

# Self Assessment of Fiduciary Excellence

(SAFE™)

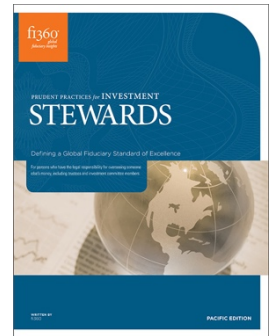


Entity name: \_\_\_\_\_ Date: \_\_\_\_\_

Investment decisions made within a clear framework will ensure beneficiary and donor confidence through trust integrity, enhanced performance, controlled risk, and management of ad hoc or preferential decision-making.

The questions should be answered with reference to the Prudent Practices for Investment Stewards handbook (Pacific Edition).

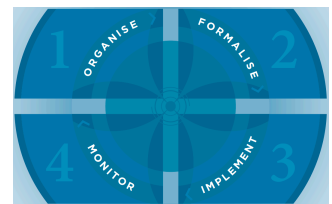
Reviewing the handbook will provide explanatory notes for each practice question.



The practices are organised under a four-step Fiduciary Quality Management System (QMS).

The steps are consistent with the global ISO 9000 QMS standard, which emphasises continual improvement to a decision-making process.

Identifying omissions is crucial to installing corrections in a prioritised way. This may extend to supplementing the services of an existing provider.



## Practice Step One: Organise

Practice	Step One: Organise	Yes	No	Unsure
1.1	Does the Investment Steward demonstrate an awareness of fiduciary duties and responsibilities?	Yes	No	Unsure
1.2	Are investments and investment services under the oversight of the Investment Steward consistent with applicable governing documents?	Yes	No	Unsure
1.3	Are the roles and responsibilities of all involved parties (fiduciaries and non-fiduciaries) defined and documented?	Yes	No	Unsure
1.4	Does the Investment Steward identify conflicts of interest and address conflicts in a manner consistent with the duty of loyalty?	Yes	No	Unsure
1.5	Does the Investment Steward require agreements with service providers to be in writing and consistent with fiduciary standards of care?	Yes	No	Unsure
1.6	Are portfolio assets protected from theft and embezzlement?	Yes	No	Unsure

### Step Two: Formalise

2.1	Has an investment time horizon been identified for each investment portfolio?	Yes	No	Unsure
2.2	Has an appropriate risk level been identified for the portfolio?	Yes	No	Unsure
2.3	Has an expected return to meet each investment objective for the portfolio been identified?	Yes	No	Unsure
2.4	Are selected asset classes consistent with the portfolio's time horizon and risk and return objectives?	Yes	No	Unsure
2.5	Are selected asset classes consistent with implementation and monitoring constraints?	Yes	No	Unsure
2.6	Does the investment policy statement contain sufficient detail to define, implement, and monitor the portfolio's investment strategy?	Yes	No	Unsure
2.7	When socially responsible investment strategies are elected, are the strategies structured appropriately?	Yes	No	Unsure

### Step Three: Implement

3.1	Is a reasonable due diligence process followed to select each service provider in a manner consistent with obligations of care?	Yes	No	Unsure
3.2	Are decisions regarding investment strategies and types of investments documented and made in accordance with fiduciary obligations of care?	Yes	No	Unsure

### Step Four: Monitor

4.1	Are periodic reports used to compare investment performance against appropriate index, peer group, and investment policy statement objectives?	Yes	No	Unsure
4.2	Are periodic reviews made of qualitative and/or organisational changes of Investment Advisors, Investment Managers, and other service providers?	Yes	No	Unsure
4.3	Are control procedures in place to periodically review policies for trading practices and proxy voting?	Yes	No	Unsure
4.4	Are periodic reviews conducted to ensure that investment-related fees, compensation, and expenses are fair and reasonable for the services provided?	Yes	No	Unsure
4.5	Is there a process to periodically review the Steward's effectiveness in meeting its fiduciary responsibilities?	Yes	No	Unsure