



**Form ADV**

**Part 2A**

**Item 1- Cover Page**

**Rainier Investment Management, LLC**

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May 24, 2019

This Brochure provides information about the qualifications and business practices of Rainier Investment Management, LLC. (“Rainier”). If you have any questions about the contents of this Brochure, please contact us at 585-325-6880. The information in this Brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

Rainier refers to itself as a “registered investment adviser” in materials distributed to current and prospective clients. As an investment adviser registered with the SEC, Rainier is subject to the rules and regulation adopted by the SEC under the Investment Advisers Act of 1940, as amended (the “Advisers Act”). Registration as an investment adviser is not an indication that Rainier or its directors, officers, employees or representatives have attained a particular level of skill, ability or training.

Additional information about Rainier is also available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).



## **Item 2 – Material Changes**

The following material changes have been made to this Brochure since the last annual updating amendment on March 23, 2018:

Item 8 now contains additional risk information regarding the continued evolution of cybersecurity threats and the potential limitations on Manning & Napier's ability to secure Rainier's infrastructure against all such threats. Manning & Napier has controls in place that it tests and updates routinely but clients should be aware that the risk of a cybersecurity breach exists and that a breach could disrupt business operations and result in harm to clients.



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## **Item 4 – Advisory Business**

### **Advisory Firm**

Rainier Investment Management, LLC is an investment adviser that commenced operations in 1989, but its roots extend back to 1973 through predecessor organizations.

Effective December 31, 2017, Rainier became 100% owned by Manning & Napier Group, LLC (MN Group). Manning & Napier, Inc., a publicly traded company (Ticker MN), owns less than a 25% interest in MN Group, but as sole managing member controls all of the business affairs of MN Group. The remaining interest in MN Group is indirectly held by William Manning, employees and former employees of Manning & Napier Advisors, LLC (Manning & Napier), an affiliated, SEC-registered investment advisor.

### **Advisory Services**

Rainier has extensive experience and a strong background in providing investment advisory and sub-advisory services with respect to a wide range of institutional clients, including separate account clients, registered pooled investment vehicles and collective trust funds offering international equity and fixed income strategies.

Currently, Rainier provides tailored advisory services focused on:

- Investment advisory services to discretionary separate account clients and a Collective Investment Trust fund that invest in the International Small Cap strategy
- Sub-advisory services to International Small Cap investors who have a direct advisory relationship with Manning & Napier
- Sub-advisory services to the Rainier International Discovery Series of the Manning & Napier Fund, Inc., an affiliated open-end mutual fund company to which Manning & Napier serves as advisor, and

### **Tailoring of Advisory Services**

All accounts in the same strategy are managed in a substantially similar manner. Importantly, however, Rainier will manage to client imposed written restrictions or guidelines, which will cause accounts in the same strategy to hold different positions and to achieve different performance results. For example, a separate account client may restrict the purchase of certain securities, such as tobacco stocks.

### **Assets under Management**

As of December 31, 2018, Rainier managed:

Discretionary:	\$738,274,852
Discretionary Proprietary	\$18,359
Total:	\$738,293,211



## Item 5 – Fees and Compensation

### Separate Accounts – Advisory Fees

Rainier’s fees for separate accounts are negotiable and are based on an annual percentage of the fair market value of assets held in the separate account. Fees will be set forth in an advisory agreement with each separate account client and determined based on the client’s needs, such as, but not limited to, the complexity of the client’s investment objective and the number of portfolio restrictions.

Generally, for International Small Cap Equity separate account clients, the fees are as follows:

International Small Cap Equity	
0.90%	First \$100 million of assets
0.75%	Balance of assets

Fees for serving as an adviser for registered investment companies and other pooled investment vehicles typically begin with the separate account fee schedule. Specific advisory fees and expense-related information can be found in the client’s prospectus, statement of additional information or similar disclosures for the particular investment vehicle.

Rainier has entered into a relationship with SEI Trust Company, which has established and maintains a Collective Investment Trust (the “Trust”) for the collective investment of assets of tax-qualified employee benefit plans. Rainier provides investment advisory and client services to the Trust. The fee is calculated based on the average daily assets under management and is disclosed in each participation agreement. The fee paid by clients includes trustee fees, direct expenses of the Trust and record keeping services in some share classes. The remaining amount, if any, is remitted to Rainier as its advisory services fee.

