



Insurance Internal Audit Group

Classification – Public

Document Publishing Policy DRAFT

CONFIDENTIAL INFORMATION OF INSURANCE INTERNAL AUDIT GROUP (IIAG)

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Document Distribution List

This document is unrestricted and is available to all IIAG members

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1. Introduction / Overview

The publication policy supports the Insurance Internal Audit Group (IIAG) and Good Practice Development Group (GPDG) in the delivery of their strategy:-

“Enhancing the profession and practices” of internal auditing.

A publication is defined as any document the IIAG or GPDG makes public.

1.1 Purpose

The purpose of this document is to collate all the relevant requirements and processes in respect of publishing documents.

1.2 Objectives

This Policy is intended to ensure that IIAG and GPDG members are aware of the following publishing objectives:

- **Accessibility:** to make publications widely accessible and identifiable to relevant audiences in either web or printed format, or both.
- **Marketing:** to market publications to promote IIAG / GPDG work and achieve the goals of the IIAG Strategy.
- **Clear English:** to communicate clearly and effectively with our audiences; to encourage authors to write clearly, using a writing style appropriate to the type of publication and audience; and to ensure that publications reflect a single, defined 'house' style.
- **Copyright:** to safeguard the copyright of publications, clarify issues of copyright for publications facilitated by us or produced in partnership with other bodies and, in all other respects, meet the legal obligations required of UK publishers.

1.3 Scope

A publication is defined as any document the IIAG or GPDG makes public. The standards and procedures are also applied to documents that may not be made public, but are circulated to a restricted audience.

1.4 Area of Application

The primary medium for our publications is the IIAG websites. Publications may also be printed through office printers or external print companies. Responsibility for approving and authorising the publishing of publications lies with the IIAG Management Committee.

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1.5 Approval and Updating

This document will be reviewed whenever there is a relevant change to the policy and/or at least annually. It will be approved by the IIAG Management Committee

2 Document Publishing Policy Requirements

2.1 Accessibility

- IIAG is committed to making their publications widely accessible and identifiable to relevant audiences in either web or printed format, or both.
- All publications are published on the IIAG website and a small selection of publications may also be printed. The web is the primary publishing medium.
- Web-based publications on the website are available in PDF format to enable online viewing and offline printing.
- All our publications are available to view on, and download from, the IIAG website free of charge.

2.2 Marketing

IIAG is committed to marketing publications effectively using the following:

- **website:** we promote our primary website, www.iiag.co.uk as the main source of information on our publications.
- **social media:** we use social media platforms such as Linked in to promote our publications, in line with our Social media policy.
- **specific marketing for each publication:** the Management Committee liaises with the author in order to ensure a planned, approved approach to distribution.

2.3 Communicating in clear English

IIAG is committed to communicating our work clearly. As part of this commitment we:

- Focus on communicating effectively with our audiences using clear English.
- Have a defined 'house' style, which sets out our preferences for text formatting and English usage and publish these 'house style' guidelines on our intranet.

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2.4 Copyright and legal obligations

- IIAG is committed to fulfilling their legal obligations in relation to copyright and legal obligations.
- Originating authors must identify potential copyright issues before a publication is commissioned or written and inform the IIAG Management Committee accordingly. If necessary, legal advice will be taken at this preliminary stage to determine an appropriate copyright statement, which will be included in the publication.
- By sending IIAG your views, you agree to grant IIAG a perpetual, royalty-free, right to use, reproduce and modify your contribution.
- By submitting your contribution, you also indemnify IIAG against all legal fees, damages and other expenses that may be incurred as a result of publishing your contribution.
- We will comply with the 1998 Data Protection Act.
- In exceptional circumstances, such as where your contributions breach the law, we could be legally obliged to reveal your identity to the authorities.

2.5 Documents

We will not publish:

- messages that are unlawful, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually explicit or racially offensive;
- any comments we believe could lead to court action including defamatory comments, comments that risk prejudicing on-going or forthcoming court proceedings or which break a court injunction;
- any comments which contravene restrictions on local government resources being used for party political purposes;
- any comments which incite people to commit any crime.

Please do not:

- submit content which you've copied from someone else and don't own the copyright to;
- submit personal information about yourself or anyone else - it is not acceptable to publish your or anyone else's contact details including address, place of employment, name of educational establishment, telephone or mobile number, email address, etc.

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- send us advertising or promotional materials.

3 List of Abbreviations

Abbreviation	Expanded Form
IIAG	Insurance Industry Audit Group
GPDG	Good Practices Development Group

4. General Definitions / Glossary of Terms

Phrase	Definition

5. Related Documents

Document	Location / Link

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