

CULTURE POLICY

Purpose

PineStone is committed to its clients, investment approach, employees, partners, and each other. The purpose of PineStone's Culture Policy is to promote a positive organizational culture that aligns with our mission, vision, and values. It provides guidelines on expected behaviors, decision-making, and workplace interactions to create a collaborative, respectful, and productive environment for both employees and partners.

I. Core values and behaviours

At PineStone, we are committed to creating a workplace that is respectful, innovative, and collaborative. Our core values are integrity, commitment, excellence, resilience and proactivity. These values and associated behaviours guide our actions and decisions, ensuring that we maintain a positive and productive work environment:

Integrity :

- Upholds the highest standards of ethical conduct and transparency in all actions and decisions
- Ensures accurate reporting, compliance, and data integrity across all initiatives.
- Completes assigned tasks promptly and with attention to detail, ensuring quality and timeliness.
- Actions are consistent with rules, policies and procedures established by the organisation.
- Demonstrates honesty and transparency in communications and interactions.

Commitment :

- Demonstrates unwavering dedication to PineStone's strategic objectives by consistently delivering complex projects.
- Proactively identifies opportunities for process improvements and participates in cross-functional projects.
- Actively pursues personal and professional growth, identifying areas for self-improvement.
- Shows dedication to achieving goals and fulfilling responsibilities.
- Displays a high level of enthusiasm and motivation towards contributing to firm objectives.

Excellence :

- Concentrates his/her efforts on reaching or surpassing expectations and adopts strategies that contribute to improved results.
- Sets high objectives and seeks to rise to challenges.
- Strives for continuous improvement and excellence in all tasks.
- Seeks out opportunities for innovation and quality enhancement.
- Consistently delivers high-quality work and meets deadlines.

Collaboration :

- Navigates complex projects with composure, fostering collaboration and ensuring alignment across diverse teams and stakeholders.
- Takes action to contribute to reaching team objectives and regularly assists other team members.
- Fosters opportunities for collaboration and dialogue.
- Actively engages in teamwork and fosters a collaborative environment.
- Shares knowledge and resources to support team success.

Resilience :

- Adapts to unforeseen situations and changes by modifying his/her behavior.
- Demonstrates openness to change and innovation in his/her work.
- Reacts with flexibility when unforeseen circumstances or challenges arise.
- Responds professionally and respectfully to challenges or setbacks, maintaining composure and focus.
- Embraces challenges as an opportunity for growth and development, both personally and professionally.

Proactivity :

- Establishes a climate that is conducive to creativity and innovation.
- Encourages new and original ideas.
- Promotes the suggestion and long-term adoption of new ideas or solutions.
- Efficiently manages time and resources to maximize productivity.
- Prioritizes tasks effectively to achieve optimal results.

We foster a culture of inclusion, innovation, and collaboration. Women represent 40% of our workforce, and 49% of our employees come from diverse ethnic and cultural backgrounds. *

II. Definitions and concepts

We believe that engaged employees are key to our success. We are committed to fostering an environment where everyone feels valued and respected by encourage open dialogue and the sharing of diverse perspectives. We are committed to retaining our talented employees by creating a supportive and engaging work environment. Our strategies include:

Learning and development: We support continuous learning and professional growth. PineStone invests in employees through coaching, financial assistance, and course reimbursements to support professional development. We provide opportunities for employees to take on new challenges and contribute to meaningful projects, enhancing their sense of purpose and satisfaction. Additionally, employees have access to an online Digital Platform for access to self-paced learning on a wide range of topics as well as personalized course recommendations based on employee's interests to support growth and learning progress. PineStone has also established weekly "Professional Growth Hours" for dedicated learning hours for all employees. Each Friday, from

2-3pm employees encouraged to set aside 1 hour during their work schedule to focus on learning and skill development.

Employee mentorship: We believe in the power of mentorship to support employee growth and development. Mentors help mentees navigate their roles, set career goals, and develop the skills needed to succeed. This fosters a culture of learning and collaboration, ensuring that employees have the resources and support they need to thrive.

Succession planning: Our talent management practices include strategies for identifying and nurturing high-potential employees by investing in our employees and creating a supportive environment, we aim to build a strong and capable team that drives our company's success.

Recognition: We understand the importance of recognizing and appreciating the hard work and dedication of our employees. This includes, peer recognition programs, and public acknowledgments during company meetings. We believe that recognizing employees' contributions fosters a positive work environment and motivates everyone to strive for excellence.

The CFA® charter is held by 43% of our employees, underscoring our commitment to investment excellence, analytical rigor, and lifelong professional development. *

Since 2022, nearly 30% of our employees have earned promotions, underscoring our investment in professional development and internal career progression. *

III. Human Resources policies

Health and well-being: The well-being of our employees is a top priority. We offer a comprehensive benefits package to support the well-being and financial security of our employees. This includes health insurance, retirement plans, paid time off, and parental leave. We also provide additional perks such as wellness programs, employee assistance programs, and professional development opportunities. Our goal is to ensure that our employees feel valued and supported in all aspects of their lives.

Employee Contribution Assessment program: PineStone's performance management program is designed to: Ensure that each employee's work supports the company's strategic objectives and a culture of learning, adaptability, and high performance. The program promotes two-way conversations between employees and managers around goals, performance, and support needs at the beginning of the year, at the mid-year review and on an ongoing basis.

Work-Life balance: We understand the importance of maintaining a healthy work-life balance. We offer flexible working hours and remote work options to help employees manage their personal and professional responsibilities effectively, however, we love to have employees in the office to promote efficiency and foster collaboration. We also promote the importance of taking breaks and vacations to recharge.

