**Dear** <<Insert Name>>,

We would like to meet with you to discuss  what climate change means for our workplace.

To prevent further dangerous climate change and limit global warming below 1.5 degrees, the UK’s Climate Change Committee has set targets of reducing Wales’ greenhouse gas emissions by 63% by 2030 and to net zero by 2050. The Welsh government has put these targets into law, and recognised that the bulk of climate action must happen within the next decade. As the UK is hosting the COP26 international climate talks this year, all the world’s eyes are on us.

This means that every workplace will need to adapt and reduce its climate impacts dramatically this decade. We need to plan how we will meet the targets for our sector.

It is our duty to make sure we don’t pass the debt of climate change on to our children and grandchildren. That’s why we as workers want to work with you to plan how we are going to reduce emissions and future-proof our work.

To get there, we need a plan. Here are five questions for discussion:

1. Do you measure CO2 emissions?

→ If yes, can we develop a plan for reducing emissions?

→ If no, can we agree to a process to measure our emissions?

1. Are we prepared to help the UK reduce emissions by 68% by 2030 and to net zero by 2050?

* How can we reduce our indirect climate change impacts (e.g. through sales, supply chains, products, investments)?

1. Does cutting emissions put any jobs in our workplace at risk? If yes, can we agree to create a plan to protect these jobs?
2. What new skills could our workforce need in a Net Zero emissions future?
3. What can we do together to get there?

Yours sincerely, [Name and/or union]