# **Broadleaf Partners, LLC**

Code of Ethics

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## **Statement of General Policy**

This Code of Ethics ("Code") has been adopted by Broadleaf Partners, LLC and is designed to comply with Rule 204A-1 under the Investment Advisers Act of 1940 ("Advisers Act").

This Code establishes rules of conduct for all employees of Broadleaf Partners, LLC and is designed to, among other things; govern personal securities trading activities in the accounts of employees, their immediate family/household accounts and accounts in which an employee has a beneficial interest. The Code is based upon the principle that Broadleaf Partners, LLC and its employees owe a fiduciary duty to Broadleaf Partners, LLC's clients to conduct their affairs, including their personal securities transactions, in such a manner as to avoid (i) serving their own personal interests ahead of clients, (ii) taking inappropriate advantage of their position with the Firm and (iii) any actual or potential conflicts of interest or any abuse of their position of trust and responsibility.

The Code is designed to ensure that the high ethical standards long maintained by Broadleaf Partners, LLC continue to be applied. The purpose of the Code is to preclude activities which may lead to or give the appearance of conflicts of interest, insider trading and other forms of prohibited or unethical business conduct. The excellent name and reputation of our Firm continues to be a direct reflection of the conduct of each employee.

Pursuant to Section 206 of the Advisers Act, both Broadleaf Partners, LLC and its employees are prohibited from engaging in fraudulent, deceptive or manipulative conduct. Compliance with this section involves more than acting with honesty and good faith alone. It means that the Broadleaf Partners, LLC has an affirmative duty of utmost good faith to act solely in the best interest of its clients.

Broadleaf Partners, LLC and its employees are subject to the following specific fiduciary obligations when dealing with clients:

- the duty to have a reasonable, independent basis for the investment advice provided;
- the duty to obtain best execution for a client's transactions where the Firm is in a position to direct brokerage transactions for the client;
- the duty to ensure that investment advice is suitable to meeting the client's individual objectives, needs and circumstances; and
- a duty to be loyal to clients.

In meeting its fiduciary responsibilities to its clients, Broadleaf Partners, LLC expects every employee to demonstrate the highest standards of ethical conduct for continued employment with Broadleaf Partners, LLC. Strict compliance with the provisions of the Code shall be considered a basic condition of employment with Broadleaf Partners, LLC. Broadleaf Partners, LLC's reputation for fair and honest dealing with its clients has taken considerable time to build. This standing could be seriously damaged as the result of even a single securities transaction being considered questionable in light of the fiduciary duty owed to our clients. Employees are urged to seek the advice of Douglas MacKay, the Chief Compliance Officer, for any questions about the Code or the application of the Code to their individual circumstances. Employees should also understand that a material breach of the provisions of the Code may constitute grounds for disciplinary action, up to and including termination of employment with Broadleaf Partners, LLC.

The provisions of the Code are not all-inclusive. Rather, they are intended as a guide for employees of Broadleaf Partners, LLC in their conduct. In those situations where an employee may be uncertain as to the intent or purpose of the Code, he/she is advised to consult with Douglas MacKay. Douglas MacKay may grant exceptions to certain provisions contained in the Code only in those situations when it is clear beyond dispute that the interests of our clients shall not be adversely affected or compromised. All questions arising in connection with personal securities trading should be resolved in favor of the client even at the expense of the interests of employees.

Recognizing the importance of maintaining the Firm's reputation and consistent with our fundamental principles of honesty, integrity and professionalism, the Firm requires that a supervised person advise the Chief Compliance Officer immediately if he or she becomes involved in or threatened with litigation or an administrative investigation or legal proceeding of any kind. To the extent permissible by law and applicable regulations, Broadleaf Partners, LLC shall endeavor to maintain such information on a confidential basis.

Douglas MacKay shall periodically review compliance with the code with William F. Hoover, the firm's President.

### **Definitions**

For the purposes of this Code, the following definitions shall apply:

- "1933 Act" means the Securities Act of 1933, as amended.
- "1934 Act" means the Securities Exchange Act of 1934, as amended.
- "Access person" means any supervised person who: has access to nonpublic information
  regarding any clients' purchase or sale of securities, or nonpublic information regarding the
  portfolio holdings of any Reportable fund the Firm or its control affiliates manage or has access
  to such recommendations; or is involved in making securities recommendations to clients that
  are nonpublic.
- "Account" or "covered account" means accounts of any supervised person of the Firm deemed to be an access person and includes accounts of such access person's immediate family (e.g., a spouse or domestic partner, the spouse's or domestic partner's children residing in the same household, or to whom the access person, spouse or domestic partner contributes substantial support), and any account in which he or she has a direct or indirect beneficial interest, such as trusts and custodial accounts or other accounts in which the access person has a beneficial interest, exercises investment discretion, controls, or could reasonably be expected to be able to exercise influence or control.
- "Advisers Act" means the Investment Advisers Act of 1940, as amended.
- "Advisory persons" means employees and certain control persons (and their employees) who
  make; participate in, or obtain information regarding fund securities transactions or whose
  functions relate to the making of recommendations with respect to fund transactions.
- "Automatic investment plan" means a program in which regular periodic purchases (or withdrawals) are made automatically in (or from) investment accounts in accordance with a predetermined schedule and allocation. An automatic investment plan includes a dividend reinvestment plan.
- "Beneficial interest" shall be interpreted in the same manner as it would be under Rule 16a-1(a)(2) under the Securities Exchange Act of 1934 in determining whether a person has a beneficial interest in a security for purposes of Section 16 of such Act and the rules and regulations thereunder.
- "Beneficial ownership" shall be interpreted in the same manner as it would be under Rule 16a-1(a)(2) under the Securities Exchange Act of 1934 in determining whether a person is the beneficial owner of a security for purposes of Section 16 of such Act and the rules and regulations thereunder.
- "Blackout period" represents a time frame during which access persons are prohibited from trading in securities in which client transactions in the same security are being considered or traded.
- "Chief Compliance Officer" (CCO) refers to the Chief Compliance Officer of Broadleaf Partners, LLC.
- "Contribution" means any gift, subscription, loan, advance, or deposit of money or anything of value made for (i) the purpose of influencing any election for federal, state or local office; (ii) payment of debt incurred in connection with any such election; or (iii) transition or inaugural

