwise, ICM will not disclose any personal information about you or your account(s) unless one of the following conditions is met:

- ◆ We receive your prior written consent;
- ◆ We believe the recipient is your authorized representative; or
- ◆ We are permitted or required by law to disclose information to the recipient.

### How we protect your personal information

To fulfill our privacy commitment at ICM, we have instituted firm-wide practices to safeguard the information that we maintain about you. These practices include:

- ◆ Adopting policies and procedures to put into place physical, electronic and other safeguards designed to keep your personal information safe;
- ◆ Limiting access to personal information to those employees who need it to perform their job duties; and
- ◆ Requiring third parties that perform services for us to agree to keep your information strictly confidential.

Even if you decide to close your account(s) or become an inactive client, we will adhere to the privacy policies and practices described above. ICM will continue to review and enhance our security procedures as new technologies become available.