

Equality and Diversity Policy Statement

Introduction

The Insurance Institute of London (IIL) provides membership services to a diverse profession which in turn serves a diverse range of consumers. It seeks to:

- promote ethical business and professional practices among persons engaged or employed in insurance or financial services, while respecting and encouraging diversity
- employ staff from a diverse range of backgrounds
- be an inclusive organisation

The IIL values and respects diversity and strives in all of its activities to take account of and reflect the interests of all the people it serves in line with section 5 of the CII Code of Ethics.

1. Commitment

The IIL strives to:

1.1 eliminate unjustifiable discrimination on any grounds including age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation or any other status

1.2 promote equal treatment and diversity for all existing and potential stakeholders including staff and members, Council and committee members, Institute members and contractors in all its practices and arrangements

1.3 improve diversity within its employment and encourage a wider diversity of people to work in financial services and to become members of the IIL

2. Strategic Objectives

In order to make progress towards fulfilling its commitments, the IIL aims to become an organisation that:

2.1 strives to carry out its responsibilities fairly and consistently – in compliance with equalities and the Equalities Act and the IIL's equality and diversity policies by:

- ensuring that its policies, processes, systems and procedures do not discriminate unjustifiably and consider how equality of opportunity for all stakeholders can be ensured
- making changes to policies, processes, systems and procedures where inequalities or discriminatory practices are identified
- making reasonable adjustments and changes to access requirements where possible and practicable
- ensuring equality of opportunity for all stakeholders

2.2. works towards a more inclusive membership which is able to provide sensitive, appropriate and high quality professional services to diverse clients

2.3. ensures that any proposed changes in relation to providing professional services take full account of the impact on all sections of its membership and non members by:

- undertaking Equality Impact Assessments of the implications for all stakeholders
- considering and commenting on, where appropriate, minority and under-represented groups in its membership
- raising awareness within its membership of new opportunities arising from proposed changes

2.4. seeks to ensure a diverse membership by taking into account and promoting the interests, views, needs and aspirations (commensurate with the IIL's equality and diversity commitment) of all sections of the membership by:

- understanding the needs and issues of the different groups within the membership and identifying and mitigating against any barrier to any other product or service provided by the IIL where reasonable
- consulting the different groups in the membership
- challenging views and policies which either fail to take account of or are silent on the impact on different groups in the membership, and the IIL
- evaluating information regarding the different background of each Member as collated by the CII where available

2.5. develops the IIL's governance structure and organisational capacity to deliver its equality and diversity commitment by:

- working towards ensuring that the Council, other and Committees in all their activities reflect and represent the diversity in the profession and the communities they serve
- ensuring that organisational structures are designed and reviewed regularly to enable the effective implementation of equality and diversity policies
- ensuring that organisational resources are adequate and used effectively to support equality and diversity activities
- providing those involved in the governance and management of the organisation with opportunities to develop and maintain awareness, skills and competencies so that they have the knowledge and the confidence to deal with equality and diversity issues in an inclusive and robust manner

2.6. works towards adopting the IIL's Equality & Diversity Statement as a model of good practice on equality and diversity issues by:

- leading by example
- actively promoting equality and diversity with its partners and stakeholders
- regularly reviewing and assessing progress toward achieving its equality and diversity goals

3. Implementation

3.1 Action plan

3.1.1 The IIL will develop an action plan which will translate the objectives set out above into action, activities and initiatives. The action plan will be developed taking into account the wider legislative and policy context, the business needs of the IIL and the resources available.

3.1.2 Responsibility for ensuring that progress is made on equality and diversity issues is held by Council. It is supported and advised on this by the IIL's Diversity Champion (who is in turn supported by the CII's Diversity Action Group) who will report via the IIL Representatives Committee as a regular item of report.

3.1.3 Other committees have a responsibility to ensure that equality and diversity issues are taken into account fully in respect of their responsibilities and spheres of activity and can seek out the support of the IIL's Diversity Champion.

3.2 Responsibility

Everyone is entitled to be treated equally and without unjustifiable discrimination. They also have responsibilities to act without unjustifiable discrimination to others.

3.2.1 Responsibility for equality and diversity issues within the IIL are allocated as follows:

- overall responsibility for staff of the IIL rests with the Institute Secretary of the IIL on behalf of the President and Council;
- each Council and Committee member has responsibility for complying with and promoting the IIL's equality and diversity policies;
- each Representative of the IIL is responsible for complying with and promoting equality and diversity issues in his or her area;
- all members of staff have responsibility to ensure that equality and diversity policies are put into practice commensurate with their jobs and responsibilities. Employees are also responsible for making sure that they have read and understood equality and diversity policies, follow the policies and ensure that their managers are informed of any instances of potential unjustifiable discrimination in relation to the IIL's responsibilities;
- all other parties, for example, members, contractors, recruitment agencies, consultants, and others acting on the IIL's behalf are expected to adhere to the relevant equality and diversity policies.

3.3 Communication

The IIL will communicate its equality and diversity policies and activities both internally and externally using a variety of methods and formats. This will include communicating with the members on a regular basis and providing information to staff and potential employees.

In addition to providing information on specific equality and diversity issues, IIL will also strive to ensure that all our communication (including consultations, publications, leaflets, reports, advertising, website, etc) is accessible and reflects our commitment to equality and diversity.