### Payment Method

Rainier will generally bill its clients for the fees incurred with respect to their accounts on a quarterly basis in arrears. Some clients may direct Rainier to send statements to their custodians and the clients may then direct their custodians to pay Rainier’s fees out of the assets of the account on an ongoing basis. Those clients that do so, and also elect to receive a copy of Rainier’s statements, are encouraged to compare any statements received from Rainier with the statements received from the custodian.

Accounts initiated or terminated during a calendar quarter will be charged a pro-rated fee.

Investment advisory contracts typically can be terminated by the client upon thirty (30) days’ written notice to Rainier. Because advisory fees are paid in arrears and are pro-rated for partial periods, no refunds will apply.



Rainier may direct debit certain clients' accounts to pay advisory fees. Direct debit will only be initiated upon client direction and a written agreement between Rainier and the client.

### **Other Fees and Expenses**

Rainier's fees are exclusive of brokerage commissions, transaction fees, and other related costs and expenses which shall be incurred by the client. Clients (and, indirectly, investors in pooled investment vehicles) may incur certain charges imposed by custodians, auditors, broker-dealers and other third parties such as custodial fees, wire transfer and electronic fund fees and other fees and taxes on brokerage accounts and securities transactions. Such charges, fees and commissions are exclusive of and in addition to Rainier's fee and Rainier shall not receive any portion of these commissions, fees and costs.

Information regarding brokerage costs can be found in Item 12 of this Form ADV. Item 12 also describes the factors that Rainier considers in selecting broker-dealers for client transactions and determining the reasonableness of their compensation (e.g. commissions).

### **Item 6 – Performance-Based Fees and Side-By-Side Management**

Rainier does not charge any performance-based fees (fees based on a share of capital gains or capital appreciation of the assets of a client).

### **Item 7 – Types of Clients**

Rainier may provide portfolio management services to corporations, foreign corporations, registered investment companies, collective investment trusts, foreign funds such as UCITs, and other U.S. and international institutions.

The scope of Rainier's investment discretion may be limited based upon specific written objectives and guidelines between Rainier and the client, ERISA regulations or other regulatory body directives.

Rainier has established a \$20 million for International Small Cap Equity separately managed accounts. Minimums may be waived at the discretion of Rainier on a case by case basis.

### **Item 8 – Methods of Analysis, Investment Strategies and Risk of Loss**

Investments for each account are identified and selected by Rainier. Rainier evaluates investments based on a variety of factors described below. Following an investment for an account, Rainier will continue to monitor the progress and suitability of portfolio investments as well as the market and economic outlook.

To help develop its investment recommendations, Rainier typically uses commercially available information services and financial publications. Issuer-prepared materials and research releases prepared by third parties are also utilized. Rainier also uses research materials prepared by various broker-dealers and other research providers. Rainier can also obtain information by meeting with an issuer's management, competitors, attending industry and broker-sponsored conferences and consulting with experts in the appropriate field.



## **International Small Cap Equity Strategy**

Under normal conditions, the strategy will invest primarily in equity securities of foreign developed and emerging market companies that are small- to mid-sized at the time of purchase. In selecting securities for purchase, Rainier focuses on companies exhibiting a clear catalyst for positive change in the business that can lead to sustained earnings growth. Rainier focuses on companies that it believes have sustainable competitive advantages; strong market positions; disciplined management; and attractive relative valuations. Rainier selects stocks of companies it believes will increase in value over time and makes investment decisions based primarily on an analysis of individual companies, rather than on broad economic forecasts. Rainier believes that, over the long term, stock price movements follow growth in earnings, revenues and/or cash flow. In normal market conditions, the strategy will primarily consist of securities of companies whose earnings or revenues are growing due to solid or improving underlying company fundamentals.

The strategy can invest in equity securities, including common stock and preferred stock, and securities convertible into common stock, including warrants, convertible bonds, and rights. In addition, the strategy can also invest in IPOs of small-cap companies, real estate investment trusts (“REITs”) and similar types of investments outside the U.S., and in participatory notes. Participatory notes allow foreign investors to invest indirectly in foreign securities without registering in such foreign markets where the country requires registration to make any direct security investment. The strategy will generally not invest more than 25% of an account’s net assets in participatory notes.

