

# Longfellow Investment Management Co., LLC

Disclosure Brochure

Form ADV Part 2A

November 12, 2021

This brochure provides information about the qualifications and business practices of Longfellow Investment Management Co., LLC ("LIM"). If you have any questions about the contents of this brochure, please contact us at 617-695-3504 or [Info@LongfellowIM.com](mailto:Info@LongfellowIM.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. LIM is registered with the SEC as an investment adviser; however, registration does not imply a certain level of skill or training.

Additional information about LIM also is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) by searching with our firm name or our CRD #104945.

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## **Item 2 – Material Changes**

The following is a brief summary of the changes that are included in LIM's Form ADV (the "Brochure") dated November 12, 2021. The prior version of the Brochure was dated March 30, 2021.

LIM believes that communication and transparency are the foundation of its relationship with Clients and will continually strive to provide its Clients with complete and accurate information. LIM encourages all current and prospective Clients to reach this Brochure and discuss any questions you may have with us.

### **Material Changes:**

There have been no material changes to this Brochure since the last filing and distribution to clients. However, there have been minor changes to this Brochure since the last version that was published and distributed as noted below. LIM urges all clients to review the entire Brochure.

Nicole Tremblay assumed the responsibilities of Chief Compliance Officer and General Counsel effective November 2, 2021.

### **Future Changes:**

From time to time, we may amend this Brochure to reflect changes in our business practices, changes in regulations and routine annual updates as required by the securities regulators. This complete Brochure or a Summary of Material Changes shall be provided to each Client annually and if a material change occurs.

Additionally, a Brochure may be requested by contacting Nicole Tremblay, Chief Compliance Officer and General Counsel at 617-695-3504 or by email at [compliance@LongfellowLM.com](mailto:compliance@LongfellowLM.com).

Additional information about LIM is available via the SEC's web site [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

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## **Item 4 – Advisory Business**

### ***Firm Description***

LIM is a Massachusetts limited liability company that was organized in July of 2005. LIM is registered with the SEC as an investment adviser under the Investment Advisers Act of 1940, as amended (the “Advisers Act”). Registration does not imply a certain level of skill or training.

The firm was founded in May 1986 by two colleagues who formerly managed the corporate cash and pension assets for Polaroid Corporation. In 2005, LIM became 100% employee-owned and remains so with a total of fourteen principals. As of March 30, 2021, Barbara McKenna is the only person who owns 25% or more of LIM.

LIM is a majority women-owned firm. In June 2010, it was first certified as a Women’s Business Enterprise by the Center for Women & Enterprise, a regional certifying partner of the Women’s Business Enterprise National Council.

In November 2014, LIM became a signatory to the U.N. Principles of Responsible Investing (PRI). LIM believes that the integration of ESG into the research process is consistent with the firm’s core philosophy of reducing downside risk and principal preservation.

LIM sponsors a collective investment fund that is not registered as an investment company, the LIM Bulwark Credit Opportunities Fund, LP, a Delaware limited partnership (the “Private Fund”). A wholly owned subsidiary of LIM, LIM Fund Management, LLC (“LIM FM”), a Delaware limited liability company, provides discretionary investment management services to the Private Fund and to separate accounts that have similar guidelines to the Private Fund. LIM FM was organized in March 2019 and is registered with the SEC as an investment adviser under the Advisers Act. Registration does not imply a certain level of skill or training.

LIM Fund GP, LLC (“LIM GP”), a Delaware limited liability company that is also a wholly owned subsidiary of LIM, acts as the general partner for the Private Fund and each investor in that Private Fund is a limited partner.

### ***Types of Advisory Services***

LIM provides discretionary portfolio management services for individual client portfolios tailored to those client’s individual needs. The firm has authority to invest directly without obtaining client consent for each transaction. Each client portfolio is invested as specified in the client’s portfolio investment guidelines. Clients can impose restrictions on investing in certain securities or types of securities. As needed, LIM assists clients in determining risk and return objectives, defining portfolio guideline parameters that are consistent with those objectives, developing investment guidelines, and identifying an appropriate benchmark against which to compare portfolio performance. All accounts are individually managed to deliver a custom-tailored client experience. LIM’s current separate account advisory services cover the management of fixed income, equity, and absolute return strategies.

### ***Wrap Fee Program***

LIM provides fixed income portfolio management services as sub-adviser to wrap fee programs. The firm does not manage wrap fee accounts differently from non-wrap fee accounts. LIM receives a portion of the clients' wrap fees as an investment management fee for its sub-advisory services. Clients that participate in wrap fee programs typically pay a bundled fee that covers services including investment management, custodial, client service, accounting, and trading / brokerage fees. Clients that participate in wrap fee programs should carefully review their individual contracts and disclosure documents provided by the wrap fee program sponsor for further details.

Where LIM is providing portfolio management services as sub-adviser to a wrap fee program, in addition to their contracts with the wrap fee program sponsor, LIM separately contracts directly with the majority of these clients. The contracts specifically outline the investment management fee which LIM is paid for their portfolio management services. LIM does not deduct investment management fees for its sub-advisory services but is paid by the wrap fee program sponsor. Each client's fees are further outlined in their agreements with the wrap fee program sponsor.

As with any client account, LIM is subject to the same fiduciary duty to seek best execution when transacting on behalf of the wrap fee program accounts. LIM will direct trades to the wrap fee program sponsor consistent with its duty to seek best execution. Due to the nature of LIM's investment strategy and the nature of investing in fixed income securities, the securities LIM targets for inclusion in client portfolios can often only be sourced by a limited number of brokers at any given time. In the majority of instances, the wrap fee program sponsor is unable to source these securities and LIM "trades away," meaning that it purchases the securities from other brokers that are not associated with the wrap fee program sponsor. "Trading away" is also sometimes referred to as a "step out" trade. In some instances, the wrap fee program sponsor may be able to source the securities but does not offer them at prices and quantities that allow LIM to purchase the securities from the wrap program sponsor consistent with its best execution duties. In these cases, LIM would also "trade away." Any time that LIM "trades away," a wrap fee program client may not receive all the benefits of the wrap fee program. LIM currently provides trading statistics to wrap fee program sponsors upon request and can provide those statistics to clients. Clients may wish to use this to assess the benefits of various wrap fee programs and arrangements.

### ***Client Assets Under Management***

As of December 31, 2020, LIM had \$14.7 billion in assets under management, all of which are managed on a discretionary basis.

## **Item 5 – Fees and Compensation**

LIM assesses fees quarterly in arrears, unless a different arrangement is made with a specific client. Rates and the calculation methodology are agreed upon with clients and are incorporated into each client's investment advisory agreement. LIM does not automatically deduct investment advisory fees from client accounts. Under LIM's standard fee calculation methodology, fees are based on the end-of-period market value of the assets under management ("AUM") of a given portfolio. The AUM is adjusted for client contributions and withdrawals made during the quarter, including initial contributions. Fees are negotiable for mandates based on a number of considerations including their size, investment guidelines, servicing requirements, or overall relationship with LIM.

LIM's fees and compensation are exclusive of fees and expenses charged by custodians and broker dealers to the client's account, including, but not limited to, brokerage commissions, transaction fees, interest on borrowings, borrowing charges for securities, and other trading costs which are incurred in the management of the client's account and paid by the client. Clients typically incur certain charges imposed by their custodian or prime broker. Mutual funds and exchange traded funds also charge internal investment management fees which are disclosed in each fund's prospectus. Such fees are exclusive of, and in addition to, LIM's investment management fee and LIM does not receive any portion of these commissions, fees, or costs. For additional information, see *Brokerage Practices* in Item 12 below.