expenses of the successful candidate for state or local office. (See SEC Rule 206(4)-5; Political Contributions by Certain Investment Advisers)

Note: A contribution by a limited partner or a limited partnership adviser, a non-managing member of a limited liability company adviser or a shareholder of a corporate adviser is not covered unless such person is also an executive officer or solicitor (or supervisor thereof), or the contribution is an indirect contribution by the adviser, executive officer, solicitor or supervisor.

- "Control" means the power to exercise a controlling influence over the management or policies of a company, unless such power is solely the result of an official position with such company.
- "Covered associate" means (i) any general partner, managing member or executive officer, or other individual with a similar status or function; (ii) any employee who solicits a government entity for the adviser and person who supervises, directly or indirectly, such employee; and Z(iii) any political action committee ("PAC") controlled by the adviser or by any such persons described in clauses (i) or (ii). (See SEC Rule 206(4)-5; Political Contributions by Certain Investment Advisers)
- "Covered investment pool" means (i) an investment company registered under the Investment Company Act of 1940 (e.g., mutual fund) that is an investment option of a plan or program of a government entity; or (ii) any company that is exempt from registering under the Investment Company Act because it either (a) has less than 100 shareholders ("3(c)(1) funds"); (b) have only qualified purchasers ("3(c)(7) funds"); or (c) are collective investment funds maintained by a bank ("3(c)(11) funds"). (See SEC Rule 206(4)-5; Political Contributions by Certain Investment Advisers)
- "Front running" can occur when an individual purchases at a lower price or sells at a higher price before (i) execution of a significant securities transaction by some purchaser or seller in a size sufficient to move the market or (ii) issuance or change in an investment adviser's securities recommendation to purchase or sell a security while in possession of material nonpublic information.
- "Government entity" means any state or political subdivision of a state, including (i) any agency, authority, or instrumentality of the state or political subdivision; (ii) any pool of assets sponsored or established by any of the foregoing (including, but not limited to a defined benefit plan and a state general fund); (iii) any participant-directed investment program or plan sponsored or established by any of the foregoing; and (iv)officers, agents, or employees of the state or political subdivision or any agency, authority or instrumentality thereof, acting in their official capacity. (See SEC Rule 206(4)-5; Political Contributions by Certain Investment Advisers)
- "Initial public offering" (IPO) means an offering of securities registered under the Securities Act of 1933, the issuer of which, immediately before the registration, was not subject to the reporting requirements of Sections 13 or 15(d) of the Securities Exchange Act of 1934.
- "Inside information" means non-public information (i.e., information that is not available to investors generally) that there is a substantial likelihood that a reasonable investor would consider to be important in deciding whether to buy, sell or retain a security or would view it as having significantly altered the 'total mix' of information available.
- "Insider" is broadly defined as it applies to Broadleaf Partners, LLC's Insider Trading policy and procedures. It includes our Firm's officers, directors and employees. In addition, a person can be a "temporary insider" if they enter into a special confidential relationship in the conduct of the company's affairs and, as a result, is given access to information solely for Broadleaf Partners,

LLC's purposes. A temporary insider can include, among others, Broadleaf Partners, LLC's attorneys, accountants, consultants, and the employees of such organizations. Furthermore, Broadleaf Partners, LLC may become a temporary insider of a client it advises or for which it performs other services. If a client expects Broadleaf Partners, LLC to keep the disclosed non-public information confidential and the relationship implies such a duty, then Broadleaf Partners, LLC will be considered an insider.