The strategy will typically invest in foreign securities, including American Depositary Receipts (“ADRs”), Global Depositary Receipts (“GDRs”), International Depositary Receipts (“IDRs”), U.S. dollar-denominated foreign securities and direct foreign securities (purchased on foreign exchanges). The strategy is not required to invest a specified portion of its net assets in any particular geographic region or any particular industry or sector, but will typically invest in at least three foreign countries at any time. The strategy will generally not invest more than 50% of an account’s net assets in issuers located in emerging markets.

### **Investments in securities involve a risk of loss that investors must be prepared to bear.**

The risks associated with investing in international small cap are as follows:

#### **International Small Cap Equity Principal Risks**

Since the International Small Cap Equity strategy is invested in securities whose prices change daily, there is the risk that an investor could lose money. The international securities markets may be subject to significant volatility, which may increase the risks associated with investing in this strategy.

There is a risk that our strategy for managing this strategy may not achieve the desired results or may be less effective than other strategies in a particular market environment.

Investments in securities of small-capitalization companies involve greater risk of loss than investing in larger, more established companies. Small-cap companies may have limited product lines, markets or financial resources and less seasoned management teams and may trade less



frequently and at a lower volume than more widely held securities. The prices of small-cap stocks tend to fluctuate in value more than other stocks.

Investments in foreign securities and securities of companies located in emerging market countries involve additional risks compared to investing in U.S. securities including risks related to currency-exchange rate fluctuations, political and economic instability, differences in financial reporting, less liquidity, more volatility, higher transactions costs and delays in settling securities transactions. Investing in securities of companies located in emerging market countries involves even greater risk and volatility because of, among other things, smaller securities markets, higher transaction costs and fixed or managed currencies.

IPO share prices can be volatile and fluctuate considerably due to factors such as the absence of a prior public market, unseasoned trading, a limited number of shares available for trading, and limited operating history and/or information about the issuer.

REITS and similar U.S. and foreign investments can be negatively affected by economic downturns or by changes in real estate values, rents, property taxes, interest rates, tax treatment, regulations, or their legal structure.

Investments in participatory notes involve risks normally associated with a direct investment in the underlying securities. In addition, participatory notes are subject to counterparty risk, which is the risk that the broker-dealer or bank that issues the participatory notes will not fulfill its contractual obligation under the notes.

The International Small Cap Equity strategy may experience turnover in excess of 100% in a calendar year. A higher turnover rate may indicate higher transaction costs and may result in higher taxes in taxable accounts. These costs may also affect the strategy's performance.

### **Short Term Investment Funds**

Rainier actively manages the non-cash portion of clients' portfolios. Cash generally is minimal and fluctuates with trade settlement and client deposits or withdrawals. Clients can make arrangements with their custodians to sweep their daily cash balances into short-term investment funds. Custodians provide particular fund options to clients pursuant to the clients' custody agreements. Rainier generally is not a party to those agreements and does not select short-term investment funds on behalf of its clients or monitor the performance of their short-term investment funds, without a contractual agreement in place to do so.

### **Risk Management**

Rainier mitigates conflicts in the management of portfolios by separating duties among the portfolio management, trading and portfolio accounting functions. Rainier's compliance policies are overseen by Rainier's Compliance Department, which also functions separately from portfolio management.



**In addition to the above investment and portfolio construction risks, various operational and system risks can disrupt Rainier’s business operations and result in harm to clients.**

Cybersecurity— Rainier relies exclusively on Manning & Napier’s network and computer infrastructure. Today’s computing environments are complex and interconnected. No organization big or small is immune to the threats faced by this ever changing global industry. Threat actors that could do Rainier harm include, Organized Crime, Nation States, opportunistic criminals, vendor or third parties along with insider threats. Manning & Napier has programs and processes in place to test and monitor these threats for Rainier. Manning & Napier has a clear chain of command to manage the risk of these events should they occur.

Manning & Napier increasingly relies on computing and communication technologies and on the technology of third-party service providers to conduct business related to your accounts. Manning & Napier takes measures, including cybersecurity preparedness, business continuity plans combined with other cybersecurity related policies and procedures, to protect its technology from intentional and unintentional cybersecurity threats. Manning & Napier ensures that Rainier’s and Manning & Napier’s key service providers also have appropriate protections in place. However, it is important for you to understand that Manning & Napier’s controls are not infallible owing to the fact that Manning & Napier cannot identify every risk or threat as cybersecurity attacks continue to evolve in complexity. A cybersecurity breach could have severe repercussions, including misappropriation of sensitive client information or assets, service disruptions, loss of proprietary or confidential information or corporate data, among others. A cybersecurity incident could also subject Rainier and/or Manning & Napier to regulatory penalties, reputational damage, additional compliance and operational costs, or financial loss, which could temporarily or permanently impede Rainier’s and/or Manning & Napier’s ability to provide you with advisory services.

