



DO YOU WORK IN HUMAN RESOURCES OR OPERATIONS? GOOD NEWS:

YOUR JOB

Read through this checklist and pick one or more actions to pursue. (Bonus: Work your way through all of them!)

IS A CLIMATE JOB

BENEFITS

- Offer climate-friendly retirement plan options. (Better yet, make them the default.) Work with finance to evaluate whether 401(k)s, retirement plans, and other portfolios are invested in fossil fuels. Work with legal to navigate requirements under the Employee Retirement Income Security Act to ensure climate-safe retirement options have competitive financial returns.
- Offer employees financial support for climate action, like using renewable energy.

- Give employees opportunities to participate in climate actions outside of normal PTO/leave.
- Find out whether your company's insurers finance carbon-intensive projects. If so, create a policy that gives preference to divested insurance companies.

RECRUITMENT AND PROFESSIONAL DEVELOPMENT

- Incorporate climate and sustainability requirements and metrics into job descriptions. For employees, include them in objectives and key results, as well as performance reviews and bonuses.

- Institute mandatory—or at least incentivize—climate action training as part of onboarding and employee education at all levels of the organization, especially for leadership.

WORKPLACE CULTURE

- Bring in climate scientists, advocates, facilitators, youth climate activists, and other experts to spark conversation.

- Foster a work culture where employees feel comfortable and are able to bring up climate concerns to leadership and take on climate at work. Create consistent pathways and forums for employees to provide feedback to leadership.

- Work with your sustainability team (or a consultant) to develop or sponsor job training and educational programs that help local communities to build and strengthen the green workforce.

- Provide employees with plant-rich snacks and meal options.

OPERATIONS

- Minimize greenhouse gas-intensive business travel for yourself, your team members, and your organization as a whole. Opt for virtual gatherings where possible. In place of air travel, choose lower-carbon travel options, such as trains, where time and other resources allow.

DIALOGUE AND ACTION

- Brainstorm action with colleagues on your team and beyond. Raise your collective concern at team and all-staff meetings.

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Visit [Drawdown.org](https://www.drawdown.org) for more climate action checklists



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