



2020 CALIFORNIA INSURANCE DIVERSITY SURVEY TEMPLATE LETTER & FORM to SURVEY BOARD MEMBERS

California Department of Insurance – Insurance Diversity Initiative



www.insurance.ca.gov/diversity



CA.IDS@insurance.ca.gov

TEMPLATE LETTER TO BOARD MEMBER

NOTE: This draft form letter was developed in response to insurance company requests. Use of this template is not mandatory and is intended to serve as a guide.

INSURANCE COMPANY LETTERHEAD

Date

Name
Company
Address
City, State, Zip

Dear [Name of Governing Board Member]:

[Insurance company] is collecting data from our board members in order to comply with California Insurance Code section 927 et. seq. that requires insurance companies to report to the California Department of Insurance about the diversity of our Board of Directors, or Governing Board.

The California Insurance Diversity Survey (CAIDS) requests information from insurance companies on both governing board demographics as well as procurement with diverse suppliers.

In order for [insurance company] to aggregate and report our data, we respectfully request that you return the enclosed survey by [date] to [company email/physical address].

If you have any questions, please contact [name + contact].

Sincerely,

Name
Title

Enclosure



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FORM TO SURVEY BOARD MEMBERS

Important: Insurers must provide mandatory disclosures to each board member, prior to, or concurrently with, the survey. Disclosures to board members must notify the board member that the board member's decision to disclose their demographic information is voluntary, that no adverse action may be taken against the board member or the insurer if the board member declines to participate in the survey, and that the aggregate data collected for each demographic category will be reported.

The Governing Board Diversity Survey provides the opportunity to share self-disclosed and publicly-identified demographics of Board Members.

1. To which gender category do you identify with? *(Circle one)*
 - a. Man
 - b. Woman
 - c. Nonbinary*
 - d. Decline to state

**Nonbinary is an umbrella term for people with gender identities that fall outside of the traditional conceptions of strictly either female or male.*

2. Are you a disabled veteran? *(Circle one)*
 - a. Yes
 - b. No
 - c. Decline to state
3. Do you publicly identify as LGBT (Lesbian, Gay, Bi-sexual, and/or Transgender) - *(Circle one)*
 - a. Yes, I publically identify as LGBT
 - b. No
 - c. Decline to state
4. Are you a veteran? *(Circle one)*
 - a. Yes
 - b. No
 - c. Decline to state
5. What ethnicity do you identify as? *(Circle one)*
 - a. American Indian
 - b. African American
 - c. Asian Pacific Islander
 - d. Hispanic/Latino
 - e. Multi-Ethnic
 - f. Caucasian
 - g. Other
 - i. If other, please specify: _____
 - h. Decline to State _____