## **Item 9 – Disciplinary Information**

There have been no disciplinary events and no material legal events related to Rainier or any management person.

## **Item 10 – Other Financial Industry Activities and Affiliations**

Rainier’s affiliates include:

- Manning & Napier, a registered investment adviser with a discretionary separately managed account base and adviser to the Manning & Napier Fund, Inc. (a series of mutual funds) and the Manning & Napier Collective Investment Trust Funds;
- Exeter Trust Company, a New Hampshire chartered trust company and trustee to the Manning & Napier Collective Investment Trust Funds, provides custodial and trust services to certain of Manning & Napier’s clients;
- Manning & Napier Investor Services, Inc., a limited purpose, broker/dealer that serves as underwriter and distributor to the Manning & Napier Fund, Inc.;



- Perspective Partners, LLC, a NY-based provider of technology tools for employees, employers and financial advisors.

Rainier and Manning & Napier share supervised persons. Specifically, Rainier's CEO, General Counsel, and Chief Compliance Officer serve as officers of Manning & Napier. These individuals have conflicts of interest that do not exist when officers serve only one entity. Policies and procedures and various oversight mechanisms exist to prevent conflicts of interest from interfering with Rainier's fiduciary obligation to act in the best interests of its clients.

Shares of the Manning & Napier Fund, Inc. Rainier International Discovery Series are offered directly to investors and to clients and employees of Rainier and Manning & Napier. Rainier and Manning & Napier receive compensation when clients purchase shares of the Series. Rainier also acts as the advisor to the Rainier International Small Cap Equity Collective Trust Fund. SEI, trustee for the collective, is not affiliated with Rainier.

## **Item 11 – Code of Ethics, Participation or Interest in Client Transactions and Personal Trading**

As an investment adviser and fiduciary to direct investors and sub-advisor to a mutual fund, Rainier is subject to Rule 204A-1 under the Advisers Act and Rule 17j-1 under the Investment Company Act of 1940, as amended. To comply with these requirements, Rainier has adopted and been made a party to the Manning & Napier Code of Ethics (the "Code") which sets forth the standard of conduct that employees are required to maintain as a condition of their employment. The Code includes provisions relating to personal securities trading pre-approval and reporting procedures, conflicts of interest, outside business activities, gifts and entertainment, insider trading, and the treatment of violations, among other matters. All Rainier employees must acknowledge the terms of the Code upon hire, quarterly and when amendments are implemented.

Each Access Person of Rainier as defined under Rule 204A-1 of the Investment Advisers Act of 1940, must provide an initial and annual holdings report to the Advisors' Chief Compliance Officer ("CCO") or a designated Review Officer. Access Persons are responsible for ensuring that the CCO receives confirmation or reports of all covered and reportable securities transactions. Additionally, all employees must obtain pre-approval from the CCO or a designee before transacting in any Covered Security, as defined in the Code.

Employees of Rainier or Manning & Napier can own securities that Rainier clients own or that Rainier recommends to clients, including shares of the Manning & Napier Fund, Inc. Rainier International Discovery Series or the Rainier International Small Cap Equity Collective Trust Fund. Rainier anticipates that, in appropriate circumstances, consistent with clients' investment objectives, it will cause accounts over which Rainier has management authority to effect, and will recommend to investment advisory clients or prospective clients, the purchase or sale of securities in which Rainier or its affiliates have a position of interest. Subject to satisfying the requirements of the Code, officers and employees of Rainier and officers, directors and employees of Rainier's affiliates may trade for their own accounts in securities which are recommended to and/or purchased for Rainier' clients.



The Code of Ethics is reasonably designed to ensure that the personal securities transactions, activities and interests of the employees of Rainier will not interfere with Rainier's fiduciary obligation to make and implement decisions in the best interest of its clients. Nonetheless, because Rainier's Code permits employees of Manning & Napier and Rainier to invest for their own accounts in the same securities as clients, there is a possibility that the Code would enable employees to benefit from market movement that occurs as a result of Rainier-directed trades in client accounts. Rainier's CCO or a designee continually monitors employee personal trading to ensure that such activity does not conflict with Rainier's obligations to its clients and to address issues that arise under the Code.

