

# Policy Terms and Definitions

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## POLICY TERMS

The following terms apply to all OMERS policies and guidelines:

1. **Access to Policies** - OMERS policies and guidelines are available to employees and Directors through the SharePoint site or Compliance & Ethics. Certain policies are also posted externally on [www.omers.com](http://www.omers.com).
2. **Compliance with Policies** - Employees are accountable for understanding and complying with the policies and procedures that apply to them, including any amendments, as a condition of their ongoing employment.
3. **Review and Updating** - Policies and guidelines must be reviewed on a periodic basis and amended to reflect any external or internal changes that impact how these documents are applied.
4. **Mandatory, Recommended and Discretionary Language**

Where a policy uses the word “must” or “will” or “shall”, the course of action is mandatory. A different course of action may only be authorized if the applicable Policy permits exceptions.

Where the word “should” is used, the course of action is recommended.

The word “may” is an enabling term and the course of action is discretionary unless it is used together with “not”, in which case the phrase “may not” refers to a mandatory prohibition.

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## POLICY DEFINITIONS

To provide clarity, the following definitions/abbreviations must be used in all OMERS policies and guidelines:

AC	OMERS Administration Corporation, a legal entity
AC Board	the Board of Directors of AC
Administered Funds	funds in which AC invests on behalf of certain parties under contractual agreements whereby AC may recover expenses for administering such funds
ARC	Audit & Risk Committee
ASIC	the Australian Securities Investments Commission
Board Chair	the Chair of the AC Board
Business Unit	Global Credit, Global Equities and Global Multi-Asset Strategies, Infrastructure, Private Capital, Private Equity, Oxford and Pension Services
Capital Markets	the collective term for Global Credit, Global Equities, Global Multi-Asset Strategies and the Trading and Portfolio Analytics teams
CEO	the President and Chief Executive Officer of AC
CFO	the Chief Financial and Strategy Officer of AC
CHRO	the Chief Human Resources Officer of AC
CIO	the Chief Investment Officer of AC
C-Level Executive	the CEO and each individual with a 'Chief' title reporting directly to the CEO
CLO	the Chief Legal & Sustainability Officer of AC
CMF	Capital Markets Finance
Consultant	an individual or firm providing consulting services to OMERS
Designated Contractor	<p>an individual paid through invoice who has been designated by the hiring manager, in consultation with Compliance, as in scope for OMERS Code of Conduct and Ethics and/or other OMERS policies and related requirements. Application of these policies must be included in the terms of the contracting agreement and communicated to the Compliance &amp; Ethics team so that appropriate controls may be implemented.</p> <p>Designated Contractors may be individuals hired for a specific period to complete a project, provide subject matter expertise or otherwise fulfill an assignment under the supervision of an OMERS employee. Consideration is given on a case-by-case basis to determine if an individual is a Designated Contractor. The criteria for this consideration includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• nature and duration of the assignment;</li> <li>• nature and sensitivity of the information needed to perform the assignment;</li> </ul>

	<ul style="list-style-type: none"> <li>• access to corporate premises;</li> <li>• assignment of a corporate device and/or corporate email account; and</li> <li>• regulatory or oversight requirements for the applicable jurisdiction of work.</li> </ul> <p>Once confirmed as such, Designated Contractors are subject to the same training and reporting requirements as employees unless specific exclusions are identified and communicated to the individual in writing.</p>
COO	the Chief Operating Officer of AC
CRA	the Canada Revenue Agency
CRO	the Chief Risk Officer of AC
CSA	the Canadian Securities Administrators
CSSF	the Commission de Surveillance du Secteur Financier of Luxembourg
Custodian	the custodian of the Funds, currently State Street Bank and Trust Company
D&T	Data & Technology
Director	a member of the AC Board
ELT or Executive Leadership Team	the CEO, CFO, CHRO, CIO, CLO, COO, CRO, Global Head of Technology Data and Security, Chief Pension Officer, VP Government Relations, SVP Global Communications, EVP, Global Head of Infrastructure, President & CEO, Oxford
FCA	the UK Financial Conduct Authority
FSRA	the Financial Services Regulatory Authority of Ontario
Funds	collectively, the Primary Plan Fund, RCA Fund, Supplemental Plan Fund and Administered Funds
GC	Governance Committee
GSIA	Global Strategic Investment Alliance
HR	Human Resources
HRC	Human Resources Committee
IC	Investment Committee
Infrastructure	OMERS Infrastructure Management Inc. and its associated management entities
Infrastructure Australia	OMERS Infrastructure Australia Pty Limited, a legal entity
Infrastructure Europe or OIE	OMERS Infrastructure Europe Limited, a legal entity
Infrastructure Netherlands	OMERS Infrastructure European Holdings BV, a legal entity
Infrastructure US or OIUS	OMERS Infrastructure US Limited, a legal entity

ITA	the <i>Income Tax Act (Canada)</i> and applicable regulations, as amended from time to time, section references are of the ITA or the ITA Regulations
MAS	the Monetary Authority of Singapore
Members	Members of the OMERS Pension Plans
MIC	Management Investment Committee
OC	the Oversight Committee of AC
OECD	the Organisation for Economic Co-operation and Development
OFT	OMERS Finance Trust, a legal entity
OIM	OMERS Investment Management Inc., a legal entity
OIP	OMERS Infrastructure Partners
OMERS	the people and entities involved in administering the pension and investment operations of OMERS, including the AC, the Business Units, OMERS Asia, OIM and OFT. Portfolio companies are not part of OMERS or subject to its policies.
OMERS Act	the <i>Ontario Municipal Employees Retirement System Act, 2006</i> , as amended from time to time
OMERS Asia	OMERS Asia Pte. Ltd, a legal entity
OMERS Pension Plans or the Plans	collectively, the Primary Plan, the RCA and the Supplemental Plan
Oxford	OPGI Management Limited Partnership and its associated management entities, also known as Oxford Properties Group
OPM or Oxford Europe	Oxford Properties Management (UK) Limited, a legal entity
Oxport	the Oxford employee intranet
PBA	the <i>Pension Benefits Act (Ontario)</i> and applicable regulations, as amended from time to time, section references are of the PBA or PBA Regulations
Primary Plan	the OMERS Primary Pension Plan
Primary Plan Fund	the assets of the pension fund for the Primary Plan
Private Capital	OMERS Private Capital LP and its associated management entities (including Private Equity Europe or OPEE). For greater certainty, the term Private Capital includes the strategies overseen by it, including OMERS Life Sciences and OMERS Ventures.
Private Equity	OMERS Private Equity Inc. and its associated management entities
Private Equity Europe or OPEE	OMERS Private Equity Europe Limited, a legal entity

RCA	the Retirement Compensation Arrangement for the OMERS Primary Pension Plan
RCA Fund	the assets of the fund for the payment of RCA benefits
Risk Management	any individual or team in a risk role reporting directly or indirectly to the Office of the Chief Risk Officer
SC	OMERS Sponsors Corporation, a legal entity
SC Board	the Board of Directors of SC
SC Members	members of the SC Board
SEC	the US Securities and Exchange Commission
SIA	Statement of Investment Authorities
SIC	the Sustainable Investment Committee of AC
SIP&P	Statement of Investment Policies and Procedures
Supplemental Plan	OMERS Supplemental Pension Plan for Police, Firefighters and Paramedics
Supplemental Plan Fund	the assets of the pension fund for the Supplemental Plan
TAC	the Transaction Activity Committee of AC
TPM	Total Portfolio Management
Ventures	OMERS Ventures Management Inc., a legal entity