- "Insider trading" is generally understood to refer to the effecting of securities transactions while in possession of material, non-public information (regardless of whether one is an "insider") or to the communication of material, non-public information to others.
- "Investment person" means a supervised person of Broadleaf Partners, LLC who, in connection
  with his or her regular functions or duties, makes recommendations regarding the purchase or
  sale of securities for client accounts (e.g., portfolio manager) or provides information or advice
  to portfolio managers, or who help execute and/or implement the portfolio manager's decision
  (e.g., securities analysts, traders, and portfolio assistants); and any natural person who controls
  Broadleaf Partners, LLC and who obtains information concerning recommendations made
  regarding the purchase or sale of securities for client accounts.
- "Investment-related" means activities that pertain to securities, commodities, banking, insurance, or real estate (including, but not limited to, acting as or being associated with an investment adviser, broker-dealer, municipal securities dealer, government securities broker or dealer, issuer, investment company, futures sponsor, bank, or savings association).
- "Limited offering" means an offering of securities that is exempt from registration under the Securities Act of 1933 pursuant to Section 4(2) or Section 4(5) or pursuant to Rule 504, 505, or Rule 506 under the Securities Act of 1933.
- "Official" means any person (including any election committee for the person) who was, at the time of the contribution, an incumbent, candidate or successful candidate for elective office of a government entity, if the office (i) is directly or indirectly responsible for, or can influence the outcome of, the hiring of an investment adviser by a government entity; or (ii) has authority to appoint any person who is directly or indirectly responsible for, or can influence the outcome of, the hiring of an investment adviser by a government entity. (See SEC Rule 206(4)-5; Political Contributions by Certain Investment Advisers)
- "Plan or program of a government entity" means any participant-directed investment program
  or plan sponsored or established by a state or political subdivision or any agency, authority or
  instrumentality thereof, including, but not limited to, a "qualified tuition plan" authorized by
  section 529 of the Internal Revenue Code (26 U.S.C. 529), a retirement plan authorized by
  section 403(b) or 457 of the Internal Revenue Code (26 U.S.C. 403(b) or 457), or any similar
  program or plan. (See SEC Rule 206(4)-5; Political Contributions by Certain Investment Advisers)
- "Private fund" means an issuer that would be an investment company as defined in section 3 of the Investment Company Act of 1940 but for Section 3(c)(1) or 3(c)(7) of that Act.
- "Registered fund" means an investment company registered under the Investment Company Act.
- "Reportable fund" means any registered investment company, i.e., mutual fund, for which our Firm, or a control affiliate, acts as investment adviser or sub-adviser, as defined in Section 2(a) (20) of the Investment Company Act, or principal underwriter.

- "Reportable security" means any security as defined in Section 202(a)(18) of the Advisers Act, except that it does not include: (i) Transactions and holdings in direct obligations of the Government of the United States; (ii) Bankers' acceptances, bank certificates of deposit, commercial paper and other high quality short-term debt instruments, including repurchase agreements; (iii) Shares issued by money market funds; (iv) Transactions and holdings in shares of other types of open-end registered mutual funds, unless Broadleaf Partners, LLC or a control affiliate acts as the investment adviser or principal underwriter for the fund; (v) Transactions in units of a unit investment trust if the unit investment trust is invested exclusively in mutual funds, unless Broadleaf Partners, LLC or a control affiliate acts as the investment adviser or principal underwriter for the fund; and (vi) 529 Plans, unless Broadleaf Partners, LLC or a control affiliate manages, distributes, markets or underwrites the 529 Plan or the investments (including a fund that is defined as a reportable fund under Rule 204A-1) and strategies underlying the 529 Plan that is a college savings plan.
- "Restricted list" typically represents a list of issuers about which an adviser has inside
  information, and results in prohibitions on effecting either client or personal trades in such
  securities.
- "Supervised person" means any directors, officers and partners of Broadleaf Partners, LLC (or other persons occupying a similar status or performing similar functions); employees of Broadleaf Partners, LLC; and any other person who provides advice on behalf of Broadleaf Partners, LLC and is subject to Broadleaf Partners, LLC's supervision and control.
- "Tipping" means communication of material nonpublic information to others.
- "Watch list securities" typically represent a list of issuers currently being evaluated as potential
  investment opportunities. Advisers may restrict trading in such securities by one or more of the
  Firm's securities analysts or may more broadly apply the restriction to some or all access
  persons.

## **Access Persons**

For purposes of complying with Broadleaf Partners, LLC's Code of Ethics, generally **all supervised persons of the Firm** are regarded as access persons and are therefore subject to all applicable personal securities trading procedures and reporting obligations as set forth in this Code.

## **Chief Compliance Officer's Designee**

In accordance with regulatory requirements, each access person's personal trades (including preclearance requests and post-trade monitoring) and associated reports may be reviewed by Douglas MacKay and/or Kathleen Zullo as the access person's designated reviewer.

#### **Standards of Business Conduct**

Broadleaf Partners, LLC places the highest priority on maintaining its reputation for integrity and professionalism. That reputation is a vital business asset. The confidence and trust placed in our Firm and its employees by our clients is something we value and endeavor to protect. The following Standards of Business Conduct set forth policies and procedures to achieve these goals. This Code is intended to comply with the various provisions of the Advisers Act and also requires that all supervised persons comply with the various applicable provisions of the Investment Company Act of 1940, as amended, the Securities Act of 1934, as amended, and applicable rules and regulations adopted by the Securities and Exchange Commission ("SEC").

Section 204A of the Advisers Act requires the establishment and enforcement of policies and procedures reasonably designed to prevent the misuse of material, nonpublic information by investment advisers. Such policies and procedures are contained in this Code. The Code also contains policies and procedures with respect to personal securities transactions of all Broadleaf Partners, LLC's supervised persons as defined herein. These procedures cover transactions in a reportable security in which a supervised person has a beneficial interest in or accounts over which the supervised person exercises control as well as transactions by members of the supervised person's immediate family and/or household.

