From: Benjamin Suljevic

To: all staff

Date: 1 March 2024

Subject: information on the FitForWork Programme

Dear all or members of staff,

I am writing to inform you about our company’s “Fit for work” programme. Our management has decided to partake in the programme to **raise** environmental **awareness**. The programme is going to start next week.

We want to become/be a leader on the global merket when it comes to combining success and economic growth with being environmentally sustainable. The cycling programme would be a first step into this direction. To achieve this goal, the following measures will be taken.

Employees who decide to take part in the programme will (actually) be rewarded as follows. The core working hours for those people will be changed from 8:30 am – 3:30 pm to 9:00 am – 3:00 pm, as the company does not want you to lose leisure time just because you decide to cycle to work. Additionally, a new restard will be introduced: the “Cyclist of the Month”, which will be given to the employee who cycled to work most often in that month.

It would not only be good for your health if you cycled to work, it would also be beneficial to the environment. The more people decide to use their bicycle instead of their car, the less CO2 is emitted into the atmosphere, thus reducing the greenhouse effect. This would help the environment regenerate and to maybe reverse climate change. I ask you to truly consider taking part in the programme. On the one hand, you would profit because of the above mentioned benefits, but on the other hand, you would also help achieve our company’s goal. In addition, and perhaps most importantly, you would leave a positive impact regarding the climate crisis.

If you request further information or want to enrol for the programme, please contact me at … .

Kind regards,

Benjamin Suljevic

Human Resources Department