The CCO will at least annually, and on an as-needed basis, evaluate the Code. Rainier's clients or prospective clients can request a copy of the Code by contacting the Compliance Department at 585-325-6880.

### **Investment in Rainier Advised or Sub-Advised Funds**

Rainier may, though does not currently, promote the International Discovery mutual fund or other pooled investment vehicles for which Rainier acts as sub-advisor or adviser to certain separate account clients on a fully disclosed basis.

Because of the relationship between Rainier and any fund or pooled vehicle that Rainier advises, Rainier could be considered to have recommended the investment as suitable for a separate account client if such client should invest in the fund. Rainier will inform each client of its relationship with a Rainier managed fund prior to the client's investment, but does not intend to advise its separate account clients as to the appropriateness of the investment and will not receive any compensation for doing so or for selling interests in a Rainier managed fund (except to the extent that Rainier receives fees from that Fund).

### **Item 12 – Brokerage Practices**

Pursuant to a reliance agreement, Rainier has delegated to Manning & Napier and Manning & Napier has assumed responsibility for Rainier's brokerage practices. As such, disclosures under this Item pertain to Manning & Napier's practices that effect Rainier's clients. Rainier is responsible for overseeing the functions that Manning & Napier performs and has adopted policies and procedures to instruct the oversight process. You can obtain a copy of Manning & Napier's Form ADV Part 2A by contacting Compliance at 585-325-6880.

#### **Broker Selection**

Manning & Napier has established a Broker Monitoring Group, which has responsibility for (i) approving broker-dealers through which discretionary client accounts may be executed; (ii) evaluating the performance of broker-dealers which shall include, among other things, commission rates, execution services, reliability and coverage; (iii) reviewing brokerage allocations; and (iv) monitoring best execution.



## Soft Dollar Practices

Rainier creates its commission budget and makes broker allocations independently from Manning & Napier. However, Manning & Napier oversees the administration of Rainier's commission budget through its Commission Sharing Agreement (CSA) provider. Rainier generated commissions are combined with Manning & Napier generated commission in the CSA but Manning & Napier has processes in place to ensure that the commissions generated for Rainier pay for research that Rainier's investment team uses in support of investment decisions for Rainier's clients. Rainier's CCO is responsible for overseeing Manning & Napier's soft-dollar practices with regard to Rainier's clients and ensuring that Manning & Napier's soft-dollar policies and procedures are reasonably designed to comply with the safe harbor provided under Section 28(e) of the Securities Exchange Act of 1934.

Subject to meeting a fiduciary responsibility to seek best execution for all client transactions, Rainier and Manning & Napier will obtain research products or services that fall within the "safe harbor" established by Section 28(e) of the Securities Exchange Act of 1934, and as has been interpreted through regulatory guidance issued by the Securities and Exchange Commission in connection with its portfolio brokerage.

Rainier relies on Manning & Napier to execute trades for Rainier's client accounts. Manning & Napier frequently causes Rainier's clients to pay broker-dealers who supply Rainier or Manning & Napier with research or brokerage services higher commissions than those obtainable from other broker-dealers who do not supply it with research or brokerage services. When Rainier uses client brokerage commissions to obtain research or other products or services, Rainier benefits because Rainier would otherwise have to produce or pay for the research, products or services, or forego the use of such research, products or services in our investment decision-making process.

Where more than one broker-dealer is believed to be capable of providing best execution with respect to a particular transaction, Manning & Napier, on Rainier's behalf, has an incentive to select a broker-dealer that furnishes research or brokerage services. However, Manning & Napier will not select an executing broker on the basis of research, brokerage services or other services unless such selection is consistent with best available price and most favorable execution.

Research or brokerage services furnished by broker-dealers may be used in servicing any or all of the clients and may be used in connection with accounts other than those that pay commissions to the broker-dealer providing the research or brokerage services.

Where a product or service provides Rainier with benefits other than execution or research, a good faith allocation will be made between the costs that can be paid with soft-dollars and those that must be paid with hard-dollars, and Rainier will pay for the hard-dollar portion itself. Rainier has a conflict of interest in how it allocates the cost of such "mixed-use" items. However, a written justification exists for all "mixed-use" items, which Manning & Napier's Compliance Department reviews and Rainier's CCO is responsible to oversee.