Section 206 of the Advisers Act makes it unlawful for Broadleaf Partners, LLC or its agents or employees to employ any device, scheme or artifice to defraud any client or prospective client, or to engage in fraudulent, deceptive or manipulative practices. This Code contains provisions that prohibit these and other enumerated activities and that are reasonably designed to detect and prevent violations of the Code, the Advisers Act and rules thereunder.

## **Protecting the Confidentiality of Client Information**

#### **Confidential Client Information**

In the course of investment advisory activities of Broadleaf Partners, LLC, the Firm gains access to nonpublic information about its clients. Such information may include a person's status as a client, personal financial and account information, the allocation of assets in a client portfolio, the composition of investments in any client portfolio, information relating to services performed for or transactions entered into on behalf of clients, advice provided by Broadleaf Partners, LLC to clients, and data or analyses derived from such non-public personal information (collectively referred to as 'Confidential Client Information,'). All Confidential Client Information, whether relating to Broadleaf Partners, LLC's current or former clients, is subject to the Code's policies and procedures. Any doubts about the confidentiality of information must be resolved in favor of confidentiality.

#### Non-Disclosure Of Confidential Client Information

All information regarding Broadleaf Partners, LLC's clients is confidential. Information may only be disclosed when the disclosure is consistent with the Firm's policy and the client's direction. Broadleaf Partners, LLC does not share Confidential Client Information with any third parties, except in the following circumstances:

- as necessary to provide service(s) that the client requested or authorized, or to maintain and service the client's account. Broadleaf Partners, LLC shall require that any financial intermediary, agent or other service provider utilized by Broadleaf Partners, LLC (such as broker-dealers or sub-advisers) comply with substantially similar standards for non-disclosure and protection of Confidential Client Information and use the information provided by Broadleaf Partners, LLC only for the performance of the specific service requested by Broadleaf Partners, LLC;
- as required by regulatory authorities or law enforcement officials who have jurisdiction over Broadleaf Partners, LLC, or as otherwise required by any applicable law. In the event Broadleaf Partners, LLC is compelled to disclose Confidential Client Information, the Firm shall provide prompt notice to the clients affected, so that the clients may seek a protective order or other appropriate remedy. If no protective order or other appropriate remedy is obtained, Broadleaf Partners, LLC shall disclose only such information, and only in such detail, as is legally required; and
- to the extent reasonably necessary to prevent fraud, unauthorized transactions or liability.

#### **Employee Responsibilities**

All supervised persons are prohibited, either during or after the termination of their employment with Broadleaf Partners, LLC, from disclosing Confidential Client Information to any person or entity outside the Firm, including family members, except under the circumstances described above. A supervised person is permitted to disclose Confidential Client Information only to such other supervised persons who need to have access to such information to deliver the Broadleaf Partners, LLC's services to the client.

Supervised persons are also prohibited from making unauthorized copies of any documents or files containing Confidential Client Information and, upon termination of their employment with Broadleaf Partners, LLC, must return all such documents to Broadleaf Partners, LLC.

Any supervised person who violates the non-disclosure policy described above shall be subject to disciplinary action, including possible termination, whether or not he or she benefited from the disclosed information.

#### **Security Of Confidential Personal Information**

Broadleaf Partners, LLC enforces the following policies and procedures to protect the security of Confidential Client Information:

- the Firm restricts access to Confidential Client Information to those supervised persons who need to know such information to provide Broadleaf Partners, LLC's services to clients;
- any supervised person who is authorized to have access to Confidential Client Information in connection with the performance of such person's duties and responsibilities is required to keep such information in a secure compartment, file or receptacle on a daily basis as of the close of each business day;
- all electronic or computer files containing any Confidential Client Information shall be password secured and firewall protected from access by unauthorized persons; and
- any conversations involving Confidential Client Information, if appropriate at all, must be conducted by supervised persons in private, and care must be taken to avoid any unauthorized persons overhearing or intercepting such conversations.

#### **Privacy Policy**

As a registered investment adviser, Broadleaf Partners, LLC and all supervised persons, must comply with SEC Regulation S-P, which requires investment advisers to adopt policies and procedures to protect the 'nonpublic personal information' of natural person clients. 'Nonpublic information,' under Regulation S-P, includes personally identifiable financial information and any list, description, or grouping that is derived from personally identifiable financial information. Personally identifiable financial information is defined to include information supplied by individual clients, information resulting from transactions, any information obtained in providing products or services. Pursuant to Regulation S-P Broadleaf Partners, LLC has adopted policies and procedures to safeguard the information of natural person clients.

Furthermore and pursuant to the SEC's adoption of Regulation S-ID: Identity Theft Red Flag Rules, all 'financial institutions' and 'creditors' (as those terms are defined under the Fair Credit Reporting Act (FCRA)) must develop and implement a written identity theft prevention program designed to detect, prevent, and mitigate identity theft in connection with certain existing accounts or the opening of new accounts ("covered accounts"). Broadleaf Partners, LLC has conducted an initial assessment of its obligations under Regulation S-ID and has determined it is neither a "financial institution" nor a "creditor" offering or maintaining one or more "covered accounts", and therefore is not required to adopt a written identity theft program.