Diversity and inclusion: Our culture promotes equality and respect through a harmonious and collaborative work environment. We promote open communication and teamwork, thereby permitting the representation of all groups and employee perspectives. Employees complete diversity awareness training to enhance their knowledge to fulfill this responsibility. Inclusive Human Resources Policies and programs include :

- Compensation programs designed to reward individual and team performance and achievements, according to performance indicators outlined for everyone.
- Hybrid work schedule and Personal days to accommodate employees' varying needs.
- Recruitment and Selection to Promote Diversity. We are committed to identifying a diverse talent pool of candidates for all job postings at all levels and functions in the organization. Our process includes unbiased job descriptions, diverse interview panels, and standardized questions.

Accountability is a fundamental component of our DEI commitment. We hold ourselves accountable for attracting, developing, and retaining talented employees by fostering a culture where all employees are empowered to succeed. We are committed to reviewing our metrics on an annual basis in order to track our progress and identify areas for improvement.

IV. Communication and collaboration

Effective communication is key to our success. We promote open and transparent communication across all levels of the organization. Teamwork and collaboration are encouraged, and we provide various platforms and tools to facilitate this. We also have an open-door policy.

Company newsletter: Published on a quarterly basis, "PineStone Connect" shares important company updates and upcoming initiatives, as well as celebrate employee achievements, milestones. The objective is to strengthen our workplace culture by connecting teams and recognizing individuals.

Employee feedback mechanisms: We value the input and feedback of our employees. Our feedback mechanisms are designed to ensure that employees have a voice in the organization. Surveys, and open forums are provided to gather feedback on various aspects of the workplace.

Team building: We believe that team-building activities are essential for fostering collaboration, trust, and camaraderie among employees. PineStone's annual firm-wide offsite and holiday event's goal is to strengthen relationships across teams through team building activities and renewed energy to bring back to our work. A townhall is held to communicate the firm's business status and initiatives. Additionally, PineStone's Social Committee organizes informal activities through the year to bring employees together. These activities provide opportunities for employees to connect outside of their regular work environment, enhancing communication and cooperation. By promoting a sense of unity and shared purpose, we aim to create a cohesive and supportive team culture.

Community involvement: Supporting causes and organizations aligned with PineStone's values to promote inclusion. We are currently working on a philanthropy committee that with the objective of enhancing PineStone's and its employee's community engagement and involvement.

Maintaining an annual employee retention rate of over 90% since 2022 reflects our commitment to creating a workplace where employees can thrive and build long-term careers. *

V. Compliance and ethics

We uphold the highest standards of ethical conduct and performance. Our ethics policy emphasizes the importance of acting with integrity, honesty, and accountability in all aspects of our work. Employees are expected to adhere to ethical guidelines and compliance policies, and demonstrate professionalism in their interactions with colleagues, clients, and stakeholders. We provide regular training on ethical practices and performance standards to ensure that employees are equipped to make responsible decisions. By fostering a culture of ethical behavior and high performance, we aim to build trust and credibility with our clients and within our organization

Data privacy: We are dedicated to protecting the privacy and confidentiality of our employees' and customers' data. Our data privacy policy outlines the measures we take to ensure that personal and sensitive information is handled with the utmost care. Employees are required to follow best practices for data protection, including secure data storage, access controls, and data encryption. Regular training and awareness programs are conducted to ensure that employees are informed about data privacy regulations and how to comply with them. Any data breaches or privacy concerns must be reported immediately to the data protection officer for prompt action.

Cybersecurity policies: We prioritize the security of our digital assets and the protection of sensitive information. Our cybersecurity policy outlines the measures we take to safeguard our systems and data. Employees are required to follow best practices for password management, data encryption, and secure access to company resources. Regular training and awareness programs are conducted to ensure that employees are informed about the latest cybersecurity threats and how to mitigate them. Any security incidents must be reported immediately to the IT department for prompt action.

Sustainability: We strive to minimize our environmental footprint by implementing eco-friendly practices in our operations. We encourage employees to adopt sustainable practices both at work and in their personal lives. PineStone has a Sustainability committee and policies: [PineStone Sustainability](#).

VI. Conflict resolution

We are committed to maintaining a harmonious work environment. Employees are encouraged to address conflicts directly and respectfully with the involved parties. We believe that resolving conflicts constructively strengthens relationships and promotes a positive workplace culture. The following behaviors are not tolerated within our organization :

- Discrimination, harassment, or any form of workplace bullying.
- Dishonesty, fraud, or unethical conduct.
- Disrespectful communication or workplace conflicts that disrupt harmony.
- Resistance to collaboration or refusal to contribute to team efforts.
- Failure to comply with company policies, procedures, and ethical guidelines.

Employees are encouraged to report concerns or violations to their manager or HR department. All reports will be handled with confidentiality and fairness.

VII. Continuous improvement and evaluation

- All Employees are responsible for respecting the policy and reporting violations.

Leaders and managers are responsible for:

- Leading by example and embodying the company's values.
- Providing clear guidance and support to employees.
- Addressing workplace concerns and resolving conflicts fairly.
- Ensuring that diversity, equity, and inclusion principles are upheld.
- Recognizing and rewarding behaviors that reflect the organizations.

Violations of this policy may result in corrective action, which may include:

- Coaching and counseling.
- Formal warnings.
- Disciplinary action up to and including termination.

VIII. Review and updates

This policy will be reviewed periodically to ensure it remains aligned with our company's evolving culture and goals.

*All data is as of June 30, 2026.