### ***Fixed Income Fee Schedules***

The following rates are LIM's standard fees for investment grade-only mandates. Portfolios with a high yield allocation of up to 15% will include an additional 5 basis points per fee breakpoint when determining the standard fees. Custom fee schedules are used to accommodate portfolio strategies that do not conform to this list.

#### **Enhanced Cash Strategy**

0.20% on the first \$50,000,000

0.15% on the next \$25,000,000

0.125% on the next \$25,000,000

0.10% on the next \$100,000,000

0.08% on the balance

Small account fee: 0.30% on accounts less than \$15,000,000

#### **Short / Intermediate Duration Strategy**

0.25% on the first \$50,000,000

0.15% on the next \$50,000,000

0.125% on the balance

Small account fee: 0.30% on accounts less than \$25,000,000

#### Core Strategy

0.35% on the first \$50,000,000

0.25% on the next \$50,000,000

0.20% on the next \$25,000,000

0.15% on the balance

Small account fee: 0.40% on accounts less than \$25,000,000

#### All Government Strategy

0.20% on the first \$25,000,000

0.15% on the next \$25,000,000

0.10% on the next \$50,000,000

0.05% on the balance

#### All Corporate Strategy

0.45% on the first \$25,000,000

0.35% on the next \$50,000,000

0.25% on the next \$25,000,000

0.20% on the balance

#### TIPS Strategy

0.08% on the first \$25,000,000

0.05% on the balance

Small account fee: 0.10% on accounts less than \$25,000,000

#### LDI Strategy

0.35% on the first \$15,000,000

0.25% on the next \$35,000,000

0.20% on the next \$50,000,000

0.15% on the balance

#### Long Duration Strategy

0.350% on the first \$50,000,000

0.250% on the next \$50,000,000

0.175% on the next \$100,000,000

0.150% on the balance

Small account fee: 0.40% on accounts less than \$25,000,000

#### ***Absolute Return Strategy Fee Schedule***

The following rate is LIM's standard fee for its Arbitrage Strategy. Custom fee schedules are used to accommodate customized portfolio strategies.

### Arbitrage Strategy

1% fee for all AUM plus a performance fee which is 10% of the P&L that exceeds a 10% annual return hurdle. Performance fees are not charged for periods of less than one year and are calculated and billed annually.

### ***Equity Strategies***

#### U.S. Equity Income

0.40% on the first \$25,000,000

0.35% on the next \$25,000,000

0.30% on the next \$50,000,000

0.25% thereafter

Small account fee: 0.40% on accounts less than \$15,000,000

#### International Equity Income

0.45% on the first \$25,000,000

0.40% on the next \$25,000,000

0.35% on the next \$50,000,000

0.30% thereafter

Small account fee: 0.50% on accounts less than \$15,000,000

#### Emerging Markets Equity Income

0.50% on the first \$25,000,000

0.45% on the next \$25,000,000

0.40% on the next \$50,000,000

0.35% thereafter

Small account fee: 0.55% on accounts less than \$15,000,000

#### U.S. Quality

0.40% on the first \$25,000,000

0.35% on the next \$25,000,000

0.30% on the next \$50,000,000

0.25% thereafter

Small account fee: 0.45% on accounts less than \$15,000,000

#### Global Commodity Equities

0.60% flat fee for all AUM.

#### Midstream Energy

0.60% flat fee for all AUM.

#### Custom ESG/SRI

0.05% added to each tier of the strategy fee schedules above.



### ***Other fees and Charges***

Neither LIM nor any of the firm's supervised persons accepts compensation for the sale of securities or other investment products, including asset-based sales charges or service fees from the sale of mutual funds.

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

Performance-based fees are not charged for LIM's fixed income portfolio strategies. Performance-based fees are charged to a limited number of portfolios in the absolute return strategy. Portfolios subject to these fees are only held by "qualified clients," as defined by Section 205-3 of the Advisers Act, or "qualified purchasers," as defined by Section 2(a)(51(A) of the Investment Company Act. Performance fee arrangements are negotiated and included as part of the investment advisory agreement for each separately managed portfolio to which the fee applies.

In the absolute return strategy, LIM manages accounts that adhere to the same or similar investment strategies as well as accounts that do not have the same investment strategies but that target the same securities for purchase. Some of these accounts pay performance-based fees in addition to their investment advisory fees and some do not.

LIM recognizes that performance-based fees create conflicts of interest that require compliance monitoring and controls. For example, there is an incentive to make larger or more speculative investments than would be the case in the absence of performance compensation. In situations where a client pays smaller performance compensation (as a result of the existence of a loss carryforward, different compensation rates and structures, or otherwise) there is an incentive for LIM to favor a client account that pays higher performance compensation, for example, by allocating more opportunities to such account. LIM has implemented allocation policies and procedures designed to mitigate these conflicts of interest and treat all clients in a fair and equitable manner over time (discussed more fully below in Item 12) and that seek to ensure that strategy appropriate investments are allocated among client accounts in what LIM deems to be in a fair and equitable manner. The allocation process is designed so as not to favor any one portfolio over another. For example, LIM allocates securities prior to transacting in those securities such that LIM will not know whether a particular transaction will be more or less profitable at the time of allocation.

### **Item 7 – Types of Clients**

LIM provides investment advisory and portfolio management services on a discretionary basis to a variety of clients including banks, corporations, foundations, family offices, insurance companies, mutual funds, registered investment companies, pension plans, Taft-Hartley plans, endowments, and not-for-profit organizations.

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

### ***Fixed Income Strategy***

For LIM's separate account clients, LIM begins the relationship by working with clients to establish their risk tolerance and return objectives. LIM's investment research and portfolio management processes are identical across fixed income strategies. However, every portfolio is individually managed to its specific guidelines and objectives, which provides flexibility to meet each client's unique requirements.

LIM follows a team-based approach in the management of portfolios. Portfolio managers are responsible for setting and overseeing portfolio policies with regard to duration and sector allocations and monitoring portfolio risks. Ideas are shared openly and frequently between analysts and portfolio managers. Together they determine individual security selection and appropriate sizing.

LIM performs bottom-up fundamental research to determine the most attractive sectors and individual credits (securities/issuers). The team uses fundamental, technical, and valuation analysis in determining specific security selection, ultimately purchasing the security with the best risk-adjusted return potential given the client's particular liquidity needs and portfolio objectives. Because many of LIM's portfolio strategies are similar in structure, most issuers, once identified as attractive, are held across all portfolios/products capable of investing in the securities with consistent return objectives and portfolio guidelines, differing by the specific issue's maturity. LIM seeks to execute security specific transactions based on availability and an expected attractive risk adjusted return profile. If a security does not meet these criteria at any given time, trading will not occur.

When guidelines allow, LIM incorporates these sectors/securities into portfolios:

- Corporate Securities
- Government Agency and Sovereign Issues
- Commercial Mortgage-backed Securities (CMBS)
- Residential Mortgage-backed Securities (MBS and RMBS)
- Asset-backed Securities (ABS)
- Treasury Notes and Bonds (including zero-coupons and TIPS)
- Municipal Securities (both taxable and tax-exempt)
- 144A Securities

The investment philosophy is based on the premise that upside is limited in fixed income. Downside risk is substantial, so fixed income management should focus on analyzing and evaluating risk. LIM believes that the fixed income portion of an investment portfolio should earn incremental returns over Treasuries without a substantial increase in risk.

