**AOTEAROA NEW ZEALAND
STEWARDSHIP CODE**

Signatory Reporting FAQS

2023

SIGNATORY REPORTING FAQS

As you prepare to publish a Stewardship Report, you should first review the Aotearoa New Zealand Stewardship Code (the Code) for reporting guidance. In particular, note Principle 8 of the Code and the associated commentary on pages 15 and 16. We also provide the following FAQs for further clarity.

Reporting format:

The report should be a single document structured to give a clear picture of how you have applied the Code in the reporting period. Your report may be part of a broader report (i.e. as part of a broader Responsible Investment or Sustainability Report, it does not need to be a standalone document), so long as it covers all of the Code requirements also. In this instance, please provide an index of where each principle is located.

We encourage you to consider quality over quantity with the report, with six to 10 pages likely being sufficient. The following is an illustrative guide for how this may be structured:

1. Cover page
2. Introduction
3. Key information (Principles 1, 2, 3, 6 & 9)
4. Key information (Principles 1, 2, 3, 6 & 9)
5. Engagement & Voting summary (Principles 4, 5 & 7)
6. Engagement & Voting summary (Principles 4, 5 & 7)
7. Case studies
8. Case studies
9. Closing page

The following are good examples of stewardship reporting, **although each is more detailed than necessary for the Code:** Robeco, Redwheel. This is also UK guidance on Effective Stewardship Reporting.

Where to submit your report:

Stewardship reporting should be published online in a transparent and accessible way. This includes on the Signatories' website and providing a copy to the Code Secretariat at info@stewardshipcode.nz to host on our website. You should also comply with any other relevant disclosure obligations, including on the New Zealand Disclose Register, to be determined by each signatory.

When to report:

Stewardship reporting should be completed regularly (at least annually). Founding Signatories must prepare their first report before the end of 2024. The report may cover any reporting period suitable to the Signatory.

Definitions

Key definitions can be found on the Stewardship Code website here.

What happens to your report?

The Secretariat will review all reports received from Signatories to verify alignment by that Signatory with the Principles of the Code, or explained where they have not. If the Secretariat determines a report does not meet the requirements of the Code, the Secretariat will provide confidential feedback to the Signatory accordingly.

To ensure consistency, fairness, integrity and rigour, the Secretariat will share the following with the Governance Committee:

1. A sample of reports, the Secretariat's review, and any specific feedback provided to the signatory
2. Reports where the review and decision to provide feedback is marginal
3. Any other reports where the circumstances make it suitable that an additional review may be helpful in ensuring fair consideration of the report.

The Governance Committee's role is to oversee the implementation of the Code by the Signatories, the operation of the Secretariat, and the growth of stewardship activities. In doing so, they adhere to the Governance Committee Operating Principles and may follow the Delisting Process policy if a Signatory no longer meets the requirements of the Code, as set out in that policy.

The Secretariat will host reports on the Code website and may include excerpts from those reports in publications, research and reviews. By publishing the report, Signatories agree that we may use the report for this purpose.

Prepared by Stewardship Code Secretariat
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