

# CREATING INCLUSION

Institution of  
**MECHANICAL  
ENGINEERS**

**Welcome Pack**

**Improving the world through engineering**

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# 1 WELCOME

## WELCOME TO OUR DIVERSITY AND INCLUSION (D&I) LEARNING PROGRAMME '*CREATING INCLUSION*'.

Driving inclusion through the organisation is essential to achieve our mission of "*improving the world through engineering*" and supporting our [strategic goals](#).

We are proud to have a rich, global membership base, and we are taking steps to build an inclusive culture where all our members and employees know they belong, feel valued and can thrive. The D&I Learning Programme aims to raise awareness and equip us with the right knowledge and tools to embed inclusion at the heart of everything we do.

This programme, alongside our [values](#), [D&I strategy](#) and the [D&I Action Plan](#) empowers us with the opportunity to confidently discuss the programme with our colleagues, members, volunteers and create a truly inclusive environment for all.

Throughout this pack you will find information on:

- Why it's important to educate and raise awareness
- What your role is, and how you can support
- The content of the learning programme
- The learning journey you will follow
- FAQs

Your advocacy and support are essential in fostering an inclusive culture at IMechE and we cannot wait to start this learning journey with you.

Yours sincerely,



Dr Alice Bunn  
**Chief Executive**  
**Institution of Mechanical Engineers**



Phill Peel  
**President**  
**Institution of Mechanical Engineers**



Giles Hartill  
**Deputy President**  
**Institution of Mechanical Engineers**

## 2 WHY A LEARNING PROGRAMME?

Our mission, vision, values, and strategic goals point to the need to continue our culture transformation journey and retain our place as leaders in the engineering sector.

The D&I Action Plan is set to ensure that our services are built with accessibility in mind, that our communications are inclusive, and that any systemic barriers are removed.

We know that organisations which focus time, energy and resources on engaging, developing and nurturing their teams with inclusive practices achieve:

- Improved global reputation
- Increased creativity and innovation
- Improved problem solving
- Greater productivity and efficiency
- Increased market share
- A culture of common goals and mitigated bias
- Recognition as an “employer of choice”, enabling access to a wider pool of talent
- Increased employee engagement and retention
- Lower levels of absenteeism

With the D&I Learning Programme, we can create safe and respectful environments where people build their knowledge and skills around D&I, through sharing lived experiences and connecting in a way like never before.

“““

“I think as an individual you grow a lot through the learning programme. Ultimately, it's about making better decisions because we include all diversity of thought in our decision-making process....”

“But you can also apply this to life outside work too. Being equipped with the tools just to stop for a minute, just to think about the situation, just to make sure that you are not being that person that is jumping to conclusions...”

**Dr Alice Bunn, IMechE CEO**

# 3 THE BUSINESS CASE

SOME MORE FACTS AND FIGURES FROM AROUND THE WORLD...

## DID YOU KNOW...

...85% of senior executives globally agreed that diversity is so important as different perspectives drive innovation

## DID YOU KNOW...

...in the UK, for every 10% increase in gender diversity in exec team, EBIT rose by 3.5%, despite this, there's an average of only 12% females in exec teams

## DID YOU KNOW...

...less than half of women trust the leaders of their organisation to stand up for and do what is right

## DID YOU KNOW...

...disabled engineers are more likely to feel isolated at work, and to have experienced and witnessed bullying and harassment than their non-disabled colleagues

## DID YOU KNOW...

...for the first time in history we are about to have 5 different generations working together

## DID YOU KNOW...

...Black Caribbean and mixed ethnicity employees place the least trust in their organisation's leadership

## DID YOU KNOW...

...67% of job seekers say workplace diversity is an important factor when considering employment opportunities

## DID YOU KNOW...

...non-management employees are less likely than all other grades to describe the culture of engineering as 'collaborative'

## DID YOU KNOW...

...in general around half of all LGBTQI+ engineers do not feel able to be open about their sexual orientation at work



