

GUIDING PRINCIPLES OF THE EDI POLICY

ONE DROP FOUNDATION



FOREWORD

Rolling out this, our first EDI policy, is a major milestone for the One Drop Foundation. Since the very beginning, equity has been at the heart of what we do.

For 15 years now, our team has been committed to coming up with solutions to lessen systemic inequalities alongside communities that are facing extreme challenges—the ones that most often find themselves at the margins of development efforts.

In collaboration with a wide array of actors, these are the kinds of synergies that have enabled the Foundation to improve access to safe water, adequate sanitation services, and better hygiene for millions of people all around the world. But our ambition has not stopped there: as a Foundation, we are looking to implement an equity, diversity, and inclusion policy that will go above and beyond in enhancing our long-term social footprint.

Putting this policy into practice will empower the One Drop Foundation to be even more intentional in our efforts to incorporate equity, diversity, and inclusion here at headquarters and consistently extend what we have learned to all our relationships, everywhere we go.

Facing the growing challenges that are impacting the well-being of billions, now is the time to take all the necessary measures to bring about a more equitable world. We also know that together we are stronger, which is why we are inviting everyone in our network, our partners, funders, communities of practice, and artists to adopt more equitable and inclusive policies—ones that align with the kind of world we want to leave for upcoming generations.

I applaud this initiative and congratulate everyone on the One Drop team for all their hard work!

— **Kateri Da Silva**

Member of the Board of Directors and the Governance and Human Resources Committee

FOREWORD

As allies in this transformational process, we echo the sentiments of our esteemed member of the board. Our very first equity, diversity, and inclusion (EDI) policy marks an important moment in our journey as a Foundation and underscores our unwavering commitment to a fairer world.

Being part of an organization that welcomes these kinds of initiatives like the One Drop Foundation does is a source of pride. At the heart of our mission has always been a dedication to global projects that bring about positive change. Today, we turn inwards to make sure that the guiding principles which direct our outward, worldwide efforts are the same ones that set the tone for our work culture.

In perfect alignment with our vision, we aim to foster a workplace that values our cultural diversity and uses it for collective growth, reflecting our unity as well as the responsibility our staff and executive team shares to promote an inclusive and equitable environment.

While our policies can provide a solid framework, their actual impact depends entirely on our collective engagement to implement and abide by them. In collaboration with the Governance and Human Resources Committee, the EDI Committee will ensure we follow through.

Together, we advocate for a workplace that embodies our engagement to equity, diversity, and inclusion in alignment with our global mission to create impact.

With care,

**One Drop's Equity, Diversity,
and Inclusion Committee**

GLOSSARY

- **Diversity** refers to the sum total of every individual’s unique traits, each one of which can benefit the community by exposing it to a wider array of opinions, ideas, experiences, skills, and knowledge.
- **Equity** is about recognizing that we do not all come from the same place. As a result, we need to treat every person and group of people with fairness and objectivity—without any form of discrimination whatsoever.
- **Inclusion** means welcoming, respecting, and valuing the unique characteristics of every individual.



*Credit: These definitions were inspired by Humance.

**Image credit: illustration inspired by UQAM, based on the original illustration by Craig Froehle, University of Cincinnati.

***EDI-related terms are always evolving.



COMMITMENTS/ GUIDING PRINCIPLES

THE ONE DROP FOUNDATION IS COMMITTED TO INTEGRATING THE MAIN PRINCIPLES OF EQUITY, DIVERSITY AND INCLUSION INTO ITS CULTURE, POLICIES AND PRACTICES.

THIS COMMITMENT TRANSLATES INTO THE FOLLOWING ACTIONS FOR THE FOUNDATION MANAGERS:

- 1) To not tolerate any form of discrimination, otherwise measures could be put in place to correct the situation
- 2) Ensure EDI governance within the organization, through the establishment of an EDI Council, which keeps the Foundation's governance and human resources committee informed
- 3) Review all processes, organizational practices and internal policies every two (2) years to ensure compliance with EDI principles
- 4) Take appropriate measures to prevent and correct any situation that may violate the EDI policy
- 5) Treat members of its staff who perform equivalent work in an egalitarian or equitable manner (in particular by carrying out the pay equity exercise according to the standards established by the CNESST)
- 6) Create an environment in which individual differences and the contributions of all team members are recognized and valued
- 7) Have each employee (permanent, temporary and contractual) and each board director read and sign the One Drop Foundation EDI Policy when they take up their duties and make it available on the Foundation's website for all members, partners and suppliers
- 8) Provide a safe and inclusive workspace for the entire team to ensure that everyone is able to participate and work to their full potential
- 9) Adapt, where possible, the work and relaxation areas of its head office to ensure that each person is able to participate and work in a comfortable and ergonomic environment. (teleworking and face-to-face)
- 10) Where possible, hold events in spaces that meet universal accessibility standards
- 11) Make sure to include diversity and promote its richness in the organization's internal and external communications (particularly in recruitment texts)
- 12) Ensure that all activities and/or events organized take into account diversity in its broad sense and are inclusive
- 13) Promote the establishment of a healthy work environment and address comments or activities that go against the EDI policy, among other things, by informing people or alleged perpetrators that their behaviour(s) is inappropriate
- 14) Encourage partners and collaborators to integrate EDI policies and principles into their own organizations

THIS COMMITMENT TRANSLATES INTO THE FOLLOWING ACTIONS FOR THE EDI COUNCIL:

- 1) Produce a work plan annually in order to bring the EDI policy to life and ensure that it is shared with all teams and made available in 3 languages
- 2) Raise awareness and ensure that leaders, managers/executives and employees are trained in diversity issues as well as unconscious bias, for example by offering them training on cognitive bias and involuntary prejudice
- 3) Plan moments to celebrate diversity within the organizational culture (notably May 21 - World Day for Cultural Diversity for Dialogue and Development)
- 4) Create communication tools (such as the guide on inclusive writing) and management tools that facilitate the implementation/compliance with EDI policies
- 5) Monitor EDI policies to follow new perspectives and adjust the policy if necessary

THIS COMMITMENT TRANSLATES INTO THE FOLLOWING ACTIONS FOR FOUNDATION EMPLOYEES:

- 1) It is up to staff members to adopt behaviours that respects the principles of equity, diversity and inclusion of this policy
- 2) It is up to employees to participate in activities initiated by the EDI Council
- 3) It is up to all staff to promote the establishment of a healthy working environment and to address comments or activities that go against the EDI policy, among other things, by informing the people or the alleged perpetrators that their behaviour(s) is inappropriate
- 4) When an incident occurs, or when an employee believes that an incident has occurred, they are required to report it to their manager. If an incident occurs involving their manager or if the manager does not intervene appropriately, the employee must bring the incident to the attention of the people designated by the One Drop Foundation :
 - o Nancy Boudreault : nancy.boudreault@onedrop.org or
 - o Cyntia Levasseur : cyntia.levasseur@onedrop.org

*The guiding principles of the One Drop Foundation are inspired by the guiding principles of the Diversity, Equity, and Inclusion Policy of the Association of Creative Communications Agencies.