The defensive nature of the firm's fixed income strategies is based on a platform of in-depth research and monitoring. LIM does not believe that macro-based strategies, such as interest rate forecasting, can be implemented consistently and successfully over long periods of time. The team attempts to capitalize on a variety of structural inefficiencies and build higher yielding portfolios which exhibit lower volatility than the benchmark. LIM's bottom-up approach focuses on building portfolios bond by bond and selecting securities that, for non-economic factors, trade at attractive valuations. Additionally, diversification is used to minimize the impact of event risk.

Risk is inherent in all stages of the investment management process. LIM's research efforts focus on identifying risk and assessing appropriate risk-reward investments. Sectors and individual securities are evaluated by attributing yield spread to various risk elements including credit, call, event, and liquidity risk to identify attractive sectors and securities. The objective is to identify those investments that offer incremental return after risks are identified and understood. LIM believes that attractive sectors and securities exist because noneconomic factors affect pricing, including supply/demand imbalances, analytical and/or administrative complexity, size constraints, and investor biases. As a result, LIM will transact in sectors and securities opportunistically, as they become available. In some instances, a client may direct LIM to raise cash or to liquidate an account. The securities sold by that client could represent an attractive risk adjusted return to other clients that have cash or security positioning needs. If LIM is able to purchase these securities in the market after they have been sold into the market, LIM will do so based on the security's return profile. LIM does not pre-arrange such transactions with a broker.

LIM uses quantitative models and tools as part of the process to quantify risks taken at the portfolio level and to evaluate issuer and sector opportunities and risks. Several proprietary tools allow for the monitoring of portfolios from both a top-down (curve, duration, sector, etc.) and bottom up perspective (specific issuer and bond exposure). These tools ensure an adherence to the product's style, philosophy, and process and are also used in the research process.

### ***Fixed Income Strategy Investment Risks***

*All investing involves risk, including the risk of loss of a client's principal.*

The principal risks of investing in fixed income securities include:

***Active Management Risk*** – LIM's investment strategy relies on its ability to correctly assess the attractiveness, value, or potential appreciation of specific investments. When LIM's assessment does not align with the market, a client's portfolio will likely underperform relative to the applicable benchmark.

***Interest Risk*** - When interest rates go up, the value of fixed coupon debt securities will decline. Duration is a measure of the security's sensitivity to changes in interest rates. Securities with

longer durations or maturities can lose more value due to increases in interest rates than securities with shorter durations or maturities.

*Reinvestment Risk* - Income from investments is invested in instruments with lower rates of return depending on the interest rates and availability of investment options when income is generated.

*Default Risk* - Regardless of the rating of a security, investors are subject to the risk that an issuer of the security will be unable or unwilling to make timely principal and/or interest payments.

*Credit Risk* - Among fixed income securities, lower rated securities are often more volatile than higher rated securities. Non-investment grade debt securities ("high yield" or "junk bonds") are generally considered riskier than investment grade debt securities. The total return and yield of non-investment grade debt securities is expected to fluctuate more than the total return and yield of higher rated bonds. Securities of any quality, including investment grade debt, can be downgraded by a Nationally Recognized Statistical Rating Organization ("NRSRO") which could impact the price of these securities. Ratings represent the NRSRO's opinion regarding the quality of the security and are not a statement of fact or recommendation to purchase or sell a security. NRSROs can fail to make timely changes to credit ratings in response to subsequent events. NRSROs are subject to an inherent conflict of interest because they are often compensated by the same issuers whose securities they rate.

*Government Securities Risk* - U.S. government securities are not guaranteed against price movements due to changing interest rates. While some U.S. government securities are backed by the full faith and credit of the U.S. Government, others are supported only by the credit of the government agency issuing the security which can increase the risk of loss of investment. Securities that are backed by the full faith and credit of the U.S. Government include Treasury bills, Treasury notes, Treasury bonds, and securities issued by the Government National Mortgage Association ("GNMA"), Small Business Administration ("SBA"), and Overseas Private Investment Corporation ("OPIC"). Securities backed only by the credit of the government agency issuing the security include securities issued by Federal National Mortgage Association ("FNMA"), the Tennessee Valley Authority ("TVA"), among others.

*Mortgage Securities Risk* - Mortgage-related securities ("Mortgages") can lose more value due to changes in interest rates than other debt securities and are subject to prepayment and call risk. During periods of declining asset values, difficult or frozen credit markets, swings in interest rates, or deteriorating economic conditions, Mortgages can face valuation difficulties, become more volatile and/or become illiquid.

Mortgages respond to changes in interest rates differently than other fixed income securities due to the possibility of prepayment of the underlying mortgage loans. As a result, it can be challenging or impossible to determine, in advance, the actual maturity date or average life of a mortgage backed security. Rising interest rates tend to discourage refinancing, with the result

that the average life and volatility of the security will increase, exacerbating a decrease in market price. When interest rates fall, Mortgages can also be volatile, and not gain as much in market value because of the expectation of additional underlying mortgage loan prepayments that must be reinvested at lower interest rates. Prepayment risk makes it difficult to calculate the average maturity of Mortgages and, therefore, to assess the volatility risk to portfolios. An unexpectedly high rate of defaults on the underlying mortgage loans held by a mortgage pool can adversely affect the security value and could result in losses.

*Asset-backed Securities ("ABS") Risk* - ABS are collateralized by underlying assets and sometimes additional credit support is provided through credit enhancements by a third-party. Even with a third-party credit enhancement, there is still the risk of loss. The values of these securities are sensitive to changes in the credit quality of the underlying collateral, the credit strength of the credit enhancement, changes in interest rates, and, at times, the financial condition of the issuer. Some ABS receive prepayments that can change the securities' effective maturities. Similar to Mortgages, ABS can lose more value due to changes in interest rates than other debt securities and are subject to prepayment and call risk. Additionally, during periods of declining asset values, difficult or frozen credit markets, swings in interest rates, or deteriorating economic conditions, ABS can face valuation difficulties, become more volatile, and/or become illiquid.

*Municipal Securities Risk* – Municipal securities have varying sources of repayment which can be subject to legal and insurance/third-party guarantee risk. Legislative changes can adversely impact the ability of an issuer to repay and negatively impact their credit ratings, which in turn can impact the price and liquidity of the securities. Certain municipal securities are insured or guaranteed by a third-party; however, the underlying insurers' or third parties' creditworthiness must still be monitored to ensure their ability to support the securities that they have guaranteed or insured.

*Rule 144A Securities Risk* – Rule 144A securities are restricted securities that are purchased only by qualified institutional buyers in reliance on an exemption from federal registration requirements. Rule 144A securities can be less liquid if an adequate institutional trading market for these securities does not exist, and thus could trade at a discount to comparable securities.

*Loan Interests Risk* – LIM primarily relies upon the creditworthiness of the borrower for payment of principal and interest when making investments in bank loans or senior loans. Unlike publicly traded common stocks which trade on national exchanges, there is no central place or exchange for loans, including bank loans and senior loans, to trade. Loans trade in an over-the-counter market, and confirmation and settlement, which are effected through standardized procedures and documentation, may take significantly longer to complete. The secondary market for floating rate loans also may be subject to irregular trading activity and wide bid/ask spreads. The lack of an active trading market for certain loans may impair the ability of a client to sell its loan interests at a time when it may otherwise be desirable to do so or may require the client to sell them at prices that are less than what LIM regards as their fair market value and may make it difficult to value such loans. Interests in loans made to finance

highly leveraged companies or transactions, such as corporate acquisitions, may be especially vulnerable to adverse changes in economic or market conditions.

### ***Absolute Return Strategy***

LIM begins the relationship by working with clients to establish their risk tolerance and return objectives. LIM's investment, research, and portfolio management processes are identical across absolute return strategies. However, every portfolio is individually managed to meet each client's specific guidelines and objectives, which provides flexibility to meet each client's unique requirements.