#### **Enforcement and Review of Confidentiality and Privacy Policies**

Douglas MacKay is responsible for reviewing, maintaining and enforcing Broadleaf Partners, LLC's confidentiality and privacy policies and is also responsible for conducting appropriate employee training to ensure adherence to these policies. Any exception to this policy requires the written approval of Douglas MacKay.

## **Custodial Account Reporting**

Although Broadleaf Partners, LLC does not require access persons to notify the Compliance Department prior to or immediately upon the opening or closing of a custodial account, access persons are reminded of their ongoing personal securities transaction reporting obligations:

- annual holdings reports must identify the name of each bank or brokerage firm in which any
  securities are held for the direct or indirect benefit of the access person, and required data
  pertaining to all reportable securities in which he or she has a direct or indirect pecuniary
  interest; and
- 2. periodic transaction reports detailing each transaction involving a reportable security in which the access person had, or as a result of the transaction acquired, any direct or indirect beneficial ownership.

## **Compliance Procedures**

#### 1. Initial Holdings Report

Every supervised person shall, no later than ten (10) days after the person becomes a(n) supervised person, file an initial holdings report containing the following information:

- the title and type of security, and as applicable the exchange ticker symbol or CUSIP number, the number of shares and principal amount of each reportable security in which the supervised person had any direct or indirect beneficial interest ownership when the individual becomes a supervised person;
- the account name and the name of any broker, dealer or bank, with whom the supervised person maintained an account in which *any* securities were held for the direct or indirect benefit of the supervised person; and
- the date that the report is submitted by the supervised person.

The information submitted must be current as of a date no more than forty-five (45) days before the person became a(n) supervised person.

#### 2. Annual Holdings Report

Every supervised person shall, Jan 31, 2017, file an annual holdings report containing the same information required in the initial holdings report as described above. The information submitted must be current as of a date no more than forty-five (45) days before the annual report is submitted.

#### 3. Quarterly Transaction Reports

Every supervised person must, no later than thirty (30) days after the end of each calendar quarter, file a quarterly transaction report containing the following information:

With respect to any transaction during the quarter in a reportable security in which the supervised persons had any direct or indirect beneficial ownership:

- the date of the transaction, the title, and as applicable the exchange ticker symbol or CUSIP number, the interest rate and maturity date, the number of shares and the principal amount of each reportable security;
- the nature of the transaction (i.e., purchase, sale or any other type of acquisition or disposition);
- the price of the reportable security at which the transaction was effected;
- the name of the broker, dealer or bank with or through whom the transaction was effected; and
- the date the report is submitted by the supervised person.

If, however, the access person has arranged for Douglas MacKay or other designee to receive copies of brokerage statements for all covered accounts, then such brokerage reports will negate the need for the access person to separately complete quarterly transaction reports.

#### 4. Exempt Transactions

- A(n) supervised person need not submit a report with respect to: transactions effected for, securities held in, any account over which the person has no direct or indirect influence or control;
- the access person may be required to submit a Personal Securities Reporting Exemption form for each such account;
- transactions effected pursuant to an automatic investment plan, e.g., a dividend retirement plan;
- a quarterly transaction report if the report would duplicate information contained in securities transaction confirmations or brokerage account statements that Broadleaf Partners, LLC holds in its records so long as the Firm receives the confirmations or statements no later than 30 days after the end of the applicable calendar quarter; and
- any transaction or holding report if Broadleaf Partners, LLC has only one supervised person, so long as the Firm maintains records of the information otherwise required to be reported.

#### 5. Monitoring and Review of Personal Securities Transactions

Douglas MacKay, or such other individual(s) designated in this Code of Ethics, shall monitor and review all reports required under the Code for compliance with Broadleaf Partners, LLC's policies regarding personal securities transactions and applicable SEC rules and regulations. Douglas MacKay may also initiate inquiries of supervised persons regarding personal securities trading. Supervised persons are required to cooperate with such inquiries and any monitoring or review procedures employed Broadleaf Partners, LLC. Any transactions for any accounts of Douglas MacKay shall be reviewed and approved by the President, or other designated supervisory person. Douglas MacKay shall at least annually identify all supervised persons who are required to file reports pursuant to the Code and shall inform such supervised persons of their reporting obligations.

#### 6. Education

As appropriate, Broadleaf Partners, LLC will provide employees with periodic training regarding the Firm's Code of Ethics and related issues to remind employees of their obligations, and/or in response to amendments and regulatory changes.

#### 7. General Sanction Guidelines

It should be emphasized that all required filings and reports under the Firm's Code of Ethics shall be monitored by the CCO or such other individual(s) designated in the Code. The CCO shall receive and review report(s) of violations periodically. Violators may be subject to an initial written notification, while a repeat violator shall receive reprimands including administrative warnings, heightened supervision, suspension or limitations of personal trading privileges, demotions, suspensions, a monetary fine, or dismissal of the person involved.

These are guidelines only, allowing Broadleaf Partners, LLC to apply any appropriate sanction depending upon the circumstances, up to and including dismissal.

## **Prohibition Against Insider Trading**

#### Introduction

Trading securities while in possession of material, nonpublic information, or improperly communicating that information to others may expose supervised persons and Broadleaf Partners, LLC to stringent penalties. Criminal sanctions may include the imposition of a monetary fine and/or imprisonment. The SEC can recover the profits gained or losses avoided through the illegal trading, impose a penalty of up to three times the illicit windfall, and/or issue an order censuring, suspending or permanently barring you from the securities industry. Finally, supervised persons and Broadleaf Partners, LLC may be sued by investors seeking to recover damages for insider trading violations.

