

# Lobbying Policy

## GOVERNMENT RELATIONS



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### OVERALL PRINCIPLES

If your role at OMERS includes communication with public officials, anywhere in the world, you are responsible for conducting your activities in a transparent and ethical manner.

Due to the complex legislative requirements for lobbying, individuals who conduct such activities are responsible for ensuring they are fully aware of their legal and ethical obligations.

When in doubt, consult with our in-house Designated Lobbying Contacts.

This Policy confirms the commitment of OMERS that all of its lobbying activities – wherever conducted – be undertaken in a transparent and ethical manner that meets all applicable legal requirements.

**This Policy applies to all Employees, Directors and Contractors across OMERS.**

|                      |               |
|----------------------|---------------|
| Next renewal date:   | June 2021     |
| Frequency of review: | Every 3 years |

### Lobbying 101

Lobbying is communicating with public officials on how legislation, policies or programs are being introduced or changed and how grants, contributions, contracts and other financial benefits are being awarded.

Communication may be initiated by us, a third-party contractor whom we engage, or the public official. This includes elected or appointed public office holders and members of their staff at all levels of government.

Lobbying legislation varies across jurisdictions and is complex. Consultation with our Designated Lobbying Contacts is always strongly encouraged as failure to comply may result in fines, penalties and reputational damage.

Typically, there are two types of lobbyists: “in-house” who may include employees who engage in lobbying activities, and “external consultants”, who are third-party contractors we may retain to lobby on our behalf.

### In-House Lobbying

Most lobbying at OMERS is conducted through “in-house” lobbyists. OMERS and certain of its Business Units maintain registrations in this regard. These registrations designate which employees are internal lobbyists and are a matter of public record.

These registrations list all individuals who are expected to conduct lobbying activities as part of their job. If you are unsure if you are on this list, you are most likely not a registered in-house lobbyist and you should not conduct any lobbying activities prior to consulting a Designated Lobbying Contact.

### What is Lobbying?

If the answer is “yes” to any of the following questions, the activity may be lobbying. This list is illustrative and not necessarily comprehensive.

- As an OMERS employee, are you communicating with a public official about the making, developing or amending of any laws or government programs?
- Are you encouraging members of the public (including OMERS Plan members) to express views to any level of government?
- Are you dealing with any level of government about the sale of public assets or businesses (i.e., privatization) or the award of a financial benefit?
- Are you communicating with a public official on providing services to or entering into a contract with the government?
- Are you or a third-party arranging a meeting between a public official and one or more representatives of OMERS?
- Are you contacting a public official to determine what additional information is required to improve or accelerate an approval process?

their registration under applicable laws and ensuring you obtain appropriate contractual representations to comply with all applicable laws, including lobbyist laws.

### Lobbying by AC Directors

There is no expectation that the AC Board of Directors should conduct lobbying activities on behalf of OMERS or its Business Units. Where AC Directors conduct lobbying activities on behalf of others, they are responsible for maintaining the appropriate registrations and filing appropriate returns. When in doubt, Directors should consult with a Designated Lobbying Contact.

### Designated Lobbying Contacts

- OMERS – Josh Bezonsky or Chris Morley
- Private Markets – Tenio Evangelista
- Oxford – Cory Estrela

### Exceptions

Exceptions to this Policy must be approved by the Policy Sponsor.

### Responding to Incidents of Non-Compliance

The Policy Manager is accountable for identifying incidents of potential non-compliance under this Policy based on established procedures and reporting such incidents to the Policy Sponsor.

### Monitoring and Reporting

The Policy Manager is accountable for the administration of the Policy, including implementing documented procedures to enable compliance, monitoring and reporting as well as coordinating training as required.

**Monthly/Quarterly:** Compliance & Ethics coordinates the preparation and filing of returns on a timely basis as required under lobbyist laws.

### What is not Lobbying?

The following are generally not considered lobbying:

- submissions to the government in response to public consultations (e.g., requests for comment on proposed new or amended laws or regulations);
- communications regarding the enforcement, interpretation or application of any act or regulation (unless this includes suggestions for changes in the law);
- submitting a procurement bid or proposal where the communication does not extend beyond the submission of the application and providing general information; and
- making general enquiries about the terms and conditions of an application process or program.

### Using Third Parties

Prior to engaging the services of a third-party contractor (individual or agency) for the purpose of lobbying on behalf of OMERS, you are responsible for confirming

#### ROLES & RESPONSIBILITIES

|                 |   |   |
|-----------------|---|---|
| Policy Approver | Governance & Risk Committee of the AC Board | Responsible for approving the Policy  |
| Policy Sponsor  | Chief Operating Officer                     | Ultimately accountable for the Policy, including its development, implementation and administration     |
| Policy Manager  | VP, Government Relations                    | Responsible for the design and operational effectiveness of the day to day administration of the Policy |
| Policy Monitor  | Director, Compliance & Ethics               | Responsible for the monitoring, compliance and reporting functions of the Policy                        |