

**Appendix A**  
**Final – January 18, 2016**

**Drawn by the YUACRI process sub-committee**

Members: Manisha Joshi-Vijayan, Dr. Lucas McCann, Mithilen Mathipalan, Dr. Irene Henriques, James Pratt and Laurie Lawson

**YUACRI Process for Handling Responsible Investment Representations for the York University Endowment Fund from the York University Community**

Proposals submitted to YUACRI from members of the York University community will be acknowledged within two business days of receipt. The proposal will be sent to the YUACRI technical review sub-committee, which will verify that the proposal is complete. If the proposal is deemed to be incomplete, it will be returned to the submitter(s) within two weeks with a request for further information. Once the proposal is complete, it will be forwarded to the full YUACRI committee for consideration. Once the review is complete, the recommendation put forward by YUACRI shall be developed and a report prepared within 4 months of receipt of the submission and shall be communicated to the Vice President Finance and Administration, with a copy sent to the submitter(s).

Electronic submissions are encouraged and accepted. The submission along with the requisite signatures and University affiliation should be sent to the attention of the York University Advisory Committee on Responsible Investing (c/o Judy Horwood) [yuacri@yorku.ca](mailto:yuacri@yorku.ca)

**YUACRI Technical Review Sub-committee membership**

The YUACRI technical review sub-committee will consist of a minimum of 3 voting YUACRI members.

**YUACRI Technical Review Sub-committee Checklist**

- 1) The proposal has been initiated by member(s) of the York community.....
- 2) The proposal is accompanied by a petition of at least 300 individual signatures.....
- 3) The petition has a minimum of 15 signatures from each of at least 3 constituencies.....
- 4) The proposal is relevant to investments currently held or previously held by York University’s Endowment Fund and may include reference to securities that have not been excluded from the security selection process.....
- 5) The proposal outlines and discusses a specific concern(s) .....
- 6) The proposal recommends a specific action(s).....
- 7) The YUACRI technical review sub-committee recommends a review for consideration by the full committee.....

## Formal Consideration of Representation

Once a proposal is deemed complete by the YUACRI technical review sub-committee, the file is distributed to the full YUACRI committee for their consideration. As soon as all voting members have had an opportunity to read the proposal, a preliminary meeting will be set to discuss the merits of the proposal. The merits of the proposal include whether:

- 1) The proposal has a social, political, economic or environmental rationale that is clearly stated and supported by evidence;
- 2) The proposal provides reasonable evidence that the proposed action is an effective way to achieve the desired outcome;
- 3) The proposal illustrates that the request is consistent with the University's principles and beliefs (<http://about.yorku.ca/our-mission/>) and other community relationships or a further argument to align other University academic activities with the request
- 4) The proposal has laid out a rationale as to why this policy is superior to alternative approaches aiming to address the identified social and/or environmental injury

The committee shall assess whether the proposal presents reasonable evidence that the recommended action is effective, is preferable to alternative courses of action, and is consistent with the University's principles and beliefs (<http://about.yorku.ca/our-mission/>) and other community relationships or presents a further argument to align other University academic activities with the request and determine next steps. Such steps could include information gathering, seeking expert advice and consultation.

Soon after the requisite information has been collected, a second meeting of the full committee will be held to review the information and develop YUACRI's recommendation that will be attached to the representation and delivered to the Vice-President Finance and Administration.

Actions that may be endorsed and/or recommended by YUACRI include (but are not limited to):

1. No action with explanation
2. Shareholder engagement activities which may include some of the following actions:
  - (i) letters to management
  - (ii) supporting shareholder resolutions
  - (iii) voting of proxies or amending proxy voting guidelines
  - (iv) joining coalitions
  - (v) divestiture of existing holdings
  - (vi) applying investment screens (positive or negative)

Actions recommended by the Committee may vary from those recommended by the submitter(s).

The recommendation put forward by YUACRI shall be developed and a report prepared within 4 months of receipt of the submission and shall be communicated to the Vice President Finance and Administration, with a copy sent to the submitter(s).

**Conflict of Interest**

Voting members of YUACRI include faculty and non-academic staff members appointed or named to the Committee by the Vice President Finance and Administration and student members elected by their respective constituencies.

Any voting member of YUACRI that had a substantial role in producing a submission received by the Committee, beyond being a signatory or a member or executive member of an organization that endorsed or contributed to the submission, must disclose their involvement in the submission's preparation and if the Committee determines that a conflict or perceived conflict exists, that member would excuse him or herself from any discussion or vote regarding that proposal.