Manning & Napier has a process to ensure that products and services acquired with client brokerage commissions qualify for the safe harbor in section 28(e) of the Securities Exchange Act of 1934. Examples of eligible products and services include research reports on companies, industries, and securities, economic and financial data, financial publications, research-oriented computer software and services, verbal communications with analysts, and trade execution and settlement related computer programs. Examples of ineligible products and services include telephone lines, office equipment and furniture, business supplies, salaries, rent, utilities, computer hardware, etc.

Manning & Napier's Broker Monitoring Group is charged with monitoring execution cost, quality, and market impact and Manning & Napier's trade desk will formally evaluate brokerage execution and services annually. Rainier's investment team must review the quality of research no less than annually. Rainier's CCO is responsible for ensuring that Manning & Napier's trading practices, including broker selection and monitoring and commission negotiation, are reasonably designed to achieve best execution.

### **Client-Directed Brokerage**

Rainier does not currently have client-directed brokerage arrangements. If a client wishes to enter into such arrangement, Rainier must receive a written letter of instruction from a client detailing the client's directives. Rainier will honor client requests to direct brokerage as long as Rainier can fulfill its fiduciary and investment management responsibilities under the investment management agreement with the client.

### **Trade Aggregation and Allocation**

As part of its effort to obtain best execution, Manning & Napier may aggregate orders (a practice generally known as "block trading") for trades within the same strategy unless restricted by client direction, type of account or other account restrictions. Other common factors to be considered when deciding upon the inclusion of a particular account in a block order include investment strategy, account objectives, account restrictions, cash balances, relevant policies, order instructions (i.e. limit price or market), order size or country restrictions.

Generally, each account that participates in a block trade that is filled at several different prices through multiple trades executed in a single day will receive the average price per share for all trades executed on that day whether executed through one or multiple brokers. Additionally, each account participating in a block trade will pay a pro rata portion of the commissions (subject to minimum ticket charges) for multiple trades of the same security in a single day.

Manning & Napier typically will not aggregate research-directed orders for trades in International Small Cap strategy with trades in the same security for Manning & Napier strategies. In the unlikely event, however, that an order is created in the same security on the same side of the market at approximately the same time and through the same order management system, then Manning & Napier will aggregate the International Small Cap strategy order with trades for Manning & Napier strategies.



When aggregating orders across strategies, Manning & Napier will follow its aggregation and allocation procedures, which require Manning & Napier to allocate aggregated orders fairly and equitably.

Manning & Napier's allocation practices are designed to ensure that clients receive fair and impartial participation in the blocks and trade allocations. Manning & Napier's Trading Department uses computer-based systems to generate a pre-trade allocation statement and will allocate to participating accounts using a pro-rata based methodology. The Trading Department may deviate from the allocation statement when account cancellations, investment objective changes, account-level restrictions, cash flow constraints or other account level factors preclude allocations to certain accounts that were included in the allocation statement. In these instances, the Trading Department will remove these accounts from its trade file and reduce the size of its order accordingly, but allocate the balance of the order to participating accounts pursuant to the original allocation statement

### **Trade Errors**

It is the policy of Rainier and of Manning & Napier that the utmost care is taken in making and implementing investment decisions on behalf of client accounts. To the extent that any trade errors occur that are determined to be Rainier's or Manning & Napier's fault, they are to be:

- corrected as soon as practicable and in such a manner that the client incurs no loss;
- documented for review; and
- scrutinized carefully with a view toward implementing procedures to prevent or reduce future errors, if necessary.

In all cases of trade errors which are determined to be Rainier's or Manning & Napier's fault, it is Manning & Napier's policy that a client account is "made whole." Thus, trades are adjusted as needed in order to put the client in such a position as if the error had never occurred. Trade errors will be corrected at no cost to the client and the client, where practicable, can retain any gains resulting from a trade error. Moreover, soft dollars will not be used to correct trade errors. Manning & Napier also will not use future brokerage to compensate a broker either directly or indirectly for absorbing the cost of correcting an error in an earlier transaction. If a broker or custodian causes an error in one of Rainier's client accounts, Manning & Napier will work with that third-party to make Rainier's clients whole for any incurred losses.

### **Cross Trades**

Manning & Napier does not engage in cross trades on behalf of Rainier's clients.

