



# INDEX RULE BOOK

## Euronext<sup>®</sup> Family Business Index

Version 20-02

Effective from 15 May 2020

[indices.euronext.com](https://indices.euronext.com)

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# 1. INDEX SUMMARY

## 1.1 HIGHLIGHTS EURONEXT® EUROZONE FAMILY BUSINESS INDEX

<b>Factsheet</b>	<b>Euronext® Family Business Index</b>			
<b>Index name(s)</b>	Euronext® Family Business Index			
<b>Index type</b>	Price index, Net and Gross Return index			
<b>Index governance structure</b>	Euronext is the Supervisor and responsible for setting the rules and the periodical selection. Euronext acts as the Compiler and is responsible for the day-to-day management of the index.			
<b>Index Universe</b>	The Index Universe consists of all domestic companies admitted to listing on Euronext markets on segment A, B, C and Euronext Growth.			
<b>Eligible stocks</b>	<p>EM Lyon Business School analyses the companies from the Index Universe and determines whether or not they qualify as a family business based on the % shareholding belonging to a person or family, the capacity of the latter to influence the decisions, and the intent to transmit the business to the next generation.</p> <p>The companies qualified as family businesses are eligible for index inclusion.</p>			
<b>Selection</b>	<p>The eligible stocks are classified into 3 categories:</p> <ul style="list-style-type: none"> <li>- The Large category includes the compartment A</li> <li>- The Medium category includes the compartment B</li> <li>- The Small category includes the compartment C and Euronext Growth</li> </ul> <p>The selection ranking is based on the set of companies that are among the 80% highest ranking companies in terms of median daily turnover per category. Will be excluded the 20% less liquid stocks per category.</p> <p>The selection subsequently is ranked on the full market capitalization. The index is composed of 90 companies: the 30 highest ranking companies in each category.</p>			
<b>Number of constituents</b>	90			
<b>Weighting</b>	Categories	Compartments	Number of stocks	Individual weights rounded
	Large	A	30	1.67%
	Medium	B	30	1.17%
	Small	C + Euronext Growth	30	0.50%
<b>Review Cut-off date</b>	Annual, after market close of the penultimate Friday of May.			
<b>Review Effective date</b>	Annual, after close of the last trading day of June.			
<b>Base Currency</b>	Euro			

## 1.2 VERSION NOTES

Version	Effective date	New or changed parts
17-02	October 2017	Addition to 5.3.2 for situation with less than 30 per category; addition of adjustments to the outcome of the review.
20-01	April 2020	Modification of the review cycle.  New methodology and new partner (EM Lyon Business School) to assess if a business is family owned.
20-02	May 2020	Integration of ESG Disclosures

## 1.3 REFERENCE TABLE

Index name	Isincode	Mnemo	Bloom Code	Reuters code	Base date	Base value	Publication since
Euronext® Family Business	NL0012171292	ENFAM	ENFAM	.ENFAM	15/04/2016	1000	21/02/2017
Euronext® Family Business NR	NL0012171300	ENFAN	ENFAN	.ENFAN	15/04/2016	1000	21/02/2017
Euronext® Family Business GR	NL0012171318	ENFAG	ENFAG	.ENFAG	15/04/2016	1000	21/02/2017

## **2. GOVERNANCE AND DISCLAIMER**

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### **2.1 INDICES**

This rule book applies to the following indices (hereinafter “index”) owned by Euronext N.V. or its subsidiaries (hereinafter jointly “Euronext”):

- Euronext® Family Business

### **2.2 COMPILER**

Euronext is the compiler of the index (“Compiler”). The Compiler is responsible for the day-to-day management of the index and is also responsible for decisions regarding the interpretation of these rules.

### **2.3 SUPERVISOR**

Euronext acts as independent Supervisor of the index (“Supervisor”). The Supervisor is responsible for monitoring the selection of constituents for the index and ensuring that the index offers a reliable and representative view of the market.