# 4 THE LEARNING PROGRAMME

## Learning Objectives:

- Build a better understanding of what 'Creating Inclusion' means, and its importance for employees and members
- Raise self-awareness and define personal impact
- Identify and address any perceived barriers within the Institution
- Empower all to lead respectful & inclusive teams & Committees
- Identify and understand the moral and legal stand points
- Spot the signs of non-inclusive behaviour; the overt and the subtle
- Be courageous - knowing where, when, who, how and why to call it out
- Develop allyship skills and behaviours in employees and members
- Upskill all employees and members to have courageous conversations
- Demonstrate daily collaboration to make a difference to inclusion & belonging

## Overview

When it comes to learning about equality, equity, diversity, inclusion and belonging, it can feel like a minefield, sometimes it can feel like there's too much to learn, and the more we learn the more we can feel lost as it can feel like there is too much to do.

We can also feel like we will make things worse if we try to do the right thing, but we have to be willing to get it wrong by trying to get it right, and, we are all starting from different places and lived experiences.

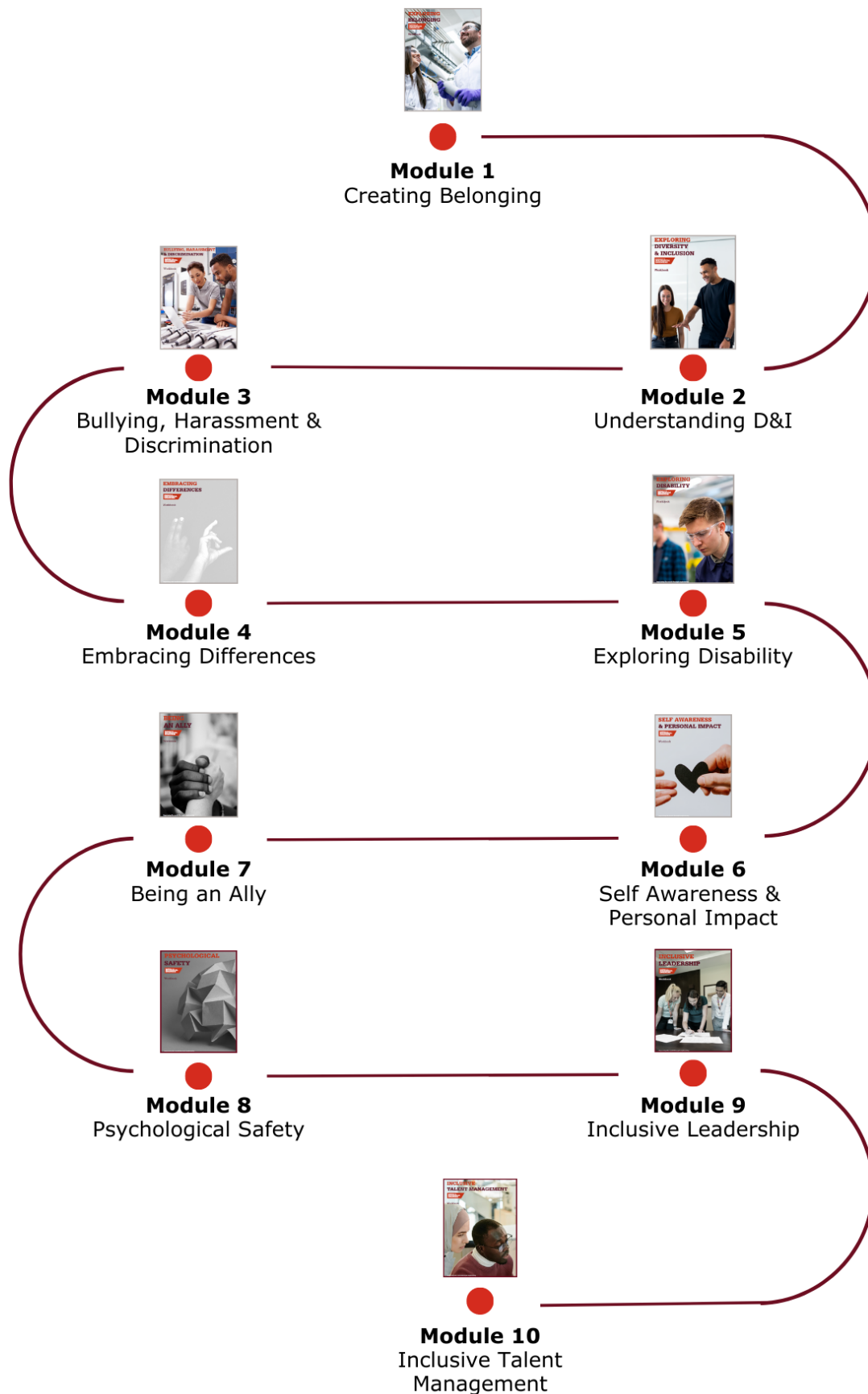
Being curious to explore this topic further is a great place to start as it helps us to:

- Learn more about other people
- Learn how to listen to other viewpoints and understand perspectives
- Get to know other people's lived experiences
- Connect with people different to ourselves
- Harness the differences between us to create a truly inclusive Institution

By listening and learning about other people, we begin to understand not only our differences, but also our similarities, and learn to accept each other for who we are.

By accepting our differences, we can create an inclusive culture where we each feel free to be ourselves at work and our membership activities.

# 5 YOUR LEARNING JOURNEY



# 6 THE MODULES

There are 8 core modules in total that will be run throughout 2023, and whilst we encourage you to learn at your own pace, we will also have a monthly focus on each module to help you bring to life your learning in an interactive and engaging way.

All modules have a variety of different self-led learning materials available on our learning management system (which will be live in May) and a pre-recorded version of our previous live sessions to help bring to life some of the topics.

Below are the module overviews so you can get a feel of what to expect:

## Module 1 – Introducing Belonging

Creating belonging at work is the most impactful way to enhance inclusion and create a space where diversity can thrive, and everyone can reach their full potential. An absence of belonging has negative and devastating effects on people, both physically and psychologically.

We all want to feel like we belong, whether it is with our family, friends, at work or in our membership duties, none of us want to feel like an outsider or that we don't belong somewhere – this module will give you the tools, skills, and knowledge to empower you to create even greater belonging at the IMechE. This module will do just that!

## Module 2 – Understanding D&I

When it comes to the topic of Diversity and Inclusion there is lots to learn, which means it can be hard to know where to start and can feel overwhelming in general.

This module is designed to give you the knowledge, awareness, and skills to know how to discuss the meaning of ED&I and will empower you to confidently discuss this topic with other people at the Institution.

## Module 3 – Bullying, Harassment & Discrimination

Understanding why bullying and harassment happens within organisations is the first step in preventing it from happening. Additionally, discrimination can come in a variety of forms and can affect everyone differently, knowing how to spot discrimination and how to prevent it will enable the Institution to promote diversity and inclusion – this module addresses just that.

## Module 4 – Exploring Differences

Embracing differences when building a fully inclusive culture is something that takes understanding, respect, and acceptance. We don't all have the same lived experiences or views of the world, so it is important to understand our differences to empower us to accept and respect other people, without having to negotiate with our values – this module addresses just that.

## Module 5 – Exploring Disability

At the IMechE we have a wonderfully diverse range of abilities and neurodiversity, giving us a competitive advantage within the engineering field. Sometimes, however, we can misunderstand what disability means and how stigma can negatively impact members and employees' experiences at the Institution – this module addresses just that.



## **Module 6 – Self Awareness & Personal Impact**

Exploring how we impact others and awakening our own self-awareness is a key step in promoting further inclusion at the Institution, so in this module we will delve deeper into how to practically adapt our own approach to make tangible positive impact on others within the IMechE.

## **Module 7 – Being an Ally**

Being an ally is essential when increasing inclusion and belonging in any organisation and with the IMechE being a global Institution, with a rich history and diverse population, it is more essential here to create allyship skills.

## **Module 8 – Psychological Safety**

Creating spaces at the IMechE where people feel comfortable to bring their whole selves to work and volunteering duties is essential to enable everyone to improve the world through engineering. When we feel able to be ourselves and not live in fear of repercussions, we are able to be innovative, we can collaborate more effectively, and we can bring in our expertise to create lasting solutions.