The rules contained in this Code apply to securities trading and information handling by supervised persons of Broadleaf Partners, LLC and their immediate family members.

The law of insider trading is unsettled and continuously developing. An individual legitimately may be uncertain about the application of the rules contained in this Code in a particular circumstance. Often, a single question can avoid disciplinary action or complex legal problems. You must notify Douglas MacKay immediately if you have any reason to believe that a violation of this Code has occurred or is about to occur.

#### **General Policy**

No supervised person may trade, either personally or on behalf of others (such as investment funds and private accounts managed by Broadleaf Partners, LLC), while in the possession of material, nonpublic information, nor may any personnel of Broadleaf Partners, LLC communicate material, nonpublic information to others in violation of the law.

#### 1. What is Material Information?

Information is material where there is a substantial likelihood that a reasonable investor would consider it important in making his or her investment decisions. Generally, this includes any information the disclosure of which will have a substantial effect on the price of a company's securities. No simple test exists to determine when information is material; assessments of materiality involve a highly fact-specific inquiry. For this reason, you should direct any questions about whether information is material to Douglas MacKay.

Material information often relates to a company's results and operations, including, for example, dividend changes, earnings results, changes in previously released earnings estimates, significant merger or acquisition proposals or agreements, major litigation, liquidation problems, and extraordinary management developments.

Material information also may relate to the market for a company's securities. Information about a significant order to purchase or sell securities may, in some contexts, be material. Prepublication information regarding reports in the financial press also may be material. For

example, the United States Supreme Court upheld the criminal convictions of insider trading defendants who capitalized on prepublication information about The Wall Street Journal's "Heard on the Street" column.

You should also be aware of the SEC's position that the term "material nonpublic information" relates not only to issuers but also to Broadleaf Partners, LLC's securities recommendations and client securities holdings and transactions.

#### 2. What is Nonpublic Information?

Information is "public" when it has been disseminated broadly to investors in the marketplace. For example, information is public after it has become available to the general public through the Internet, a public filing with the SEC or some other government agency, the Dow Jones "tape" or The Wall Street Journal or some other publication of general circulation, and after sufficient time has passed so that the information has been disseminated widely.

#### 3. Identifying Inside Information

Before executing any trade for yourself or others, including investment funds or private accounts managed by Broadleaf Partners, LLC ("Client Accounts"), you must determine whether you have access to material, nonpublic information. If you think that you might have access to material, nonpublic information, you should take the following steps:

- Report the information and proposed trade immediately to Douglas MacKay.
- Do not purchase or sell the securities on behalf of yourself or others, including investment funds or private accounts managed by the Firm.
- Do not communicate the information inside or outside the Firm, other than to Douglas MacKay.
- After Douglas MacKay has reviewed the issue, the Firm shall determine whether the information is material and nonpublic and, if so, what action the Firm will take.

You should consult with Douglas MacKay before taking any action. This high degree of caution will protect you, our clients, and the Firm.

#### 4. Contacts with Public Companies

Contacts with public companies may represent an important part of our research efforts. The Firm may make investment decisions on the basis of conclusions formed through such contacts and analysis of publicly available information. Difficult legal issues arise, however, when, in the course of these contacts, a supervised person of Broadleaf Partners, LLC or other person subject to this Code becomes aware of material, nonpublic information. This could happen, for example, if a company's Chief Financial Officer prematurely discloses quarterly results to an analyst, or an investor relations representative makes selective disclosure of adverse news to a handful of investors. In such situations, Broadleaf Partners, LLC must make a judgment as to its further

conduct. To protect yourself, our clients and the Firm, you should contact Douglas MacKay immediately if you believe that you may have received material, nonpublic information.

#### 5. Tender Offers

Tender offers represent a particular concern in the law of insider trading for two reasons: First, tender offer activity often produces extraordinary gyrations in the price of the target company's securities. Trading during this time period is more likely to attract regulatory attention (and produces a disproportionate percentage of insider trading cases). Second, the SEC has adopted a rule which expressly forbids trading and "tipping" while in the possession of material, nonpublic information regarding a tender offer received from the tender offer or, the target company or anyone acting on behalf of either. Supervised persons of Broadleaf Partners, LLC and others subject to this Code should exercise extreme caution any time they become aware of nonpublic information relating to a tender offer.

#### 6. Restricted/Watch Lists

Although Broadleaf Partners, LLC does not typically receive confidential information from portfolio companies, it may, if it receives such information take appropriate procedures to establish restricted or watch lists in certain securities.

Douglas MacKay may place certain securities on a "restricted list." Securities issued by companies about which a number of supervised persons are expected to regularly have material, nonpublic information should generally be placed on the restricted list.

Douglas MacKay may place certain securities on a "watch list." Securities issued by companies about which a limited number of supervised persons possess material, nonpublic information should generally be placed on the watch list.

Supervised persons are prohibited from personally, or on behalf of an advisory account, purchasing or selling such securities during any period they are listed on a restricted list or a watch list.

