

SCANIA CLIMATE DAY 20 SEPTEMBER 2019

TRAINING GUIDE WITH RUNNING SCHEDULE

ONE CLIMATE TRAINING HOUR FOR ALL EMPLOYEES

On 20 September operations at Scania Head Office, as well as at production units and business units across the world, will stop for one hour to raise knowledge on climate change.

WHY THIS GUIDE?

The intention is to support you as a manager/team leader to run a one-hour training session on climate change with your employees. This activity will result in higher awareness and actions/next steps for your group to incorporate into the normal improvement efforts – what you can do right now and more in the long term.

BACKGROUND

Driving the shift is Scania's purpose and now also the name of our strategy. It is of the utmost importance that each of us is fully aware of the path that we are following in driving the shift to a sustainable transport system.

The Scania Climate Day is a forerunner to the United Nations' Climate Action Summit in New York 21–23 September, where Scania will be represented by our CEO and President Henrik Henriksson.



PURPOSE WITH CLIMATE DAY?

Scania Climate Day is a way to take our commitment to sustainability to the next level, by raising awareness, and enable employees to learn more about climate change, Scania's response and to spur engagement.

This day is a part of our continuous improvement efforts and our ambitions to drive the shift towards a sustainable transport system according to our Strategy ahead. It is an opportunity to learn more and to raise our own improvement ideas.

YOUR ROLE AS TRAINING LEADER

As a manager/team leader you will lead a one-hour training session with your group. You are expected to convey the message that your colleagues have important roles to play and to stimulate engagement and action around this subject.

The hour will pass quickly, depending on how talkative and engaged your group is. Follow the times in the Running Schedule as much as possible. If you won't have time at the end to discuss local actions, that's ok. But you need to set clear next steps and integrate the outcomes into your normal improvement work.

MATERIAL TO BE USED DURING THE TRAINING

- CEO message with Henrik Henriksson video
- Booklet Scania Climate Day will be distributed to all employees a few days before the 20th and is also available online
- Climate Day Quiz (including intros and answers to four questions)

Questions on how to access the material as well as further questions please find a relevant contact person in your organization here:

<https://internal.scania.com/corporate/3332.html>



YOUR PREPARATIONS BEFORE CLIMATE DAY AS TRAINING LEADER

1. Invite your employees

- Recommended group size is max 20. If you have a larger group, divide into two groups and ask a colleague or your manager to take one group.
- Check starting time with your local manager.
- Choose a location where you can show the video, if possible. It can be a standing session.
- Invite as soon as possible, clarify the purpose of the training hour and give instructions on how they should prepare (see suggestions at the end of this document).

2. Read

- This Training Guide with Running Schedule and
- Booklet about Scania Climate Day
- Climate Day Quiz

You can also watch the three-minute video with Henrik Henriksson.

3. Reflect on your group's possible impact and contribution

- WHAT is our group's impact on climate change?
- HOW can we together contribute to Scania's ambitions and targets?

In the table below, you can see some examples of impact from different work areas. Both our internal and the external footprint are relevant in the discussion.

Work area/ process	Key impact and contribution
Purchasing	Sustainability performance from our suppliers, choice of suppliers, transport suppliers
Production & Logistics	Energy Kaizen, machinery, ventilation, energy use, SPS, resource use, heat, temperature, compressed air, waste treatment, light, scrap parts, material transport (logistic)
Workshop	Heat, light, ventilation, machinery, energy use, transport/logistics
Office	Heat, temperature, light, ventilation, computers or other office equipment, energy use, meeting and travel behaviour, commuting
R&D	Simulation/resource efficient testing, ecodesign, material choice in design phase, customer energy consumption, maintenance, use of sold products, end-of-life of sold products
Sales	Our offer, sales of products, Ecolution, driver training/coaching, alternative fuels
Service	Our offer, sales of products, Ecolution, driver training/coaching, alternative fuels, Maintenance with flexible plans
Communication	Communication efforts in the areas, influence channels, influence others to do more, spreading knowledge
HR	Communication efforts in the areas, influence others to do more, spreading knowledge
All areas	Internal emissions: Heat, temperature, light, ventilation, computers or other office equipment, energy use, meeting and travel behaviour, commuting

Some helpful questions that you as trainer can reflect on in advance and also select a few to use during the training hour with your employees to prompt discussion.