**There are also two additional modules designed specifically for those that manage people and/or are looking to manage people in the future:**

## **Module 9 – Inclusive Leadership**

Many people at the Institution look up to you and you have a high level of influence wider than you think, meaning you have the platform to enhance the level of inclusion that exists in your team and throughout the organisation. With that level of responsibility, it's important to ensure you're confidently leading your team in an inclusive way and that you're creating the inclusive spaces for your team to feel they belong.

## **Module 10 – Inclusive Talent**

Inclusive talent management is a key element to get right when creating diverse spaces where everyone feels they belong and are included. Creating confidence, understanding, and equipping people managers with the tools, resources and knowledge needed to hire, promote, and support talented people throughout the Institution is key to ensuring fair and robust practices are in place to create talent pipelines.

# 7 LEARNING APPROACH

## THE LEARNING ACTIVITIES

With a blended learning approach, we will capture everyone's learning style whilst ensuring we are inclusive of those with disabilities and learning difficulties. For employees and members, the programme offers a fully immersive, interactive approach with a variety of self-led learning materials to spark curiosity.



### Workshop Recordings & Workbooks

Interactive workshop recordings with accompanying workbooks will enhance knowledge and understanding around core topics and raise awareness to the real 'lived experiences' of those at IMechE.



### Videos, Animations & Podcasts

Informative and visual animations and recordings will support live learning and self-led learning knowledge and reflection. Podcasts with real member and employees discussing their perspective on module topics.



### Self-Led Learning Materials

A variety of self-led learning materials will create a library of learning. Each topic has bitesize learning areas to focus on, meaning people don't feel overloaded with information and are curious to learn more.



### Inclusion Activities

For each module, an activity pack for all people at the IMechE. These packs will empower people leaders to lead inclusive teams.

# 8 D&I COMPETENCY FRAMEWORK

## THE D&I FRAMEWORK

This D&I competency-based framework is built around the IMechE values and is designed to help embed the learning further, through self-assessment and benchmarking activities. We use this in every learning activity and learning material, so that it is clear which skill/behaviour we are working to enhance.



# 9 FAQs

## **Why is it called 'Creating Inclusion' – aren't we already doing a good job?**

Yes, the IMechE is one of the leading engineering organisations where people are able to come to work and their membership duties and completely be themselves, but there is still some work to do until we are visibly more inclusive to all. So, whilst some fantastic work has been done already, we are still creating inclusion and embedding our values at our Institution.

## **Where can I access my learning?**

All of your learning materials and general information will be available in through the learning management system (LMS), where you will be able to access everything, you need.

## **That's a lot of learning materials, do I need to read/watch them all?**

No, however, we always encourage people to increase their knowledge so they can support their teams effectively when it comes to D&I. The reason there are so many is to make sure that every learning style is catered for.

## **How are we ensuring the learning materials are inclusive?**

Throughout each of our design phases we have included suggestions and feedback from a variety of employees and members. We have also been liaising with subject experts around specific topics to ensure the most inclusive materials are developed. Finally, we have subtitles on videos and created animations to help those that struggle to read for a long time; fortunately, the IMechE fonts Verdana or Aktiv are already inclusive to those who are dyslexic.

## **Am I allowed to share my learning?**

Absolutely and we encourage you to do so, if you are a member and working in a different organisation, then we ask that you discuss your learning with your colleagues at work as our mission of 'improving the world through engineering' includes confidence and skill building around D&I.

## **What do I do if I witness non-inclusive behaviour?**

This is something that we will go through in detail during your learning, so you will be equipped with tools, techniques, and resources to understand the channels of support you have access to, plus you will learn how to challenge in a constructive way when you do witness this.

## **How does this align to our values and behaviours and culture work?**

This work is part of bringing to life the values and behaviours within the IMechE, during your learning you will discover new and innovative ways to make this work for your style and to connect with our IMechE values and behaviours through actions and new skills.

## **Where can we find further support?**

Speak to either [Zoe Holland](#) or email [diversity@imeche.org](mailto:diversity@imeche.org) who will help you feel more comfortable with the learning programme.



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/institution-of-mechanical-engineers

**We hope throughout this learning programme you will constructively challenge yourself and colleagues that you feel could be more inclusive in their behaviours so that we learn from each other and create a supportive and trusted environment.**

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