LIM follows a team-based approach in the management of portfolios. Portfolio managers are responsible for setting and overseeing portfolio policies with regard to identifying attractive risk-adjusted return opportunities, transaction-type allocations, and monitoring portfolio risks. Ideas are shared openly and frequently between analysts and portfolio managers. Together the investment team members make transaction selections.

LIM's philosophy is based on the premise that upside is limited in absolute return transactions. Downside risk can be substantial, so the focus is analyzing risks and hedging them when possible.

The team uses quantitative models and tools as part of the process to quantify risks taken at the portfolio level and to evaluate issuer and sector opportunities and risks. LIM has several proprietary tools which allow the team to monitor portfolios from both a top-down (investment type/sector, transaction type (e.g., LBO, strategic merger, Dutch tender), timing/cashflows) and bottom up perspective (security type, specific issuer exposure). These tools allow LIM to ensure adherence to the product's style, philosophy, and process. These tools are also used in the research process.

LIM's absolute return strategy targets investment diversification, with low correlation to both equity and fixed income markets. LIM's absolute return strategies include investments in arbitrage transactions, long/short equity (aka pairs trading), options, and fixed income securities. LIM hedges foreign currency risk of transactions with currency forwards. Because LIM's absolute return strategies are similar in structure, once identified as attractive, investments are typically held across all portfolios while respecting each portfolio's guidelines.

When investing in arbitrage transactions, LIM primarily buys securities of companies involved in mergers and acquisitions and other corporate event-driven activity. Examples of these transaction types include, but are not limited to, called bonds, cash mergers, cash tenders, corporate debt restructuring, liquidations, special purpose acquisition companies (SPACs), tendered bonds, spin-offs, or stock mergers. LIM invests in companies of varying sizes. Prospective returns can be impacted by factors including, but not limited to, timing, perceived probability of completion, and general market conditions. LIM's uses a combination of internally generated research, subscriptions to dedicated M&A services, and broker-generated

research in monitoring opportunities. The team evaluates and considers risk factors, including analyzing financing, size of the transaction, anti-trust concerns, regulatory approvals, and shareholder voting requirements. After review, not all opportunities have a risk-reward profile that warrants investment. While most deals are held until completion, the team continues to monitor the downside risk of each transaction and makes adjustments to positions as deals evolve and/or market conditions change.

LIM seeks to diversify portfolios by both industry and asset type. The amount invested in any one particular deal is a function of the downside risk to the portfolio, with the goal being to protect the portfolio from outsized losses.

Depending upon the level of corporate restructuring activity, the market, or other conditions, LIM can hold long and short equity positions, exchange traded funds (ETFs), foreign securities including foreign depositary receipts, restricted securities including 144A securities, and convertible securities. When investing in long/short transactions, LIM will generally buy securities and simultaneously sell securities short in amounts that are intended to result in an approximately neutral economic exposure to overall market movements. This portion of LIM's investment strategy is designed to capture the spread represented by the difference between the intrinsic value of a security as determined by LIM and the price at which the security trades. In addition to equities, LIM can invest in any combination of cash, cash equivalents, and/or fixed income securities, including investment-grade corporate bonds, non-investment-grade debt securities (also known as junk bonds), and convertible bonds.

LIM can gain exposure to fixed income securities through investments in other registered investment companies, including closed-end funds.

### ***Absolute Return Strategy Risks***

*All investing involves risk, including the risk of loss of a client's principal.*

Absolute return portfolios can experience substantial investment losses as the result of many factors. Important risk considerations for LIM's absolute return strategies include deals not completing as expected, lack of attractive investment opportunities, and changing regulatory or market conditions.

*Active Management Risk* – LIM's investment strategy relies on its ability to correctly assess the attractiveness, value, or potential appreciation of specific investments. When LIM's assessment does not align with the market, a client's portfolio will likely underperform relative to the applicable benchmark.

*Event Risk* – LIM invests in companies which are in the process of being acquired or which are involved in a restructuring, merger, or acquisition in some capacity. Estimating the time to completion of a merger or acquisition is subject to many variables. If an anticipated merger takes longer to complete than expected, or is not completed at all, a portfolio can suffer a

reduced return, or even a loss. Because the timely completion of any transaction is dependent on regulatory, financial, economic, and strategic factors which are difficult to predict and subject to change, there is a significant risk that transactions will not complete as initially expected.

*Market and Management Risk* – The number of potential transaction candidates, and the level of returns to be earned, is dependent on many factors including the economic and regulatory environment, the amount of capital available for investment in arbitrage, and accounting and financial developments. A decline in the number of investment candidates or in the returns available from potential investments, for whatever reason, would have an adverse impact on LIM's ability to achieve strategy objectives.

*Regulatory Risks* – Changes in the tax laws, securities laws, or accounting standards of any jurisdiction where LIM invests can make the strategy, as intended to be practiced, less profitable or cause the number of opportunities appropriate for the strategy to diminish.

*Equity Securities Risk* – The value of a particular stock or equity-related security can fall (or rise with respect to short positions) greatly over short or extended periods of time in response to a number of factors. Individual companies can report poor results or be negatively affected by industry or economic trends and developments. The prices of securities issued by these companies can decline in response to such developments.

Fixed income investments held in the strategy are subject to those risks noted under *Fixed Income Investment Risks*.

*Special Purpose Acquisition Company ("SPAC") Securities Risks* – SPAC investments held in the portfolio are subject to the risks under both Fixed Income Investment Risks and Absolute Return Investment Risks. SPACs can contain the investment risks of closed-end funds, fixed income, and equity options. The underlying investment is secured by cash in trust that is invested in short-term T-bills (maturities less than 180 days) while the security can also embed a 2-year out of the money call option.

*Equity Options Risk* – The value of options can be highly volatile. Option purchases can result in the loss of part or all of the amount paid for the option plus commission costs. Option sales can result in a forced sale or purchase of a security at a price higher or lower than its current market price. The successful use of options for hedging purposes can depend in part on the ability of LIM to predict future price fluctuations and the degree of correlation between the options and securities markets. Options can also become illiquid.

*Short Sale Risk* – Short sales are transactions in which the portfolio sells a security it does not own. Short sales can also be used to capture the price discrepancies between two related securities. For example, a portfolio can purchase an issuer's convertible bond while simultaneously short selling that issuer's common stock. To close the transaction, the portfolio



must purchase the security that was sold short. A portfolio's losses are potentially unlimited in a short sale transaction.

*Restricted Securities Risk* — Restricted securities are securities that a client may acquire in a private offering (that is, a non-public, off-exchange transaction), typically from the issuer or an affiliate of the issuer. Restricted securities may be resold only if they have been registered for public sale, a required holding period has expired, or the resale is limited to certain institutional investors. As a result, restricted securities tend to be less liquid than, and trade at a discount when compared to, comparable publicly offered securities.

*Foreign market risk* — Investing in foreign securities poses additional risks since political and economic events unique in a country or region will affect those markets and their issuers. These events will not necessarily affect the U.S. economy or similar issuers located in the United States. In addition, investments in foreign securities are generally denominated in foreign currency. As a result, changes in the value of those currencies compared to the U.S. dollar can affect (positively or negatively) the value of the portfolio's investments. There are also risks associated with foreign accounting standards, government regulation, market information, and clearance and settlement procedures. Foreign markets can be less liquid and more volatile than U.S. markets and offer less protection to investors.

