

Women in Finance Charter Guidelines

The Luxembourg Women in Finance Charter (“WiF Charter”) is a commitment by signatory firms and representative bodies to achieve greater gender balance and gender diversity across Luxembourg’s financial services sector.

Supported by the Luxembourg Ministry of Finance, the WiF Charter underpins the industry’s ambition to see increased participation of women at all levels within financial services organisations and representative bodies in Luxembourg.

Encouraging gender balance and gender diversity in the financial services sector is crucial in building a solid talent pool. This will lead to a greater diversity of thinking, experience, and leadership styles in decision-making processes, for the economic benefit of businesses, clients, and the wider community.

Recognising the sector’s diversity and firms’ different levels of maturity on gender balance and gender diversity, the WiF Charter encourages each signatory to set its own measurable objectives to promote it.

Who is in the scope of the WiF Charter?

The WiF Charter applies to its Founders and is open to all regulated financial services firms operating in Luxembourg, including but not limited to credit institutions, investment funds, insurance companies, management companies, investment firms, and Professionals of the Financial or the Insurance Sector (PSF or PSA), as well as service providers whose operations directly support the Luxembourg financial sector, provided that such service providers are members of, or otherwise duly affiliated with, as applicable, at least one of the WiF Charter’s Founding Members (ABBL, ACA, ALFI, LuxCMA, LuxFLAG or LuxSE).

What are organisations committing to under the WiF Charter?

As a signatory, an organisation will be committing to:

1. Promote the progression of women within their organisation.
 - Signatory organisations commit to the advancement of women at all levels, including at senior and board levels, to achieve a greater gender balance and gender diversity within their working environment.
2. Appoint an Accountable Executive (AE) responsible for gender balance and gender diversity.

- Signatory organisations must appoint an AE who is responsible for gender balance and gender diversity.
- While there is no obligation to publicly disclose the name of this AE, contact details must be provided to the Luxembourg Sustainable Finance Initiative (LSFI), as the coordinating entity in charge of producing an annual report on signatories' progress towards their targets.

3. Set internal targets and action plans.

- Signatory organisations are expected to set internal targets (mandatory) in line with the WiF Charter expectations, and action plans (optional) which will be integrated into the organisation's goals.
- The WiF Charter expects its signatories to set at least one of the following targets: Board level, Executive Committee / C-suite level, or Senior Management level. Headline targets for middle/junior management and interim targets at all levels are optional. Interim targets serve shorter-term objectives to be able to track progress in a shorter period (6-12 months).
- Signatory organisations that are not able to set headline targets must follow a "comply or explain" approach by clearly stating why the targets cannot be set and outlining the alternative measures they are taking instead with a clear timeline.
- To facilitate a sharing of best practices, organisations are encouraged, with the option to opt out, to provide information on internal actions taken to achieve the WiF Charter headline targets. These will be communicated in an anonymised way in the annual progress report.
- For Service Providers, as their organisation may serve clients across multiple sectors, the following rule applies to all staff metrics and targets (Senior Management, Middle and Junior Management, and remaining staff): include only employees dedicated 100% to servicing the Luxembourgish financial sector. They should not include staff who split their time between financial and non-financial clients. This rule does not apply to Board and ExCo/C-suite members, which should reflect the organisation's overall governance body.

4. Support transparency.

- Signatory organisations must support transparency by publicly and annually reporting their progress towards these targets on their website.
- Signatory organisations that do not have access to a company website will be able to publish their metrics and targets in a variety of ways, including on the parent website or social media. The "comply or explain" rule applies in such cases: the explanation, as well as the location of published targets and progress, are to be included in the signatory's questionnaire.
- It will be considered as good practice for signatories to include a Women in Finance section in their own Annual Report.

LSFI will publish an aggregated annual progress report on its website covering signatories' progress towards the targets.

WiF Charter Reporting Guidelines

Reporting Dates

- Annual data collection timeframe for Signatories: September – November
- Deadline for new signatories to be included in the annual WiF Charter Progress Report and setting targets is on the 31st August, unless they agree to complete the questionnaire and set their targets immediately if they sign up after the data collection period has begun.
- WiF Charter annual progress report publication: Q1 of the following year
- If the data is not provided on time, the signatory will be delisted and thus will no longer be part of the WiF Charter.

Charter Reporting Process

- To accompany the industry through the reporting process, the WiF Charter founders have mandated LSFI as the external coordinating entity and data partner.
- LSFI will also be responsible for the coordination with the Steering Committee composed of the WiF Charter's founding members - The Luxembourg Bankers' Association (ABBL), Association of the Luxembourg Fund Industry (ALFI), the Association of Insurance and Reinsurance Companies (ACA), the Luxembourg Capital Markets Association (LuxCMA), Luxembourg Finance Labelling Agency (LuxFLAG) and the Luxembourg Stock Exchange (LuxSE) - as well as support and lead the reporting process, to ensure a centralised procedure for all signatory organisations.
- Data collection will be initiated in September each year. WiF Charter signatories will receive a request to fill the WiF Charter signatory questionnaire, which they will have to complete and return by November.
- Signatory organisations are required to provide data annually from the respective reporting year.
- New WiF Charter signatories that join before the beginning of the data collection of September will be included in the reporting cycle of that year. They will therefore be required to provide the baseline metrics reflecting the situation in their organisations for the current year and share their targets and action plans as per the previous bullet point.
- Signatories joining after the beginning of the data collection period, are not obliged to participate the data collection, but they have the opportunity to do so if it is deemed feasible to set targets and complete the questionnaire within the data collection period. New signatories that did not participate data collection, will only be featured as new signatories in the report.

WiF Charter Annual Progress Report

- In March of each year, LSFI will issue the annual progress report, where it will publish the updated list of signatories and take stock of the targets.
- The annual progress report will feature aggregated data and consolidated results from the previous calendar year, and assess how signatories are progressing towards their targets set under the WiF Charter, identifying potential areas for improvement and best-in-class case studies.

WiF Charter Signatory Status

Endorsement of the WiF Charter doesn't have an expiration date, and signatories set their own target(s) and timeframe by which they intend to achieve the target(s) in question.

However, as described in the previous paragraph, signatories are asked to report annually on the metrics and progress made towards achieving objectives and targets.

Therefore, if a signatory organisation fails to fulfil the reporting requirements, it will lose its signatory status and will be removed from the WiF Charter's list.