### **2.4 CASES NOT COVERED IN RULES**

In cases which are not expressly covered in these rules, operational adjustments will take place along the lines of the aim of the index. Operational adjustments may also take place if, in the opinion of the Compiler, it is desirable to do so to maintain a fair and orderly market in derivatives on this index and/or this is in the best interests of the investors in products based on the index and/or the proper functioning of the markets. The Compiler will report to the Supervisor if it took a decision about a case which is not specifically covered in the rules for comments and review.

### **2.5 RULE BOOK CHANGES**

These rules may be supplemented, amended in whole or in part, revised or withdrawn at any time. Supplements, amendments, revisions and withdrawals may also lead to changes in the way the index is compiled or calculated or affect the index in another way. The Compiler will submit all decisions regarding supplementing, amending, revising or withdrawing these rules to the Supervisor for recommendations or approval.

### **2.6 LIABILITY**

Euronext, the Compiler and the Supervisor are not liable for any losses resulting from supplementing, amending, revising or withdrawing the rules for the index.

The Compiler will do everything within its power to ensure the accuracy of the composition, calculation, publication and adjustment of the index in accordance with relevant rules. However, neither Euronext, nor the Compiler, nor the Supervisor are liable for any inaccuracy in index composition, share prices, calculations and the publication of the index, the information used for making adjustments to the index and the actual adjustments. Furthermore, Euronext, the Compiler and the Supervisor do not guarantee the continuity of the composition of the index, the continuity of the method of calculation of the index, the continuity of the dissemination of the index levels, and the continuity of the calculation of the index.

### **2.7 OWNERSHIP AND TRADEMARKS**

Euronext owns all intellectual and other property rights to the index, including the name, the composition and the calculation of the index. Euronext® is a registered trademark of Euronext.

## 3. PUBLICATION

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### 3.1 DISSEMINATION OF INDEX VALUES

#### 3.1.1 Opening

The opening level is calculated using the last known prices of traded constituents or in the case of constituents that have non-traded, halted or suspended status, the previous day reference prices or estimated prices (for IPOs, buyouts and swap offers).

The opening index level is disseminated at the same time as the first index level.

#### 3.1.2 Calculation and dissemination

The index is calculated based on the most recent prices of transactions concluded on the constituents' relevant regulated markets. The level of the index is in principle published every 15 seconds. The index is calculated from 09:00 hours until Euronext Markets stop regular daytime trading on the days when the Euronext Markets are open for trading.

#### 3.1.3 Closing level

The closing level is the last level disseminated on the trading day.

### 3.2 EXCEPTIONAL MARKET CONDITIONS AND CORRECTIONS

In the event that part of the constituents is reserved, suspended from trading or if technical problems prohibit normal trading, index values will continue to be calculated and published. For those constituent stocks that are not available for trading, the last known value will be used when determining index values.

Notwithstanding the previous paragraph, the Compiler always retains the right to delay the publication of the opening level of the index. Furthermore, the Compiler of the index always retains the right to suspend the publication of the level of the index or to mark the level of the index indicative if it believes that circumstances prevent the proper calculation of the index. If prices are cancelled, the index will not be recalculated unless the Compiler decides otherwise.

The general procedures in case of index outages and other situations in which the normal provision of indices is interrupted are described in the Correction Policy on [indices.euronext.com/index-rules](https://indices.euronext.com/index-rules).

### 3.3 ANNOUNCEMENT POLICY

The announcement policy is described in the Euronext Indices Announcement policy document that is available on [indices.euronext.com/index-rules](https://indices.euronext.com/index-rules).

## 4. CALCULATION

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### 4.1 CALCULATION OF THE PRICE INDEX

The index is calculated on a price return basis. The calculation is based on the components' prices multiplied by weighting factors divided by the divisor. The divisor was determined on the initial capitalization base of the index and the base level. The divisor is adapted as a result of corporate actions and composition changes (see section 6).