*Convertible Security Risk* — The strategy may invest in bonds or preferred equity securities that are convertible, or exchangeable for, equity securities at specified times in the future and according to a specific exchange ratio. Convertible bonds are typically callable by the issuer, which could result in the client receiving less value than LIM had anticipated.

*Warrant Risk* — The strategy invests in warrants, which are options to buy, directly from the issuer, a specific number of shares of the common stock of that issuer based upon certain corporate events. Warrants have no voting rights, receive no dividends and have greater volatility than the issuer's equity securities. If the corporate events do not come to pass, or the value of the issuer's securities drops, the warrants value could be zero.

*Illiquid Investment Risk* — Some securities are considered illiquid because they are subject to legal or contractual restrictions on resale. Other securities have characteristics which make them difficult to transact in, given specific market conditions, within a seven-day period, without materially impacting the value received for the security. Illiquid investments include private placements sold directly to institutional investors. These securities are not registered with the SEC and are not done in a public offering. Each of these securities can have unique restrictions on resale and thus considered less liquid than securities offered in a public offering. The sale of these investments can involve substantial delays and additional costs, and the price at which LIM may be able to transact in the securities can be substantially lower than what LIM believes they are worth.

## ***Equity Strategies***

### **U.S. Equity Income**

The U.S. Equity Income strategy seeks long-term growth of capital and income through investment in dividend-paying stocks of companies located primarily in the United States. Over time, the strategy seeks to provide investors with high and growing income, a competitive total return, lower volatility, and risk characteristics that exhibit lower correlations with other equity strategies.

The starting universe is made up of all U.S. large cap stocks at the time the portfolio is created or traded. A liquidity screen is put in place in order to eliminate thinly traded securities. A financial health screen is also put in place to exclude companies with weaker financials and deteriorating fundamentals. Only stocks that have a premium dividend yield at time of purchase are eligible as holdings of the portfolio. Stocks are then selected based on income, valuation, quality, growth, and technical measures.

Portfolio constituents are weighted based on a two-step weighting methodology. Initially names are weighted by liquidity, subject to a maximum position size, in order to achieve broad diversification and avoid concentration risk. Next, this initial weight is adjusted based on company fundamentals, capital allocation, and relative performance measures.

Once portfolio construction is complete, the resulting portfolio undergoes a risk review by the investment management team to ensure all objectives and guidelines are being met. Sector weights are also reviewed to ensure broad diversification. Modifications to stock weights, including the maximum position size, may be included in order to help achieve risk, return, or strategy objectives.

The portfolio is reviewed continuously and traded periodically.

### **International Equity Income**

The International Equity Income strategy seeks long-term growth of capital and income through investment in dividend-paying stocks of companies primarily in developed countries located outside the United States. Over time, the strategy seeks to provide investors with high and growing income, a competitive total return, lower volatility, and risk characteristics that exhibit lower correlations with other equity strategies.

The starting universe is made up of all international large cap stocks at the time the portfolio is created or traded. A liquidity screen is put in place in order to eliminate thinly traded securities. A financial health screen is also put in place to exclude companies with weaker financials and deteriorating fundamentals. Only stocks that have a premium dividend yield at time of purchase are eligible as holdings of the portfolio. Stocks are then selected based on income, valuation, quality, growth, and technical measures. Country weights are determined based on relative valuation.

Portfolio constituents are weighted based on a two-step weighting methodology. Initially names are weighted by liquidity, subject to a maximum position size, in order to achieve broad diversification and avoid concentration risk. Next, this initial weight is adjusted based on company fundamentals, capital allocation, and relative performance measures.

Once portfolio construction is complete, the resulting portfolio undergoes a risk review by the investment management team to ensure all objectives and guidelines are being met. Sector and country weights are also reviewed to ensure broad diversification. Modifications to stock weights, including the maximum position size, may be included in order to help achieve risk, return, or strategy objectives.

The portfolio is reviewed continuously and traded periodically.

#### Emerging Markets Equity Income

The Emerging Markets Equity Income strategy seeks long-term growth of capital and income through investment in dividend-paying stocks of companies primarily in developing countries located outside the United States. Over time, the strategy seeks to provide investors with high and growing income, a competitive total return, lower volatility, and risk characteristics that exhibit lower correlations with other equity strategies.

The starting universe is made up of all emerging market large cap stocks at the time the portfolio is created or traded. A liquidity screen is put in place in order to eliminate thinly traded securities. A financial health screen is also put in place to exclude companies with weaker financials and deteriorating fundamentals. Only stocks that have a premium dividend yield at time of purchase are eligible as holdings of the portfolio. Stocks are then selected based on income, valuation, quality, growth, and technical measures. Country weights are determined based on relative valuation.

Portfolio constituents are weighted based on a two-step weighting methodology. Initially names are weighted by liquidity, subject to a maximum position size, in order to achieve broad diversification and avoid concentration risk. Next, this initial weight is adjusted based on company fundamentals, capital allocation, and relative performance measures.

Once portfolio construction is complete, the resulting portfolio undergoes a risk review by the investment management team to ensure all objectives and guidelines are being met. Sector and country weights are also reviewed to ensure broad diversification. Modifications to stock weights, including the maximum position size, may be included in order to help achieve risk, return, or strategy objectives.

The portfolio is reviewed continuously and traded periodically.

#### U.S. Quality

The U.S. Quality strategy seeks long-term growth of capital and income through investment in stocks of companies located primarily in the United States that score attractively based on a proprietary quality assessment. The investment team's assessment is based on a composite of

metrics and measures such as balance sheet strength, returns on capital, and stability of earnings and earnings growth. Over time, the strategy seeks to provide investors with a competitive total return, lower volatility, and risk characteristics that exhibit lower correlations with other equity strategies.

The starting universe is made up of all U.S. large cap stocks at the time the portfolio is created or traded. A liquidity screen is put in place in order to eliminate thinly traded securities. A financial health screen is also put in place to exclude companies with weaker financials and deteriorating fundamentals. Only stocks that score highly on the investment team's proprietary quality assessment at time of purchase are eligible as holdings of the portfolio. Stocks are then selected based on valuation, quality, growth, volatility, and technical measures.

Portfolio constituents are weighted based on a two-step weighting methodology. Initially names are weighted by liquidity, subject to a maximum position size, in order to achieve broad diversification and avoid concentration risk. Next, this initial weight is adjusted based on company fundamentals and relative performance measures.

Once portfolio construction is complete, the resulting portfolio undergoes a risk review by the investment management team to ensure all objectives and guidelines are being met. Sector weights are also reviewed to ensure broad diversification. Modifications to stock weights, including the maximum position size, may be included in order to help achieve risk, return, or strategy objectives.

The portfolio is reviewed continuously and traded periodically.

#### Global Commodity Equities

The Global Commodity Equities strategy seeks long-term growth of capital and income through investments in stocks, publicly traded master limited partnerships (MLPs) or similar securities of energy, commodity and/or natural resource companies.

The starting universe is made up of all global large and mid-cap publicly traded equities, MLPs, or ADRs, GDRs, ADS's, or similar securities that track companies in the energy, commodity and/or natural resource sectors. A liquidity screen is put in place in order to eliminate thinly traded securities. A financial health screen is also put in place to exclude companies with weaker financials and deteriorating fundamentals. Stocks are then selected to be included in the portfolio based on quality, yield, liquidity, valuation, and technical measures.

The portfolio will be constructed by allocating capital across three main segments: basic materials, energy, and MLPs. The portfolio constituents within each segment are weighted based on a two-step weighting methodology. Initially names are weighted by liquidity subject to a maximum position size in order to achieve broad diversification and avoid concentration risk. Next, this initial weight is adjusted based on company fundamentals and relative performance measures.

