INTERNAL MEMORANDUM

To: InVestra Client Advisory, Operations, Investment, and Compliance Teams
From: Management
Re: Best Practices for Serving Anthropic Senior Executive Clients
Classification: Confidential — Internal Use Only

Purpose

InVestra serves several senior executives at Anthropic. These relationships warrant a consistently high standard of discretion, information security, compliance discipline, and client service.

The objective is not to treat these clients differently from a fiduciary or compliance standpoint. Rather, their positions can create heightened privacy, reputational, cybersecurity, liquidity, concentration, and potential material-nonpublic-information concerns. The following practices should apply to every interaction involving these relationships.

1. Maintain Strict Need-to-Know Confidentiality

Information about these clients should be accessible only to personnel who require it to perform their responsibilities.

Do not discuss the identity, relationship, portfolio, net worth, compensation, equity ownership, liquidity plans, family circumstances, or financial activity of any Anthropic executive outside the appropriate client team.

The fact that an individual is an InVestra client should itself be treated as confidential.

Avoid mentioning these relationships in marketing materials, prospect conversations, internal presentations, recruiting discussions, social settings, or communications with other clients unless the client has provided explicit written authorization and Compliance has approved the use.

2. Never Solicit or Use Confidential Company Information

Client conversations may naturally touch on their careers, compensation, equity, company developments, or industry conditions. InVestra personnel should not solicit confidential information about Anthropic, its investors, counterparties, competitors, financing activities, product roadmap, financial performance, transactions, or other nonpublic matters.

If a client begins discussing information that could reasonably be material and nonpublic, redirect the conversation toward the financial-planning question rather than the underlying corporate information.

Do not use information learned through a client relationship to inform investment decisions for:

- the client;
- another InVestra client;
- an InVestra employee;
- a proprietary account; or
- any related party.

Any uncertainty regarding potential material nonpublic information should be escalated promptly to Compliance before trading activity occurs.

3. Apply Heightened Care to Trading Requests

Senior executives may possess information unavailable to the market even when they have not explicitly communicated it to InVestra.

Trading requests involving securities with a meaningful connection to Anthropic, its investors, strategic partners, vendors, customers, competitors, or potential transaction counterparties should therefore receive appropriate scrutiny under InVestra's compliance procedures.

Advisors should never attempt to infer investment opportunities from a client's professional activity, calendar, communications, liquidity needs, or comments about the business.

Where a proposed trade creates uncertainty, pause execution and consult Compliance.

4. Treat Equity Compensation as a Planning Issue, Not an Information Source

Executive clients may have substantial portions of their wealth tied to employer equity or other illiquid interests.

Planning should focus on the client's personal financial circumstances, including:

- concentration risk;
- liquidity requirements;
- tax exposure;
- exercise or purchase obligations;
- vesting schedules;
- estate-planning considerations;
- charitable objectives;
- diversification following permitted liquidity events; and
- contingency planning.

Do not pressure clients to disclose confidential company valuation information, financing negotiations, tender-offer timing, prospective transactions, or other information beyond what is reasonably necessary and appropriate for financial planning.

When valuation or liquidity assumptions are required, clearly identify them as assumptions and document their source.

5. Use Enhanced Cybersecurity and Identity Verification

Senior technology executives can be attractive targets for phishing, impersonation, account takeover, social engineering, and fraudulent wire requests.

For these relationships:

- Follow established verification procedures without exception.
- Independently verify unusual money movements, account changes, new payment instructions, or requests involving third parties.
- Treat urgency as a risk signal rather than a reason to bypass controls.
- Avoid sending sensitive financial information through unapproved communication channels.
- Minimize sensitive information in email subject lines, calendar invitations, internal chat messages, and mobile notifications.
- Never weaken authentication or operational controls because a client is busy or senior.

Convenience should not override security.

6. Keep Communications Professional and Appropriately Documented

Material financial advice, investment instructions, approvals, and client decisions should be documented through approved systems.

Clients may prefer text messages, personal email, encrypted applications, assistants, or other channels for convenience. InVestra personnel should follow firm policy regarding permissible communications and record retention.

Significant recommendations or instructions received informally should be memorialized in the appropriate client record.

Avoid commentary regarding Anthropic, its leadership, its competitors, AI policy debates, media coverage, or internal industry rumors unless directly relevant to the client's financial objectives.

7. Coordinate Carefully With Assistants and Other Representatives

Executives often delegate scheduling and administrative matters. Do not assume that an executive assistant, family-office employee, attorney, accountant, spouse, colleague, or other representative is authorized to receive financial information or provide instructions.

Confirm authorization before disclosing confidential information or accepting substantive directions.

Apply the same principle internally: seniority, curiosity, or business-development interest does not create a legitimate need for access.

8. Separate Client Service From Business Development

An executive client's professional network can be commercially attractive. The advisory relationship should never be used as an implicit pathway to Anthropic, its employees, investors, board members, or business partners.

Do not ask clients for introductions in a manner that could make their financial relationship feel transactional.

Any referral or testimonial activity should be voluntary, appropriately documented, and handled in accordance with applicable InVestra policies and regulatory requirements.

9. Plan for Publicity and Liquidity Before It Occurs

High-profile clients may experience sudden changes in wealth, visibility, security concerns, or inbound requests following financing events, secondary transactions, acquisitions, public disclosures, or other corporate developments.

Where appropriate, planning should address in advance:

- diversification strategy;
- tax reserves;
- charitable giving;
- estate and trust structures;
- cash-management needs;
- privacy considerations;
- personal cybersecurity;
- insurance and asset protection;
- family governance; and
- protocols for responding to unsolicited investment opportunities.

The best time to establish these procedures is before a major liquidity or publicity event.

10. Do Not Let Client Status Alter the Standard of Advice

Anthropic executives should receive thoughtful, sophisticated service, but the core standard remains the same as for every InVestra client: recommendations should be based on the client's objectives, circumstances, risk tolerance, liquidity needs, tax considerations, and applicable fiduciary or suitability obligations.

Prestige, anticipated referrals, account size, or professional influence should never affect investment recommendations or compliance decisions.

Escalation Standard

Employees should contact Compliance promptly whenever there is uncertainty involving:

- potentially material nonpublic information;
- unusual trading activity;
- restricted or sensitive securities;
- confidentiality concerns;
- suspicious account-access or transfer requests;
- communications outside approved channels;
- third-party authorization;
- conflicts of interest; or
- requests that appear designed to circumvent normal procedures.

When uncertain, protect the client, protect confidential information, document appropriately, and escalate before acting.

Guiding Principle

Provide exceptional service without becoming a participant in the client's corporate information environment.

Our role is to understand the client's financial life deeply while maintaining a disciplined boundary around confidential employer information. Consistent adherence to that distinction protects the client, InVestra, and the integrity of the advisory relationship.