### **Security Valuation**

Normally, securities will be valued using market quotations provided by third-party pricing vendors. However, when market quotations are not available, are stale, or are deemed not suitable, the security may be fairly valued through a coordinated effort between Rainier and Manning & Napier pursuant to Manning & Napier's pricing policies and procedures. The



objective of a fair value measurement is to determine the price that would be received to sell the asset at the measurement date—an exit price.

### **Initial Public Offerings (“IPOs”)**

Rainier will consider an investment in IPOs for client accounts whenever such securities are available and deemed suitable to meeting the clients’ investment objectives. Rainier will seek to allocate IPOs in a manner that is fair and equitable to all clients over time, including ensuring that these limited investment opportunities have the potential to contribute meaningfully to our clients’ accounts. A strategy or client may not participate in one or more IPOs due to the size of Rainier’s overall allocation of shares, restrictions specific to the strategy or client, or other factors.

Non-account specific transaction costs incurred in processing an IPO trade shall be shared on a pro-rata basis among all accounts participating in such trade consistent with the allocation.

IPOs are generally allocated pro rata across a strategy, with the goal of achieving an equal target weighting, as a percentage of each account. In the case of a partial fill, Rainier will consider a variety of factors including order size, account size, among others, to instruct Manning & Napier as to how to allocate the partial fill.

In the event that an allocation is performed differently than the original instructions, the portfolio manager must do so fairly and reasonably with respect to clients’ best interests and such changes will be documented in Charles River and/or by the Compliance Department during their post-allocation review.

### **Item 13 – Review of Accounts**

Rainier’s portfolio managers review reports of client accounts on a daily basis with regards to holdings, asset allocation and weightings. Client guidelines and restrictions are automated in Charles River Compliance and monitored continually throughout the trading day and overnight to help ensure that guidelines are not breached.

Clients typically receive written quarterly performance reports, now produced and delivered by Manning & Napier. Reports will be more or less frequent depending on account size and contracted service requirements.

A Manning & Napier representative will meet with clients as requested to review progress and the client’s expectations for their portfolio. Meetings are typically held annually but may be held more or less frequently depending on client needs or requests. Manning & Napier sales representatives also typically call or correspond with Rainier clients quarterly to review performance. Additionally, a Rainier representative will typically meet with clients in person once per year.

Rainier’s Compliance Department has implemented an oversight program for Manning & Napier, which consists of attestations and review of control reports to help ensure that accounts are managed according to guidelines, prospectus restrictions and Federal Securities Law.



## **Item 14 – Client Referrals and Other Compensation**

Rainier is not currently a party to any agreement that compensates individuals that refer advisory clients. If we were party to such an agreement, these arrangements would be structured in accordance with the requirements of Rule 206(4)-3 promulgated under the Advisers Act and all referred clients would receive detailed disclosure regarding the nature of the referral agreement including compensation. The compensation paid to parties that refer advisory clients would be paid completely by Rainier from the investment advisory fees that it earns from its clients.

## **Item 15 – Custody**

Rainier does not maintain physical custody of client funds or securities. Due to certain fee payment arrangements, Rainier may be deemed to have “custody” of certain client accounts within the meaning of Rule 206(4)-2 under the Advisers Act.

Clients should receive at least quarterly account statements from the qualified custodian that holds and maintains the client’s investment assets. Rainier urges its clients to carefully review such statements and compare such official custodial records to the account statements provided by Rainier as described in Item 13 above. Rainier’s statements may vary from custodial statements based on accounting procedures, reporting dates, or valuation methodologies of certain securities. You should contact us immediately if you do not receive account statements from your custodian on at least a quarterly basis.

## **Item 16 – Investment Discretion**

Rainier receives discretionary authority from a client at the outset of an advisory relationship through the execution of an advisory agreement by the client. Discretionary authority will be exercised in a manner consistent with the stated investment objectives for the particular client account. Investment guidelines and restrictions must be provided to Rainier in writing prior to the funding of the account.

When selecting securities and determining amounts, Rainier observes the investment policies, limitations and restrictions of the clients for which it advises. For registered investment companies, Rainier’s authority to purchase or hold securities may also be limited by certain federal securities and tax laws.