Once portfolio construction is complete, the resulting portfolio undergoes a risk review by the investment management team to ensure all objectives and guidelines are being met.

Modifications to stock weights, including the maximum position size, may be included in order to help achieve risk, return, or strategy objectives.

The portfolio is reviewed continuously and traded periodically.

### Midstream Energy

The Midstream Energy strategy seeks income and long-term growth of capital by investing in master limited partnerships (MLPs), C-corps, or similar securities in the energy infrastructure sector that are publicly traded in the United States.

The starting universe is comprised of publicly traded energy-related master limited partnerships and midstream entities (e.g. C-corps). A liquidity screen is put in place in order to eliminate thinly traded securities. A financial health screen is also put in place to exclude companies with weaker financials and deteriorating fundamentals. Stocks are then selected to be included in the portfolio based on quality, yield, liquidity, valuation, and financial strength.

Portfolio constituents are weighted based on a two-step weighting methodology. Initially names are weighted by liquidity subject to a maximum position size in order to avoid concentration risk. Next, this initial weight is adjusted based on company fundamentals, current yield, capital allocation, volatility and technical measures.

Once portfolio construction is complete, the resulting portfolio undergoes a risk review by the investment management team to ensure all objectives and guidelines are being met. Modifications to stock weights, including the maximum position size, may be included in order to help achieve risk, return, or strategy objectives.

The portfolio is reviewed continuously and traded periodically.

### ***Equity Income Investment Strategy Risks***

*All investing involves risk, including the risk of loss of a client's principal.*

***Active Management Risk*** – LIM's investment strategy relies on its ability to correctly assess the attractiveness, value, or potential appreciation of specific investments. When LIM's assessment does not align with the market, a client's portfolio will likely underperform relative to the applicable benchmark.

***Equity Securities Risk*** – The value of a particular stock or equity-related security can fall greatly over short or extended periods of time in response to a number of factors. Individual companies can report poor results or be negatively affected by industry or economic trends and developments. The prices of securities issued by these companies can decline in response to such developments.

***Foreign Market Risk*** – Investing in foreign securities poses additional risks since political and economic events unique in a country or region will affect those markets and their issuers. These

events will not necessarily affect the U.S. economy or similar issuers located in the United States. There are risks associated with foreign accounting standards, government regulation, market information, and clearance and settlement procedures. Foreign markets can be less liquid and more volatile than U.S. markets and offer less protection to investors.

*Currency Risks* - Non-U.S. securities and other assets often trade in currencies other than the U.S. dollar. Changes in currency exchange rates will affect the value of the client's holdings, the value of dividends and interest earned, and gains and losses realized on the sale of investments. An increase in the strength of the U.S. dollar relative to other currencies may cause the value of the client's investments to decline. Foreign governments may intervene in the currency markets, causing a decline in value or liquidity issues related to the client's foreign currency holdings.

*Developing and Emerging Market Risk* - Investments in developing and emerging markets are subject to all the risks associated with Foreign Market risk, however, these risks may be magnified in developing and emerging markets. Investments in securities of issuers in developing or emerging market countries are considered speculative by some market participants.

*Information and Data Accuracy Risk* – The Equity Strategies select investments based, in part, on information provided by issuers to regulators or made directly available by issuers or other sources. It is not always possible to confirm the completeness or accuracy of such information, and in some cases, complete and accurate information is not available. Incorrect or incomplete information increases risk and may result in losses.

*Dividend Payment Risk* – Securities selected can discontinue or reduce dividend payments. This can result in the value of a client's investment to decline, even if the stock price is rising.

*Investment Style Risk* – Different investment styles will perform differently depending upon market conditions or investor sentiment. Value stocks react differently to political, economic, and industry developments than the market as a whole and other types of stocks. A value approach to investing focuses on the security's intrinsic value or that LIM believes it to be undervalued. If the market does not eventually come to that same assessment, the value of the security to a client will have been overvalued and negatively impact portfolio performance. Value stocks tend to be inexpensive relative to their earnings but they can continue to be inexpensive for long periods of time and may never realize what LIM believes to be their full value.

*Master Limited Partner (MLP) Investment Risk* – The risk of investing in MLPs differs from a typical equity investment. Holders of units of MLPs have more limited voting rights, thus less control than the owners of common stock of a corporation because of the limited partnership structure. The General Partners ("GPs") of the MLP can opt to limit their fiduciary duties to the MLP and thus the limited partners ("LPs"). The GPs generally have conflicts of interest with the MLP in that they may be wholly owned by the energy and natural resource companies that

created the MLP. Generally, the MLPs which LIM targets are focused on the exploration, development, mining, processing, or transportation of minerals or natural resources. This means they are sensitive to Commodity Exposure Risks.

*Operational Risk* – LIM bases part of its investment thesis on each MLP investment based upon the forecast of future cash flows that should be available for distribution made by the management team of the MLP. There is no guarantee that the MLP will meet their forecasts. This could have a negative impact on the trading price of the units purchased for client accounts. The amount of cash available for a distribution depends on the amount of cash the MLP generates from its operations and from the state of the energy and natural resource markets at that time.

*Tax Risk* – In order for the MLP to operate optimally, it must be treated as a limited partnership. If the MLP becomes classified as a corporation for federal income tax purposes or there is a change to federal tax laws, the MLPs ability to distribute cash to the limited partners would be materially reduced. Unit holders in the MLPs receive K1s annually. Any change in tax status would impair the ability to timely produce K1s.

*Commodity Exposure Risk* – Energy and commodity prices will directly affect the performance of an MLP. Energy and commodity prices fluctuate for a number of reasons including general economic or political circumstances, market conditions, levels of domestic and imported production and delivery, energy conservation, governmental regulation and taxation applicable to the location of the specific MLP, weather patterns, international politics, policies of the Organization of Petroleum Exporting Countries (“OPEC”), and the availability of pipelines and transportation systems. Increased volatility of commodity prices often leads to a responsive reduction in production or supply. This will negatively impact MLPs of all business models including those that transport, refine, process, or store those commodities.

*Sponsor Risk* – MLPs are created by a sponsor that generally contributes their own cash producing assets to the MLP and controls the MLP through the GP, which is often an affiliate of the MLP. This relationship creates conflict of interest including where the sponsor and the MLP are transacting between one another. As noted above, the GP can opt to limit their fiduciary duty to the MLP and thus it will be able to weigh its own interests ahead of the interests of the MLP and the unit holders.

*Acquisition Risk* – An MLPs performance can be dependent on their ability to make acquisitions that increase adjusted operating surplus per unit in order to increase distributions to unit holders. This makes the success of those MLPs dependent upon the MLPs management team’s ability to identify attractive acquisition targets, negotiate purchase contracts, and obtain attractive financing terms. If they fail in this, the MLPs future growth prospects are materially negatively impacted along with their ability to meet their distributions and distribution projections. Not all acquisitions will be accretive to the adjusted operating surplus per unit as projected at the time of purchase. All acquisitions involve risk including inaccurate projections

of future revenue and costs, the assumption of liabilities not uncovered during due diligence, and issues operating in new product or geographic areas.

### **Item 9 – Disciplinary Information**

There are no legal or disciplinary events that are material to a client's or prospective client's evaluation of LIM's advisory business or the integrity of LIM's management.

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

LIM is exclusively an investment adviser. LIM sponsors a collective investment fund that is not registered as an investment company, the Private Fund. A wholly owned subsidiary of LIM, LIM FM, provides discretionary investment management services to the Private Fund. LIM GP is also a wholly owned subsidiary of LIM, and acts as the general partner for the Private Fund and each investor in that Private Fund is a limited partner. The Private Fund currently does not have any feeder funds.