### 4.2 CURRENCY CONVERSION

The base currency of the index is Euro ("Base Currency").

Share prices that are quoted in other currencies than the Base Currency will be converted to the Base Currency using the last known exchange rate observed on Reuters. Closing prices will be converted based on the most recent WM/Reuters spot rates, which are published each business day around 17:00 CET.

### 4.3 TOTAL RETURN INDEX CALCULATION

#### 4.3.1 Return indices

A net total return index as well as a gross total return index, is calculated and disseminated at the same frequency as the price index. The return indices are obtained by reinvesting the net and gross dividends respectively.

#### 4.3.2 Withholding tax rate

The net dividend is calculated as the gross dividend minus the applicable withholding tax. A table detailing the percentages that are applied is available on the website of Euronext.

#### 4.3.3 Ordinary dividends in shares

If a dividend is distributed in the form of shares only and if this is regarded as ordinary dividend, the return index will be reinvesting a cash equivalent of the dividend. If shareholders may choose between cash or shares the amount which is reinvested will be based on the cash option.

#### 4.3.4 Conversion of dividends declared in other currencies

If a dividend for a constituent is declared in another currency than the Base Currency of the index, then the Compiler will in first instance use the Base Currency amount if investors have the option to be paid in that currency. If the dividend amount is available only in currencies that deviate from the Base Currency, the Compiler will convert the dividend amount using the reference rate for the cum-day (the business day prior to the ex-date). In principle the reference rate will be based on the foreign exchange reference rates as published daily by the ECB.

## 5. INDEX REVIEWS

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### 5.1 GENERAL AIM AND FREQUENCY OF REVIEWS

#### 5.1.1 General aim of the periodical review

The general aim of the periodical reviews of the index is to ensure that the selection and weighting of the constituents continues to reflect the underlying market or market segment it represents.

#### 5.1.2 Effective date of reviews

The Review Cut-Off Date (see 9. Definitions) is after the market close of the penultimate Friday of May.

The review Composition Announcement Date (see 9. Definitions) is two days prior to the Review Effective Date, usually the Wednesday before.

The Review Effective Date (see 9. Definitions) is after the market close of the last trading day of June.

### 5.2 INDEX UNIVERSE AND SELECTION

#### 5.2.1 Index universe

All companies admitted to listing on Euronext markets on compartments A, B, C and Euronext Growth, having at least one year of listing history on the review cut-off date.

For more information on the compartments please refer to Euronext website: <https://www.euronext.com/fr>

#### 5.2.2 Eligibility screening at reviews

Within the universe the companies qualifying as a Family Business are eligible.

EM Lyon Business School analyses the companies from the Index Universe and determines whether or not they qualify as a family business based on the % shareholding belonging to a person or family, the capacity of the latter to influence the decisions, and the intent to transmit the business to the next generation (details in [chapter 8](#))

#### 5.2.3 Selection of constituents at the review (June)

##### 5.2.3.1 Liquidity filter

A liquidity filter applies within each category, where a category is defined as follow: large for compartment A, medium for compartment B and small for compartment C and Euronext Growth.

Within each category, the initial ranking is based on median daily turnover as observed in the 12 months up to and including the Review Cut-Off Date. The set of companies that are among the 80% highest ranking companies will form the selection ranking. If fewer than 30 companies qualify for the selection ranking in each category, the companies with highest median daily turnover will be added until there are 30 companies in each category.

Rule of decision if equality: Within a given category, the company to be selected first is the one whose average daily turnover as observed in the 12 months up to and including the Review Cut-Off Date is the highest.

##### 5.2.3.2 Full market capitalization criteria

Subsequently, the selection is ranked on the full market cap (on review Cut-Off Date). The index is composed of 90 companies: the 30 highest ranking companies in each category.

#### 5.2.4 Selected line

As only one listing – the most active one - is permitted per company, the listing representing the company's ordinary shares is generally used.