(Note: Firms may elect to either include their insider trading policies and procedures in the Code or cross-reference these policies and procedures. The Code should in any case include a provision prohibiting supervised persons from trading while in possession of material, nonpublic information or communicating such information to others in violation of the law. A discussion of potential insider trading penalties should also be included.)

#### **Personal Securities Transactions**

#### **General Policy**

Broadleaf Partners, LLC has adopted the following principles governing personal investment activities by Broadleaf Partners, LLC's supervised persons:

- the interests of client accounts shall at all times be placed first;
- all personal securities transactions shall be conducted in such manner as to avoid any actual or potential conflict of interest or any abuse of an individual's position of trust and responsibility;
   and
- supervised persons must not take inappropriate advantage of their positions.

The Code of Ethics rule mandates pre-approval of the following types of investments:

#### **Preclearance Required for Participation in IPOs**

No supervised person shall acquire any beneficial ownership in any securities in an Initial Public Offering (IPO) for his or her account, as defined herein without the prior written approval of Douglas MacKay and/or his or her designee who has been provided with full details of the proposed transaction (including written certification that the investment opportunity did not arise by virtue of the supervised person's activities on behalf of a client) and, if approved, shall be subject to continuous monitoring for possible future conflicts.

#### **Preclearance Required for Private or Limited Offerings**

No supervised person shall acquire beneficial ownership of any securities in a limited offering or private placement without the prior written approval of Douglas MacKay and/or his or her designee who has been provided with full details of the proposed transaction (including written certification that the investment opportunity did not arise by virtue of the supervised person's activities on behalf of a client) and, if approved, shall be subject to continuous monitoring for possible future conflicts.

#### Gifts and Entertainment

Giving, receiving or soliciting gifts or entertainment in a business setting may create an appearance of impropriety or may raise a potential conflict of interest. Broadleaf Partners, LLC has adopted the policies set forth below to guide supervised persons in this area.

#### **General Policy**

Broadleaf Partners, LLC's policy with respect to gifts and entertainment is as follows:

- giving, receiving or soliciting gifts in a business may give rise to an appearance of impropriety or may raise a potential conflict of interest;
- no supervised person may give or accept cash gifts or cash equivalents to or from a client, prospective client, or any entity that does, or seeks to do, business with or on behalf of Broadleaf Partners, LLC;
- supervised persons should not accept or provide any gifts, entertainment or favors that might
  influence the decisions you or the recipient must make in business transactions involving
  Broadleaf Partners, LLC, or that others might reasonably believe would influence those
  decisions;
- modest gifts, entertainment and favors, which would not be regarded by others as improper, may be accepted or given on an occasional basis. Entertainment that satisfies these requirements and conforms to generally accepted business practices also is permissible; and
- where there is a law or rule that applies to the conduct of a particular business or the acceptance of gifts or entertainment of even nominal value, the law or rule must be followed.

#### **Reporting Requirements**

- Any supervised person who accepts, directly or indirectly, anything of value from any person or
  entity that does business with or on behalf of Broadleaf Partners, LLC, including gifts,
  entertainment or gratuities with a value in excess of 250 US dollars per year\* must obtain
  consent from Douglas MacKay or alternate designee before accepting such gift or
  entertainment.
- These pre-approval and reporting requirements do not apply to bona fide dining or bona fide
  entertainment if, during such dining or entertainment, you are accompanied by the person or
  representative of the entity that does business with Broadleaf Partners, LLC.
- The gift reporting requirements are for the purpose of helping Broadleaf Partners, LLC monitor
  the activities of its employees. However, the reporting of a gift does not relieve any supervised
  person from the obligations and policies set forth in this Section or anywhere else in this Code. If
  you have any questions or concerns about the appropriateness of any gift or entertainment,
  please consult Douglas MacKay.

(Note: Dual registrants sometimes use a \$100 gift threshold for all employees based on FINRA Rule 3220), must obtain consent from Douglas MacKay or alternate designee before accepting such gift. According to the DOL's Enforcement Manual, gifts and entertainment from one individual or entity that have an aggregate annual value of less than \$250 (and that do not violated any plan policy or provision) are considered "insubstantial" and are generally not treated as violations of Section 406(b)(3). Advisers

are required to report gifts to certain Taft-Hartley plan trustees to the DOL (e.g., payments of \$250 or more per year per person must be reported on Form LM-10).

## **Whistleblower Policy**

As articulated in this Code's Statement of General Policy and Standards of Business Conduct, central to our Firm's compliance culture is an ingrained commitment to fiduciary principles. The policies and procedures set forth here and in our Compliance Manual, and their consistent implementation by all supervised persons of Broadleaf Partners, LLC evidence the Firm's unwavering intent to place the interests of clients ahead of self-interest for Broadleaf Partners, LLC, our management and staff.

Every employee has a responsibility for knowing and following the Firm's policies and procedures. Every person in a supervisory role is also responsible for those individuals under his/her supervision. The Firm's principal or a similarly designated officer, has overall supervisory responsibility.

Recognizing our shared commitment to our clients, all employees are required to conduct themselves with the utmost loyalty and integrity in their dealings with our clients, customers, stakeholders and one another. Improper conduct on the part of any employee puts the Firm and company personnel at risk. Therefore, while managers and senior management ultimately have supervisory responsibility and authority, these individuals cannot stop or remedy misconduct unless they know about it. Accordingly, all employees are not only expected to, but are required to report their concerns about potentially illegal conduct as well as violations of our company's policies.

