

# **EDI Moment Cheat Sheet**

## Simple Go-To Guide

#### What is an EDI Moment?

An EDI Moment is a quick and simple way to powerfully educate, share unique perspectives and a way to get everyone to think about Equity, Diversity and Inclusion as a part of our cultural DNA.

#### Why have an EDI Moment?

- Further the Company's commitment to equity, diversity, and inclusion.
- Further the EDI Council's vision for everyone to embrace and share their diverse experiences and backgrounds.
- Promote a culture of understanding, equality and inclusion through education, communication, support, and development.
- · An easy way to keep EDI top of mind.

### How to present an EDI Moment:

- An EDI Moment follows the Safety Moment during employee meetings:
  - Team meetings
  - Cares events
  - · All hands meetings and events
- If you are a meeting leader, plan time for an EDI Moment (similar to the Safety Moment format).
  - Keep it short ideally 1-2 minutes (max. 3 minutes)
  - Recurring monthly and quarterly meetings follow Safety Moments and keep under 5 minutes combined
- If you are a meeting participant, ask the meeting leader if you can present an EDI Moment.
- If you are planning to show a video, make sure the meeting platform will allow for a video.
- Make available the source material for your EDI Moment in case people would like to do additional research on their own time.

#### **EDI Moments May Include:**

- · Reviewing a brief article about a diversity-related issue or skill
- · Sharing an industry-related historical fact that demonstrates respect for diversity
- · Working through a common scenario to explore ways to handle it
- · Sharing a personal story
- · Leading an interactive activity
- Sharing a quote from EDI leaders and influencers
- Showing a video (check the platform of the meeting first!)