### 5.3 PERIODICAL UPDATE OF WEIGHTING

#### 5.3.1 Weighting in shares

The weightings are calculated such that within each category, the constituents will have an equal weight in the index at the review. The weightings in shares will be rounded to the nearest whole number.



Categories	Number of components(n)	Weight per category(w)	Components weight rounded	Components weight unrounded
Large	30	50%	1.67%	50/30
Medium	30	35%	1.17%	35/30
Small	30	15%	0.50%	15/30

If the number of components(n) deviates from 30 within a Category (due to a takeover, split up or similar event), the Component weight will be determined as  $w/n$ . The Weight per category will be maintained as pictured above.

### 5.3.2 Free float

Not applied for this index.

### 5.3.3 Capping

Not applied for this index.

## 5.4 ADJUSTMENTS TO THE OUTCOME OF THE REVIEW

In the event of a takeover or other exceptional circumstances, the Administrator has the right to revise the selection from the time the announcement is published up to the Review Composition Announcement Date.

The Administrator will not change the outcome of the review for events that happen after the Review Composition Announcement Date. Corporate actions happening before the Review Effective Date will lead to an update of the new composition that is in line with the treatment according to the Corporate Action rules.

## 6. CORPORATE ACTIONS

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### 6.1 GENERAL

The index may be adjusted in order to maintain the continuity of the index level and the composition. The underlying aim is that the index continues to reflect as closely as possible the value of the underlying portfolio.

Adjustments take place in reaction to events that occur with constituents in order to mitigate or eliminate the effect of that event on the index.

### 6.2 REMOVAL OF CONSTITUENTS

A constituent will be removed from the index if it has appeared that the liquid trading will be significantly affected due to a takeover, merger, bankruptcy or has ceased to be a viable constituent as defined by the rules. The constituent in question will be removed and not replaced in the index till the next review.

If a company is removed from the index, the divisor will be adapted to maintain the index level.

#### 6.2.1 Mergers and acquisitions

In the event of a constituent being a the target company in relation to a merger or acquisition, the company will be removed from the index. The constituent in question will not be replaced in the index till the next review.

The removal will take place after the close of the first (full) business day after the offer is declared unconditional or successful.

The Compiler reserves the right to apply a specific treatment in non-standard situations including but not limited to:

- Competing bids with differing closing dates or structures;
- Offers made without the intention to gain full control.

A separate announcement detailing the specific treatment will be issued timely to the market.

#### 6.2.2 Delisting, suspension and company distress

If a constituent is suspended, the Supervisor will consider whether the constituent should be removed on the understanding that a transitional period with a maximum of three months may be observed. When a constituent is removed following suspension, it will be removed at its suspension price unless otherwise decided by the Compiler.

If a constituent will be delisted from Euronext, it will be removed from the index as soon as possible and on a day announced by the Compiler.

The company will be deleted from the index based on either the last known price established during regular daytime trading or else a price determined by the Compiler, whereby the company may also be deleted at EUR 0.

#### 6.2.3 Price sources

In the event that the trading in shares is suspended, the last known price established during regular daytime trading will be used.

### 6.3 SPLIT UP / SPIN-OFF

In the event that a company included in the index is split up, the companies resulting from the split, including the original company where appropriate will continue to be included in the index providing they still qualify as an eligible company in their own right. The Supervisor will decide whether each of the resulting companies qualify. The index may then temporarily consist of fewer than, or more than the standard number of constituents until the next periodical review takes place.

For the purposes of these rules a split up is taken to mean a legal demerger, a spin-off or another situation which the Compiler deems to be similar.

In case the shareholder of the company which was originally included in the index does not automatically receive shares in a company which is created as a result of the split up, this company is considered to be a newly listed company.

The removal of any non-qualifying company resulting from a split up will take place after the close of the first day of trading in the shares of that company. If all companies resulting from the split are to be removed, the removal will take place at the close of the last trading day before the split.

