

To _____

You may be aware that today is the international Earth Day.

To mark this occasion, we (the undersigned) request that our employer makes a commitment to reducing the environmental impact of our workplace and its practices.

What is Earth Day?

Earth Day was started on 22nd April 1970 and has continued annually since then. Each year, on 22nd April, a wide range of events take place globally with the aims of enacting transformative changes to tackle environmental crises and build sustainable futures.

You can find out more information about Earth Day and how world leaders, businesses and organisations are taking action online: www.earthday.org

Why is this important to you?

The Paris Agreement provides long-term policy certainty to address climate change and sunsets the era of high carbon development. It sets a clear economic direction of travel for both government and the private sector over the course of this century. This direction of travel is supported by processes designed to advance a low carbon, climate-resilient global economy, which will require a structural transformation of our energy, land use, and urban systems.

To remain competitive in an evolving marketplace, businesses and investors will need to understand these international and national processes and take corresponding climate action. Companies which demonstrate greater care for the environment and are taking action to reduce carbon emissions are likely to be perceived more positively by their customer base and stand out positively within their industry. Therefore, it is also important for employers to demonstrate a commitment to sustainability to ensure a good corporate image and make the most of marketing opportunities.

What do we want to happen?

We (the undersigned) would like you (the employer or representative of the company) to commit to an environmental audit of the workplace and its practices. If an environmental audit has already been done recently in your workplace, you may use this as the basis for possible actions; examples of which are listed at the bottom of this letter.

Environmental Audits can either be conducted internally if your company has the appropriate staff and information to carry this out or may be done externally through a third party. You can find help identifying possible external organisations to carry out the audit online or by contacting a trade union that represents your industry.

The purpose of the audit we would like you to conduct is:

- (1) understanding the functional ways in which your workplace and its practices has an environmental impact.
- 2) understanding what environmental impact this workplace has on the workforce, local community and surrounding natural environment.
- (3) identifying what actions can be taken in your workplace to minimise harm to these environments and reduce carbon emissions.

After the audit has been completed, you should provide an opportunity for all workers to view the findings of the environmental audit and provide feedback.

The whole workforce should have the opportunity to take part in the decision making process on what changes should be made in the workplace based on the findings of the audit.

Taking action based on the environmental audit could lead to changes (for example) such as switching the companies default pension fund to a fossil free one, changing to more environmentally friendly and sustainable suppliers, de-carbonisation of the workplace, reducing energy use and waste, or reskilling and retraining workers to diversify the company to carry out more environmentally friendly work.

We thank you for reading and look forward to hearing back from you about our request.

Signed by