Certain inherent conflicts of interest arise from the fact that LIM and certain affiliates, including LIM FM, provide investment management services to other client accounts or proprietary accounts (such other funds, clients, and accounts, collectively the "Other Accounts"), in which LIM's clients will not have an interest. The investment programs of LIM and the Other Accounts may overlap or may not be similar and LIM may give advice and recommend securities to one client or Other Account which may differ from advice given to, or investments recommended or bought for, that client or the Other Accounts, even though their investment objectives may be the same or similar to each other. While LIM will undertake to manage each client account and Other Accounts diligently in pursuit of their respective investment objectives, LIM will devote as much of its time to the activities of each client and Other Accounts as it deems necessary and appropriate. When a conflict of interest arises, LIM will endeavor to ensure that the conflict is resolved fairly.

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

#### ***Code of Ethics***

LIM has adopted a Code of Ethics pursuant to Rule 204A-1, which applies to all employees and describes the high standard of business conduct and fiduciary duty to our clients. Employees are expected to act in accordance with the highest ethical, legal, and moral standards.

LIM and its employees have a fiduciary duty to our clients to act with the utmost good faith solely in the best interests of our clients and to make full and fair disclosure of all material facts. Employees are required to disclose any conflicts of interest, whether they be actual or perceived, to LIM to ensure that they are adequately addressed. Part of this disclosure is the requirement to disclose and seek approval for any outside business activities.



While it is impossible to define all situations that might pose a risk of securities laws violations or create conflicts, LIM's Code of Ethics is designed to address those circumstances where such concerns are most likely to arise. By complying with the guidelines stated in the Code of Ethics, the firm's employees can minimize their, and the firm's, potential exposure to violations of the securities laws, prevent fraudulent activity, and reinforce fiduciary principles.

Failure to comply with the provisions of LIM's Code of Ethics is grounds for disciplinary action, including termination. Adherence to the Code of Ethics is a basic condition of employment with LIM. All employees receive a copy of the Code of Ethics upon initial hire and at least annually thereafter and are required to certify that they have received and will abide by the Code when updates are provided to them. Employees are required to report any violations of the Code to the CCO. If any employee has any doubt as to the propriety of any activity, they are instructed to consult with the firm's CCO.

A copy of LIM's Code of Ethics can be obtained by contacting Nicole Tremblay by phone at 617-695-3504 or by email at [compliance@LongfellowIM.com](mailto:compliance@LongfellowIM.com).

### ***Personal Trading***

LIM has implemented procedures for employees regarding trading of securities for their personal accounts. LIM expects employees to avoid trading securities which could create conflicts of interest with clients or which would be inconsistent with LIM's legal and fiduciary responsibilities to clients.

The policy prohibits employees from investing in securities issued by any publicly traded direct client of LIM (except where LIM manages non-corporate assets) and purchasing securities at the time they are held in or actively being considered as an investment for the absolute return portfolios. Employees can buy and sell some of the same securities that are traded in non-absolute return portfolios. While it is unlikely that the transactions of individuals will affect the market for any given security, written pre-approval is required when employees plan to trade securities held in any client portfolio we manage, and approved trades are subject to a black-out period.

LIM's compliance staff reviews employee trading activity at least quarterly.

### ***Insider Trading***

LIM strictly prohibits insider trading and the misuse of material non-public information ("MNPI"). Employees are prohibited from trading either personally or on behalf of others on the basis of material non-public information, or disseminating material non-public information to third parties, where they have a duty not to do so. Employees are required to notify Compliance should they receive or believe that they are the recipient of MNPI. LIM's compliance team then assists employees in determining how best to handle potential MNPI including determining whether trading restrictions are appropriate, which parties will be

subject to the trading restrictions, whether the employee has intentionally or inadvertently shared the information with any other parties, and how long the information could be actionable.

### ***Gifts and Entertainment and Pay to Play***

LIM's employees are required to report all gifts given or received and to seek pre-clearance for any entertainment. LIM and its employees are expressly prohibited from making political contributions, directly or indirectly, to incumbents, candidates or successful candidates for elective office of a government entity, or to foreign officials to influence any act or decision of those parties.

## **Item 12 – Brokerage Practices**

### ***Best Execution***

LIM will only transact for its clients by seeking best execution on a given transaction. In seeking best execution for our clients, we consider various relevant factors, including but not limited to price; the reputation, execution efficiency, settlement capability, and financial condition of the broker-dealer firm; the broker-dealer's execution services rendered on a continuing basis; and the reasonableness of commissions.

### ***Directed Brokerage***

LIM does not participate in directed brokerage arrangements unless instructed to do so, on behalf of a client. Where a client does direct brokerage, LIM may be unable to achieve the most favorable execution on client transactions, which can cost clients more due to less favorable prices and higher brokerage commissions, since LIM may not be able to aggregate orders in those circumstances.

### ***Block Trading***

LIM engages in block trading, where the orders of two or more clients are combined. This practice is used to achieve consistent performance among accounts with similar objectives and reduce transactions costs. Block trading is done only if LIM has determined that each order is in the best interests of each participating client, is consistent with the terms of each investment advisory agreement of the participants, and results in the best execution available.

### ***Fixed Income Brokerage Practices***

LIM generally has discretion to determine the broker-dealers through whom transactions will be executed for client accounts. Consistent with the fixed income trading market, trades are executed with implicit commissions built into the execution prices (commissions are netted into

the execution price). LIM seeks to achieve best execution for its fixed income mandates consistent with its fiduciary duties.

For its fixed income mandates, LIM does not have soft dollar arrangements with any brokers or dealers. LIM does receive research services from some of the brokers and dealers that are utilized for client transactions. Such research includes advice concerning the value and advisability of investing in, purchasing, or selling certain securities; or furnishing analyses and reports concerning issuers, industries, securities, economic factors, and trends. LIM's analytical software is paid for from the firm's income.

### ***Equity Brokerage Practices – Commission Sharing Arrangements (“CSAs”)***

In connection with LIM's Equity Strategy, LIM receives brokerage and research services other than execution from broker dealers in connection with client securities transactions (CSA's or soft dollar benefits) when agreed to in the client's investment advisory agreement. When LIM uses client commissions (markups or markdowns) to obtain brokerage or research services, LIM receives a benefit because LIM does not have to produce or pay for the brokerage or research services. This incentivizes LIM to select or recommend a broker dealer based on LIM's interest in receiving the brokerage or research services, rather than in our client's interest in receiving the most favorable execution. When LIM causes clients to pay commissions higher than those charged by other broker dealers in return for soft dollar benefits (known as paying up), it receives only those brokerage or research services eligible under the “safe harbor” provided by Section 28(e) of the Securities Exchange Act of 1934. LIM uses client commissions (i.e., soft dollars) to pay for research and brokerage services where the cost needs to be allocated between eligible and ineligible uses (i.e. mixed-use items) per Section 28(e) of the Securities Exchange Act of 1934. In those instances, LIM will allocate the cost of any mixed-use products or services between hard (i.e. paid by LIM from its investment management income) and soft dollars in good faith. LIM faces a conflict of interest when allocating these costs between hard and soft dollars.

A broker-dealer “provides brokerage services” when it executes a trade, clears a trade, settles a trade, or performs at least one of the following functions and allocates the remaining functions to other broker-dealers: taking financial responsibility for a trade, maintaining records regarding a trade, monitoring and responding to customer comments regarding the trading process, and monitoring trades and settlements. Associated products and services, such as trading software and dedicated lines that are used to transmit or settle orders, may also be considered brokerage services. Computer hardware is ineligible, as is software that is used for compliance or administrative purposes. The Section 28(e) safe harbor is not applicable to costs associated with capital introduction or margin services, stock lending fees, or the resolution of trade errors.