#### **6.4 INCLUSION OF NON-CONSTITUENTS**

As a rule, newly listed companies are considered for inclusion in the index at the time of the periodical index rebalancing.

#### **6.5 DIVIDENDS**

##### **6.5.1 Distinction ordinary and special dividend**

The price index will be adjusted for dividends that are special.

The following criteria will be applied to decide whether a dividend should be considered a special dividend:

- a) The declaration of a company of a dividend additional to those dividends declared as part of the company's normal results and dividend reporting cycle; merely an adjustment to the timing of the declaration of a company's expected dividend would not be considered as a special dividend circumstance; or
- b) The identification of an element of a dividend paid in line with a company's normal results and dividend reporting cycle as an element that is unambiguously additional to the company's normal payment.

For the purpose of clarification, no adjustment will be made for the following situations:

1. Payment of ordinary dividends, irrespective of how they are financed;
2. Issue of redeemable shares or any other entitlement in lieu of an ordinary dividend; or
3. Unexpected increase or decrease, resumption or cessation, or change in frequency to an ordinary dividend.

##### **6.5.2 Adjustment for special dividend**

The adjustment of the index takes place by the reduction of the closing price of the share in question. Subsequently the divisor will be adapted in order to maintain the index level. The adjustments will be based on gross amounts.

#### **6.6 RIGHTS ISSUES AND OTHER RIGHTS**

In the event of a rights issue the divisor of the index will be adjusted in such a way that the value of the index remains the same. The divisor will be adjusted on the basis of the theoretical value of the rights issue as calculated by the Compiler.

Adjustments shall be made only if the rights represent a positive value.

The index will also be adjusted if a value can be attributed to a subscription right for convertible bonds, bonds with warrants or warrants with preferential rights for shareholders or similar situations. If the value cannot be attributed straightforward, the Compiler may also decide to include the detached instrument for one day and adjust the index at the close based on the closing price for that subscription right on that day.

#### **6.7 BONUS ISSUES, STOCK SPLITS AND REVERSE STOCK SPLITS**

For bonus issues, stock splits and reverse stock splits, the number of shares included in the index will be adjusted in accordance with the ratio given in the corporate action. The divisor will not be changed because of this. The Compiler may regard a bonus issue as the issue of an entitlement in lieu of an ordinary dividend and therefore treat this in accordance with 6.5.1.

#### **6.8 CHANGES IN NUMBER OF SHARES, FREE FLOAT**

Not applied for this index.

## **6.9 PARTIAL TENDER OFFERS ON OWN SHARES**

The Compiler will adjust the divisor of the index if the premium represents more than 5% of the share price of the close on the penultimate day before the ex-date (the day prior to the last day before the ex-day). The premium is calculated as the difference between the offered price and the closing price, multiplied by the percentage of the share capital targeted in the offer. If the divisor is adjusted, the number of shares in the index will be adjusted as well.

## 7. INDEX CALCULATION FORMULAS

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The general formula for the **price index** is:

$$I_t = \frac{\sum_{i=1}^N Q_{i,t} F_{i,t} f_{i,t} C_{i,t} X_{i,t}}{d_t}$$

Where:

t	Time of calculation
N	Number of constituent equities in index
Q <sub>i,t</sub>	Number of shares of equity i included in the index on day t
F <sub>i,t</sub>	Free Float factor of equity i <sup>1</sup>
f <sub>i,t</sub>	Capping factor of equity i <sup>1</sup>
C <sub>i,t</sub>	Price of equity i on t
X <sub>i,t</sub>	Current exchange rate on t <sup>1</sup>
d <sub>t</sub>	Divisor of the index on day t

The **total return index** calculation takes two steps: the first step is to transpose the announced dividend payment into index points. This is called the XD adjustment. This uses the following formula:

$$\text{XD adjustment} = \sum_{i=1}^N \frac{g_i * w_i}{d}$$

Where:

N	Number of constituent equities in index
g <sub>i</sub>	The announced dividend per share of the i <sup>th</sup> component stock (for net return index withholding tax is deducted from this dividend);
w <sub>i</sub>	The weighting of the i <sup>th</sup> component stock in the index, based on number of shares included in the index, Free Float factor, capping factor and exchange rate;
d	Divisor of the index.

