



DEI-100: Diversity, Equity and Inclusion – 19 October 2023

Purpose

The purpose of the Policy DEI-100 is to establish Diversity, Equity and Inclusion (abbreviated to DEI) as an imperative within INCOSE and to ensure that structures and mechanisms are in place to ensure that INCOSE is an organization where everyone can comfortably be their authentic self, recognizes themselves in other members, and has an equal voice and opportunity in their interactions within the organization.

Applicability

The DEI-100 Policy applies to all INCOSE members and staff/contractors globally.

Definitions

The following summary definitions are taken from the Accreditation Board for Engineering and Technology, where they provide a reference point for conversations and materials about diversity, equity, and inclusion. Full definitions are available from ABET.

- **Diversity** is the range of human differences, encompassing the characteristics that make one individual or group different from another.
- **Equity** is the fair treatment, access, opportunity and advancement for all people, achieved by intentional focus on their disparate needs, conditions and abilities.
- **Inclusion** is the intentional, proactive, and continuing efforts and practices in which all members respect, support, and value others.

INCOSE uses the compound term **Diversity, Equity and Inclusion** (abbreviated to **DEI**) when referring to the broad subject matter.

Policy Content

Associate Director for Diversity, Equity and Inclusion

The Associate Director for Diversity, Equity and Inclusion is the board champion for DEI, designated to be the visible leadership role for this imperative.

The Associate Director for DEI shall create and execute a DEI Plan to benchmark, monitor and improve DEI within INCOSE. This plan shall be refreshed annually and shall be available to the public. This plan should be based on a suitable externally recognized planning framework. The plan shall include DEI monitoring and measurement activities.

The Associate Director for DEI shall chair the INCOSE DEI Advisory Committee.



The role of the Associate Director is defined in the INCOSE BoD Position Descriptions and shall report to the President.

INCOSE DEI Advisory Committee

The DEI Advisory Committee (referred to as “the committee”) is a standing advisory committee to the INCOSE Board of Directors as defined in policy CMT-100, established under the provisions of Article V, Section 3 of the Bylaws. The committee was designated by a resolution adopted by the Board of Directors dated 1st Feb 2021.

The purpose of the committee is to discuss and promote DEI within INCOSE, help the INCOSE Board of Directors to drive appropriate change relevant to the imperative, and to engage with members and the wider engineering community. Promotion of DEI includes making suitable guidance material available to INCOSE members.

The chair of the committee shall be the INCOSE Associate Director for Diversity, Equity and Inclusion. The committee may choose to elect co-chair(s) on a permanent or ad-hoc basis.

Membership of the committee shall be open to INCOSE members with an interest in DEI, a desire to contribute to this theme within INCOSE, and experience of diversity, equity and inclusion matters.

The principal responsibilities of the committee shall be to support the Associate Director for DEI to:

1. Advise the INCOSE Board of Directors on DEI matters.
2. Benchmark INCOSE against related associations on a regular basis.
3. Ensure DEI considerations are incorporated into the INCOSE Long Range Plan and Annual Operating Plan.
4. Develop an annual DEI plan and budget request for activities to raise DEI awareness and to implement cross-cutting change.
5. Maintain connection with DEI initiatives and groups across INCOSE, including within sectors/chapters/other constituencies.
6. Provide regular communications on DEI matters.
7. Create, and maintain INCOSE DEI Guidance Material.
8. Provide an open method by which members and non-members can raise a DEI topic to the committee, which may be done anonymously.

The committee shall meet a minimum of four times a year, and more often as necessary. The committee may set up task teams to progress topics within its remit.

Responsible Position

The Associate Director for DEI shall maintain this Policy.



Related Policies

None

Related Procedures, Templates, and Forms (Optional)

None

SUPERSEDES: DEI-100 dated 2 February 2021

APPROVED BY: INCOSE Board of Directors, Virtual, 19 October 2023

MAINTAINED BY: (RACI Responsible R): Associate Director for DEI

POLICY OWNER: (RACI Accountable A): President