#### **Reporting Potential Misconduct**

To ensure consistent implementation of such practices, it is imperative that supervised persons have the opportunity to report any concerns or suspicions of improper activity at the Firm (whether by a supervised person or other party) confidentially and without retaliation.

Broadleaf Partners, LLC's Whistleblower Policy covers the treatment of all concerns relating to suspected illegal activity or potential misconduct.

Supervised persons may report potential misconduct by submitting a 'Report a Violation' form available on the main web portal of this program. By default, the report shall be submitted anonymously unless the individual unchecks the box that indicates the sender wishes to remain anonymous. Reports of violations or suspected violations must be reported to Douglas MacKay or, provided the CCO also receives such reports, to other designated members of senior management. Supervised persons may report suspected improper activity by the CCO to the Firm's other senior management.

#### **Responsibility of the Whistleblower**

A person must be acting in good faith in reporting a complaint or concern under this policy and must have reasonable grounds for believing a deliberate misrepresentation has been made regarding accounting or audit matters or a breach of this Manual or the Firm's Code of Ethics. A malicious allegation known to be false is considered a serious offense and shall be subject to disciplinary action that may include termination of employment.

#### **Handling of Reported Improper Activity**

The Firm shall take seriously any report regarding a potential violation of Firm policy or other improper or illegal activity, and recognizes the importance of keeping the identity of the reporting person from being widely known. Supervised persons are to be assured that the Firm will appropriately manage all such reported concerns or suspicions of improper activity in a timely and professional manner, confidentially and without retaliation.

In order to protect the confidentiality of the individual submitting such a report and to enable Broadleaf Partners, LLC to conduct a comprehensive investigation of reported misconduct, supervised persons should understand that those individuals responsible for conducting any investigation are generally precluded from communicating information pertaining to the scope and/or status of such reviews.

#### **No Retaliation Policy**

It is the Firm's policy that no supervised person who submits a complaint made in good faith will experience retaliation, harassment, or unfavorable or adverse employment consequences. A supervised person who retaliates against a person reporting a complaint will be subject to disciplinary action, which may include termination of employment. A supervised person who believes s/he has been subject to retaliation or reprisal as a result of reporting a concern or making a complaint is to report such action to the CCO or to the Firm's other senior management in the event the concern pertains to the CCO.

## **Reporting Violations and Sanctions**

All supervised persons shall promptly report to Douglas MacKay or, provided the CCO also receives such reports, to an alternate designee all apparent or potential violations of the Code. Any retaliation for the reporting of a violation under this Code shall constitute a violation of the Code.

Douglas MacKay shall promptly report to senior management all apparent material violations of the Code. When Douglas MacKay finds that a violation otherwise reportable to senior management could not be reasonably found to have resulted in a fraud, deceit, or a manipulative practice in violation of Section 206 of the Advisers Act, he or she may, in his or her discretion, submit a written memorandum of such finding and the reasons therefore to a reporting file created for this purpose in lieu of reporting the matter to senior management.

Senior management shall consider reports made to it hereunder and shall determine whether or not the Code has been violated and what sanctions, if any, should be imposed. Possible sanctions may include reprimands, monetary fine or assessment, or suspension or termination of the employee's employment with the Firm.

### **Records**

Douglas MacKay shall maintain and cause to be maintained in a readily accessible place the following records:

- a copy of any Code of Ethics adopted by the Firm pursuant to Advisers Act Rule 204A-1 which is
  or has been in effect during the past five years;
- a record of any violation of Broadleaf Partners, LLC's Code and any action that was taken as a
  result of such violation for a period of five years from the end of the fiscal year in which the
  violation occurred;
- a record of all written acknowledgements of receipt of the Code and amendments thereto for each person who is currently, or within the past five years was, a supervised person which shall be retained for five years after the individual ceases to be a supervised person of Broadleaf Partners, LLC;
- a copy of each report made pursuant to Advisers Act Rule 204A-1, including any brokerage confirmations and account statements made in lieu of these reports;
- a list of all persons who are, or within the preceding five years have been, access persons; and
- a record of any decision and reasons supporting such decision to approve an access persons' acquisition of securities in IPOs and limited offerings within the past five years after the end of the fiscal year in which such approval is granted.

## **Acknowledgement**

#### **Initial Acknowledgement**

All supervised persons shall be provided with a copy of the Code and must initially acknowledge in writing to Douglas MacKay that they have: (i) received a copy of the Code; (ii) read and understand all provisions of the Code; (iii) agreed to abide by the Code; and (iv) reported all accounts and holdings as required by the Code.

#### **Acknowledgement of Amendments**

All supervised persons shall receive any amendments to the Code and must acknowledge to Douglas MacKay in writing that they have: (i) received a copy of the amendment; (ii) read and understood the amendment; (iii) and agreed to abide by the Code as amended.

#### **Annual Acknowledgement**

All supervised persons must annually acknowledge in writing to Douglas MacKay that they have: (i) read and understood all provisions of the Code; (ii) complied with all requirements of the Code; and, if applicable, (iii) submitted all holdings and transaction reports as required by the Code.

#### **Further Information**

Supervised persons should contact Douglas MacKay regarding any inquiries pertaining to the Code or the policies established herein.