The second step of the calculation uses the figures calculated in step one (XD adjustment). The dividend is assumed to be reinvested at the close of the ex-date.

$$\text{TR}_t = \text{TR}_{t-1} \left( \frac{\text{IV}_t + \text{XD}}{\text{IV}_{t-1}} \right)$$

Where:

TR <sub>t-1</sub> :	Total return index value yesterday;
TR <sub>t</sub> :	Total return index value on t;
IV <sub>t-1</sub> :	Underlying price index yesterday;
IV <sub>t</sub> :	Underlying price index on t;

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<sup>1</sup> Factor is equal to 1 if not applied for the index

## 8. CRITERIA DEFINING A FAMILY BUSINESS

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EM Lyon follows the below criteria:

1. Ownership	Presence of one family or more (directly or indirectly) in the business shareholders.
2. Control of the sovereign power	Families must own at least 25% of the voting rights; if not, a gap in ownership of the voting rights or of the capital, superior to twice the ownership of the next shareholder.
3. Control of the power of supervision	A significant and directly effective influence within the supervisory body, characterized by the presence of family shareholders or their representatives within the governing body, owing the majority of seats outside of the employee board members and those said to be independent.
4. Control of the executive power	A significant and directly effective influence within the executive body, characterized by the family owning at least the CEO position, and if not, by family members owning the majority of the executive positions.
5. Generational transmission or the determination to pass on to the next generation	Effective transmission is validated if family shareholders are descendants of the founders. Whereas the determination to pass on is identified by the presence of family members within the supervisory or the executive board, with a generational gap with the oldest family member.

## 9. DEFINITIONS

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### 9.1 REVIEW RELEVANT DATES

The **Review Cut-Off Date** is the date on which, after the market close, relevant data are gathered that will serve as basis for the periodical review of the index.

The **Review Announcement Date** is the date on which, after the market close, the changes relating to the periodical review are announced.

The **Review Composition Announcement Date** is the date on which, after the close, the full details are announced regarding the index composition that will come into effect after the review effective date. this includes the number of shares of all companies included in the new index portfolio.

The **Review Effective Date** is the date on which, after the market close, the changes relating to the periodical review are being effectuated in the index portfolio.

## 10. ESG DISCLOSURES

EXPLANATION OF HOW ESG FACTORS ARE REFLECTED IN THE KEY ELEMENTS OF THE BENCHMARK METHODOLOGY	
Item 1. Name of the benchmark administrator.	Euronext Paris
Item 2. Type of benchmark	Equity Benchmark
Item 3. Name of the benchmark or family of benchmarks.	<b>Euronext Family Business index</b>
Item 4. Does the benchmark methodology for the benchmark or family of benchmarks take into account ESG factors?	No
Item 5. If the response to Item 4 is positive, please find below the ESG factors that are taken into account in the benchmark methodology and how they are used for selection, weighting and exclusion	
a) List of environmental factors considered:	Not applicable
b) List of social factors considered:	Not applicable
c) List of governance factors considered:	Not applicable
Item 6. Data and standards used.	
a) Data input. <i>(i) Describe whether the data are reported, modelled or, sourced internally or externally.</i> <i>(ii) Where the data are reported, modelled or sourced externally, please name the third party data provider.</i>	Not applicable
b) Verification of data and guaranteeing the quality of those data. <i>Describe how data are verified and how the quality of those data is ensured.</i>	Not applicable
c) Reference standards <i>Describe the international standards used in the benchmark methodology.</i>	Not applicable
Information updated on:	30 <sup>th</sup> April 2020