## **Item 17 – Voting Client Securities**

Rainier has adopted and been made a party to Manning & Napier’s written proxy voting policy. Manning & Napier’s proxy voting policy is designed to uphold Rainier’s and Manning & Napier’s fiduciary responsibility to vote proxies in a manner that reflects the best interests of clients, including Rainier’s clients. It is Manning & Napier’s policy regarding proxies to: (1) discharge our duties prudently, in the interest of plans, plan fiduciaries, plan participants, beneficiaries, clients and shareholders (together “clients”); (2) act prudently in voting of proxies by considering those factors which would affect the value of client assets; (3) maintain accurate records as to voting of such proxies that will enable clients to periodically review voting procedures employed and actions taken in individual situations; (4) provide, upon request, a report of proxy activity for clients reflecting the activity of the portfolio requested; (5) by



following our procedures for reconciling proxies, take reasonable steps under the particular circumstances to ensure that proxies for which we are responsible are received by us; (6) make available, upon request, this policy to all plan fiduciaries, clients, and shareholders; and (7) comply with all current and future applicable laws, rules, and regulations governing proxy voting.

Rainier has instructed Manning & Napier to vote proxy ballots in accordance with Glass Lewis & Co. recommendations. Rainier will review the Glass Lewis voting principles no less than annually to ensure that Glass Lewis principles continue to align with the best interests of Rainier's clients.

Voting proxies in shares of foreign companies may involve significantly greater effort and corresponding cost due to the variety of regulatory schemes and corporate practices in foreign countries. These conditions present numerous challenges and as a result there may be times when refraining from voting a proxy is in our clients' best interest.

Certain clients have expressly retained proxy voting authority and, in such instances, Rainier has no proxy voting responsibility and may not take any action regarding those clients' proxies.

Rainier does not have conflicts of interest when exercising proxy voting authority because Rainier votes in accordance with Glass Lewis recommendations and does not evaluate each proxy on a case by case basis.

Clients may obtain a copy of Manning & Napier's Proxy Voting Policy or information about how Rainier voted proxies on behalf of their account(s) by calling 585-325-6880.

## **Item 18 – Financial Information**

Rainier 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.

## **Additional Information**

### **Privacy Policy**

Rainier or Manning & Napier on Rainier's behalf must collect certain personally identifiable financial information about its customers to ensure that we offer the highest quality financial services and products. The personally identifiable financial information which we gather during the normal course of business with you may include:

- Information we receive from you on the advisory agreement or other forms;
- Information we receive from you on our website forms or email communications;
- Information about your transactions with us; or
- Information you may give us orally.



We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as permitted by law and as disclosed in our privacy notice. In accordance with Sections 248.13 of the Regulation S-P, we may disclose information we collect, as described above, to certain nonaffiliated third parties such as attorneys, accountants, auditors, brokers, custodians, service providers or joint marketers, or persons or entities that are assessing our compliance with industry standards. Importantly, these third parties, in order to process transactions for your account or in accordance with the laws of the jurisdiction in which they reside, domestic or foreign, may share information with their affiliates, subsidiaries, regulators and other third-parties. We may also disclose information to affiliates for business reasons, including but not limited to, trade order execution and management and creation of performance reports. Rainier may also share information with affiliates in order for Rainier to market certain of the affiliates' products and services to you. Our affiliates will not use this information to market directly to you.

We restrict access to nonpublic personal information about you to those employees who need to know information to provide products or services to you. We maintain physical, electronic and procedural safeguards to protect your nonpublic personal information.

### **Class Action Policy**

As a general rule, Rainier will not undertake to act on behalf of its clients or former clients with respect to legal proceedings. However, Rainier or Manning & Napier on Rainier's behalf may, in its sole discretion, elect to act in connection with legal proceedings in the following circumstances:

- Situations in which our action or professional opinion is necessary for the satisfactory resolution of a legal proceeding for a client or former client; or
- Situations in which Rainier has learned of facts leading it to believe that it may be desirable for a client or former client to consider a course of action other than would occur in the normal course if the matter is handled by the client or former client's custodian.

If a client requires that we participate in legal proceedings on an on-going basis, Rainier (or Manning & Napier on Rainier's behalf) will provide the service only after entering into a contract with the client specifically giving us the authority. We will only file proofs of claim for class actions for which we receive a notice. We will not actively track class action settlements in the courts and we will have no legal liability.

### **Business Continuity**

Manning & Napier maintains a business continuity plan to ensure that Rainier and Manning & Napier can continue to provide you with essential services in the event of a disaster or disruption that requires plan activation. Manning & Napier tests its plan at least annually.