

**City of Los Angeles
Responsible Banking & Investment Monitoring Program
For Investment Banks**

Investment banks providing City investment banking services or seeking City investment banking business must complete and submit this form no later than July 1st of each year to the City Administrative Officer to comply with Chapter 5.1, Section 20.95.1 of the Los Angeles Administrative Code.

Contact Information:

Siebert Williams Shank & Co., LLC

Name of Financial Institution

660 Figueroa Street, Suite 1720 Los Angeles CA 90017

Street Address

City

State

Zip Code

Grace Yuen, Senior Vice President

Contact Person Name and Title

(213) 587-7406

gyuen@siebertwilliams.com

Telephone No.

Email Address

SOCIAL RESPONSIBILITY

Please answer the following questions for the preceding calendar year.

1. Did your firm make monetary donations to charitable programs within the City limits?

Yes No

If yes, please complete the attached form, labeled at Exhibit 1.

2. Did your firm provide any scholarship awards to residents of the City of Los Angeles?

Yes No

- a. How many scholarships were awarded? _____
b. What was the total value of the awarded scholarships? _____

3. Does your firm have internal policies regarding utilization of subcontractors which are designated as "women owned," "minority owned," or "disabled" business enterprises? Yes No

If yes, please provide a copy of your policies, labeled as Exhibit 2

CONSUMER PROTECTION

1. Is the financial institution currently in compliance with all applicable consumer financial protection laws?

Yes No

If no, please briefly explain: _____

2. Does the financial institution have policies to prevent the use of illegal predatory consumer adverse sales goals as the bases for evaluation, promotion, discipline or compensation of employees?

Yes No

If no, please briefly explain: _____

3. Does the financial institution encourage and maintain whistleblower protection policies for its employees and/or customers to report suspected illegal practices, including predatory sales goals?

Yes No

If no, please briefly explain: _____

4. In the last five years, has the financial institution been subject to any disciplinary actions such as fines, suspensions, or settlements, undertaken by the Securities and Exchange Commission, the Consumer Financial Protection Bureau, the Municipal Securities Regulation Board, the Financial Industry Regulatory Agency and/or any State regulatory agency?

Yes No

5. If the answer to question no. 4 is yes, please provide in separate attachment labeled Exhibit 3, what the violation(s) are, the reason for the enforcement action, what government agencies are involved, the date of the enforcement action, what is the current status, and how were or will the issues be resolved?

CERTIFICATION UNDER PENALTY OF PERJURY (*)

I certify under penalty of perjury that I have read and understand the questions contained in this form and the responses contained in the form and on all the attachments. I further certify that I have provided full and complete answers to each question, and that all information provided in response to this form is true and accurate to the best of my knowledge and belief.

DiAnne Calabrisotto	Chief Operating Officer & CCO		6/16/2020
Print Name	Title	Signature	Date

(*) Signature must be that of the Head of Public Finance or equivalent corporate executive.

PLEASE SEND THE ORIGINAL SIGNED FORM TO THE ADDRESS BELOW AND EMAIL A COPY TO CAO.DEBT@LACITY.ORG.

**Office of the City Administrative Officer
200 North Main St. Room 1500
Los Angeles, CA 90012
Attention: Debt Management Group**

Affirmative Action Plan & Equal Employment Opportunity Policy

Siebert Williams Shank & Co., L.L.C. (“SWS” or the “Firm”) is fully committed to the concept and practice of equal employment opportunity in all aspects of employment. Pursuant to this commitment, SWS has developed this Affirmative Action Plan and Equal Employment Opportunity Policy with the objective of achieving genuine equal employment opportunity for all qualified individuals, to ensure its practices personnel policies are in complete accord with applicable federal and state equal employment opportunity laws, forbidding any type of unlawful discrimination against its employees or job applicants.

It is SWS’s policy that employment and employment opportunities should be based on an individual’s qualifications and competence to perform the job, without regard to the individual’s race, color, religion, sex, age, national origin, handicap, disability, disabled veteran or veteran status, marital status, sexual orientation, genetic information, or any other characteristic protected by applicable law. This policy applies to all aspects of the employment relationship including hiring, termination, promotion, transfer, training, layoff, recall, leave of absence and wage, salary and benefit administration.

Further, SWS expects that each employee will respect every other employee. Derogatory comments about someone’s background, or unlawful harassment or retaliation of any kind, will not be tolerated.

Recruitment

SWS is an equal employment opportunity employer: EOE/M/F/V/D; and will be identified in all employment advertisements as such using the above italicized tagline. Recruitment efforts at colleges, universities, high schools and vocational institutions with significant populations of women and minority students are encouraged. Through its many charitable donations, SWS also encourages the support of fraternal, sorority, civic and community-based organizations.

Hiring

In order to eliminate or minimize intentional or unintentional bias against minority applicants during the interview process, candidates will be interviewed by an interview committee of two to three Firm employees. The interview committee will also evaluate each candidate and decide on the most viable applicant. If selected, all offers of employment will be made by either the President & CEO or the Chairman of SWS.

Promotion

As a means of identifying qualified minority employees who are eligible for promotions or transfers to more upwardly mobile positions in the organization, the Firm will conduct a review process. All employees’ reviews will be assessed by the President & CEO, COO, CAO and the

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respective department manager. Further consideration may be determined by the Board of Directors.

Procurement

SWS does not discriminate against minority and women owned businesses in its own procurement of goods, supplies and services. In such instances, minority groups and agencies, e.g. government, educational, civic and/or community study groups, should be consulted for the purpose of identifying potentially qualified minority professional applicants.

Grievances

Any employee may bring matters of unfair treatment or other personal concerns to the attention of the Affirmative Action Officer, DiAnne Calabrisotto.

Program Reporting

Employment statistical records relative to SWS' affirmative action policies are available for inspection during normal working hours to appropriate government representatives. These records are located in the New York office. Government representatives wishing to inspect these records should contact our office at 212-830-4559.

Annual Review

The Affirmative Action Plan is evaluated, and updated if necessary, as part of the review of the Firm's policies and procedures.

Minority/Women Participation

SWS is steadfast in its philanthropic beliefs and responsible corporate citizenship and, seeks to create value for society through a broad range of community initiatives, volunteerism, and supporting under-utilized organizations.

- ✓ The Firm voluntarily participates in work-study and internship programs to encourage students of diverse economic and cultural backgrounds to pursue an investment banking career;
- ✓ SWS actively maintains a policy to assist local and regional minority law firms to gain valuable municipal bond experience by utilizing them as sole or co-underwriter's counsel when it is selected as senior manager;
- ✓ As an underwriter, the Firm consistently and successfully places significant minority firms in our financial transactions as co-underwriter, bond counsel, special counsel, and underwriters' counsel; and
- ✓ SWS makes every effort to utilize Historically Underutilized Businesses for any available work associated with all financings it accepts.

Sexual Harassment

SWS is committed to maintaining a work environment in which people are treated with dignity, decency and respect. This environment should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Sexual harassment is illegal under local, state and federal civil rights laws. It is against company policy for any employee to subject any other employee to unwelcome sexual advances, requests for sexual favors, or other verbal or physical

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conduct of a sexual nature at any time. SWS will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of its Policy Against Discrimination, Harassment and Sexual Harassment, and by education of its employees, SWS will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.