A broker-dealer provides “research services” when it provides research reports, has discussions with research analysts and meetings with corporate executives, provides fees to attend conferences or seminars that provide substantive content regarding issuers, industries, and/or

securities, provides research related to the market for securities, such as trade analytics (including analytics available through order management systems), and advice on market color and execution strategies, gives market, financial, economic, and similar data, provides pre-trade and post-trade analytics used during the investment decision-making process, and provides proxy services that the adviser uses during the investment decision-making process, as opposed to services used to satisfy the adviser's own voting, recordkeeping, or disclosure obligations. Each of these research services must provide assistance in the investment decision making process and reflect an expression of reasoning or knowledge.

Trade aggregation will usually include both clients who have and have not restricted LIM's participation in soft dollar arrangements. LIM is not able to limit the benefits of the research or other products and services provided by the broker dealers to those accounts that participate in CSA arrangements. Accounts that restrict or limit LIM's ability to utilize CSAs may still benefit from the research or other products and services provided as a result of the accounts that allow participation. Any brokerage or research services obtained using client commissions can be used by LIM in connection with client accounts that restrict payment for brokerage or research services with client commissions. Not all clients will benefit from every service paid for with the soft dollars generated by their account. LIM expects that each account will benefit overall because each is receiving the benefit of brokerage and research services. LIM reviews and assesses its commission policies, rates, and broker allocations on a regular basis. Part of the review includes an assessment of the value of research services received from each participating broker dealer.

In fiscal year 2020, LIM did not utilize soft dollars on behalf of any of its clients.

### **Item 13 – Review of Accounts**

LIM's portfolio managers review all portfolios on an ongoing basis. The reviews focus on consistency of portfolio investments with objectives and risk tolerances. Compliance tests are conducted on both a pre-trade and post-trade basis, to ensure compliance with the various investment parameters. Portfolio reviews can also be triggered by changes in general economic and market conditions, interest rate movements, and/or client directed initiatives.

LIM provides monthly portfolio account statements that include priced holdings and transactions, performance reporting, as well as market commentary. Other custom reports can be provided upon request.

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

LIM is exclusively an investment adviser and does not receive any economic benefit from non-clients in connection with giving advice to clients.

LIM does not have any introducer (solicitor) arrangements.

## **Item 15 – Custody**

LIM does not offer custody services. Clients are responsible for maintaining a custody account for their portfolios with custodians of their own choosing. Clients are responsible for all fees charged by the custodian. The custodian provides the client and LIM with monthly holdings and transaction reports. The custodian holds the securities, collects the payments, and maintains the official books and records of each portfolio. LIM's client statements reflect transactions on a contractual basis. On a monthly basis, the team reconciles portfolio activity to the custodian's statements. LIM's statements can vary from custodial statements based on reporting dates, accounting procedures, and/or valuation methodologies. Clients should carefully review both the portfolio statements they receive from LIM and those they receive from their custodian.

## **Item 16 – Investment Discretion**

LIM's investment advisory agreements typically give full discretionary investment authority over client portfolios, including the selection of securities to purchase or sell and the broker to be utilized. The investment advisory agreement must be executed prior to LIM exercising this authority. In all cases, discretion is exercised in a manner consistent with written portfolio investment guidelines, which is an integral component of the investment advisory agreement. While LIM manages to standard fixed income, equity, and absolute return strategy guidelines, clients can specify security or portfolio level restrictions on permitted securities – including ESG screens, quality, maturity, and/or diversification. Each portfolio is separately managed, and when selecting securities and determining holding size, LIM adheres to each portfolio's investment guidelines.

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

### ***Fixed Income and Absolute Return Voting Policy***

LIM has adopted policies and procedures designed to ensure that where LIM is so authorized, LIM votes its client's securities in the best interest of each client. LIM will act in a manner that it deems prudent and diligent and which is intended to enhance the economic value of the underlying portfolio securities held in its clients' accounts.

In the absolute return portfolios, most of the votes relate to non-controversial shareholder approvals for corporate mergers or restructurings of holdings. LIM considers the factors that could maximize the value of the securities held in client portfolio and each client's specific investment goals when voting. In the event of a material conflict between LIM's interests and those of its clients, LIM may engage and follow the recommendation of an independent third party. The firm maintains records of all votes. Clients may request a copy of the firm's proxy voting policies and procedures or a record of how their securities were voted by contacting Nicole Tremblay by phone at 617-695-3504 or by email at [compliance@LongfellowIM.com](mailto:compliance@LongfellowIM.com). Clients can retain the authority to vote their portfolio's holdings.

## ***Equity Strategies Voting Policy***

LIM has adopted policies and procedures designed to ensure that where LIM is so authorized, LIM votes its client's securities in the best interest of each client. LIM will act in a manner that it deems prudent and diligent and which is intended to enhance the economic value of the underlying portfolio securities held in its clients' accounts.

On behalf of the Equity strategies portfolios, LIM has adopted written Proxy Voting Policies and Procedures (the "Proxy Guidelines") of a proxy voting service, Glass Lewis (the "Proxy Voting Agent"). The Proxy Guidelines are reasonably designed to ensure that LIM votes in the best interest of its clients. The Proxy Guidelines reflect LIM's general voting positions on specific corporate governance issues and corporate actions. Some issues may require a case by case analysis prior to voting and may result in a vote being cast that will deviate from the Proxy Guidelines. Upon receipt of a client's request, LIM will vote proxies for that client's account in a particular manner that may differ from the Proxy Guidelines. Any deviations from the Proxy Guidelines will be documented and maintained in accordance with Rule 204-2 under the Investment Advisers Act of 1940, as amended.

In accordance with LIM's Proxy Voting Policy and Procedures, LIM may review additional criteria associated with voting proxies and evaluate the expected benefit to its clients when making an overall determination on how or whether to vote the proxy. LIM may vote proxies individually for a client or aggregate and record votes across a group of clients.

LIM may refrain from voting a proxy on behalf of its clients' accounts due to de-minimis holdings, impact on the portfolio, items relating to foreign issuers, timing issues related to the opening/closing of accounts, contractual arrangements with clients and/or their authorized delegate, failures by a client's custodian to forward proxies in a timely manner or the inability to vote proxies due to a client account's securities lending arrangements. LIM may refrain from voting proxies of a foreign issuer due to logistical considerations that may have a detrimental effect on LIM's ability to vote the proxy or vote these proxies on a best efforts basis. These issues may include, but are not limited to: (i) proxy statements and ballots being written in a foreign language, (ii) late notice of a shareholder meeting, (iii) requirements to vote proxies in person, (iv) restrictions on exercising votes, (v) restrictions on the sale of securities for a period of time in proximity to the shareholder meeting, or (vi) requirements to provide local agents with power of attorney to facilitate the voting instructions.

To assist in the proxy voting process, LIM has retained an independent third-party service provider to assist in providing research, analysis and voting recommendations on corporate governance issues and corporate actions as well as assist in the administrative process. The services provided offer a variety of proxy-related services to assist in LIM's handling of proxy voting responsibilities.

## **Item 18 – Financial Information**

Registered investment advisers are required in this Item to provide disclosures about their financial condition. LIM has no financial commitment that impairs our ability to meet contractual and fiduciary commitments to our clients and has not been the subject of a bankruptcy proceeding.