- What do we already do in our department and/or business unit that impacts the climate?
- Do we have contact with customers, with other Scania departments or external stakeholders – can we influence decisions by others regarding climate?
- Do we have energy-intensive activities?
- How do we travel at work – short and long distances?
- What more can we do in your regular work to promote sustainability or climate awareness in our department or in our business unit?

RUNNING SCHEDULE



START - 5 min

Keep the booklet in front of you

You can start something like this: "Welcome to this training hour!"
It has never happened before that Scania as a whole stops its operation for one hour. This shows how important it is for our company! You have all got this booklet. This is an important document, so keep it, go back to it and repeat. We will also use the booklet during this session to take notes."

The purpose of this hour is to

- learn more about climate change and how important it is to act now
- learn what we do at Scania today
- start sharing thoughts and ideas on what we can do in our working group

CEO MESSAGE – 15 min

To get everyone on track, and warmed-up for discussion

Show video CEO message with Henrik Henriksson.

"What are your reflections after hearing this from our CEO?"

Ask the group to reflect in pairs as they stand/sit for 2-3 mins on the messages from the movie. Ask the pairs to share their thoughts with the group.

If it's difficult to get the discussions going, other questions could be

What actions can you see in society that shows people are concerned about the climate changes?

What are your own concerns regarding our planet's climate changes?

LEARN - 15 min

Learn more about climate change and what we can do about it

Lead the Quiz

The quiz questions and answers are in a separate document

OUR IMPACT - 15 min

Raise awareness about what we do in our group that impacts the climate

"How do we and our work impact the climate? Directly and indirectly?"

Be prepared with some concrete questions to ask the group, relevant to your work (see questions on page 2). Use the insights from your preparation to discuss your group's role in relation to Scania's overall climate ambition and targets.

OUR ACTION - 5 min

Develop action points for the group to contribute to Scania's climate work

"We are now going to search for ideas about what we can do. What we want to end up with is three actions - one short term here and now, one medium and one long term action. If we need more time to do this it's ok, we will do it at next X meeting"

For this exercise (now or later), you can ask everyone to write their ideas on post-it stickers and then put them up on a board, sorted under short-medium-long term. Then you choose together what you will focus on. Everyone in the group should be involved somehow in supporting your three selected actions. Agree how you will drive and follow up on these actions.

WRAP UP AND WAY FORWARD - 5 min

Wrap up and make sure that there is a decision on next step

Inform the group about the next step - how and when. This is important. Encourage further initiatives and more ideas on how to take sustainability to the next level.

Wrap up by thanking everybody for participating in this unique training hour, where actually Scania as a whole has focused on this important topic!

HINTS

- Showing the video can be a technical problem for some, so you might need to be creative. For example, several groups can watch the video together on a big screen, you can gather around a stationary computer or you can ask your group to watch it individually on their own mobiles and then continue the training together.
- It is important to make everyone speak early on in this training hour, so that they feel engaged and involved.
- For the Climate Quiz: If you have a competitive group, you can make it a competition and give some sort of symbolic prize to the winners.
- All action ideas are good ideas. Use the learning you acquired from the booklet and quiz to discuss which action gives most impact.
- If time is too short - introduce the discussion and inform the participants when (within one working week) and how this discussion will continue in the normal working flow.
- Credit and retain also those ideas that are not selected, they might be useful for continuous work.
- If there is time – ask the group for their reflections after this training hour, what it has given them.

THANK YOU FOR YOUR VALUABLE CONTRIBUTION!

The Scania Climate Day cannot be done without you as engaged and committed training leader. Henrik Henriksson and the Executive Board thanks you!

INVITATION TO YOUR EMPLOYEES – SUGGESTION

“Welcome to Scania Climate Day!

On 20 September, all of Scania will stop operations for one hour and focus on learning more about climate change and what we all can do to contribute to reach our climate goals.

- *You will receive the booklet “Scania Climate Day” – read this before the training and bring it with you. There is a lot of information that is useful for the training. Also bring a pen since you will take notes in the booklet during the training.*
- *There is also an e-learning available on MyCompass, called “Sustainability at Scania” that gives a basic understanding of sustainability and climate change. For those of you that wish to prepare more, I can recommend it.*

Nobody can do everything, but everybody can do something and together we can do a lot! Even small changes can have a large impact.

Welcome!”