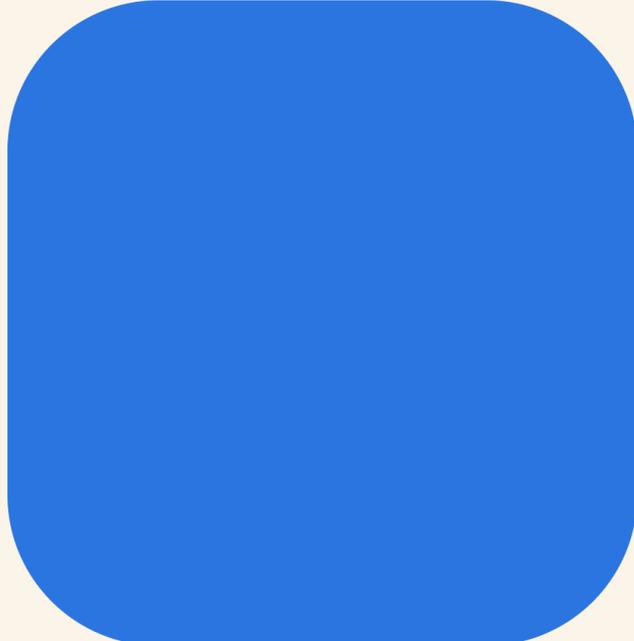




workiva

**Discrimination and
Harassment Free
Workplace**



Discrimination and Harassment Free Workplace

At Workiva, you can expect to work in an environment that is free from discrimination and harassment. Workiva does not tolerate unlawful discrimination or harassment in any form - verbal, physical or visual. Workiva's Ethics & Conduct team is fully committed to investigating any incidents of discrimination or harassment, including sexual harassment as defined in this policy.

Discrimination and harassment may take many forms, including bullying, can occur based on a variety of characteristics and in a variety of locations, and can be directed at one person or a number of people. Harassment need not be directed at you and can occur if you witness another person being harassed. Harassment involves subjecting an individual to conduct which is unwanted and where the conduct has the purpose or effect of violating the victim's dignity or creating an environment that is intimidating, hostile, degrading, humiliating or offensive to the victim.

Workiva prohibits discrimination or harassment of any employee based on their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military status, veteran status, or any other basis protected by federal, state or local law, ordinance or regulation. This anti-discrimination and harassment policy applies to all persons involved in the operation of Workiva and prohibits unlawful discrimination against or harassment of employees of Workiva by managers, supervisors, coworkers, and third parties.

Your understanding of this policy is extremely important to help all of us adhere to this policy. We expect that you will alert Workiva of any discrimination or harassment, because Workiva may be liable even if management is not aware of the discrimination or harassment. The harasser, as well as any management representative who knew about the harassment and condoned or ratified it, can also be held personally liable for damages.

Sexual harassment is not acceptable and is not tolerated at Workiva. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, including sexual assault. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of conduct that constitutes harassment:

- Unwanted sexual advances or propositions.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.

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- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs and jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.

If you witness harassment, or are harassed yourself, no matter the severity, by a co-worker, a supervisor or an outside vendor, you must report the incident to your supervisor or the Ethics & Conduct team available at ethics@workiva.com immediately. If another person's behavior causes you to be uncomfortable or offended, even if the behavior is not directed toward you, you need to report this behavior. When reporting harassment, please provide details of the incident or incidents, names of the individuals involved and names of any witnesses. All supervisors are required to report any discrimination or harassment incident to the Ethics & Conduct team for investigation. Workiva will immediately undertake a thorough, timely, and objective investigation of the allegations.

Upon determining that harassing behavior has occurred, effective remedial action will be taken commensurate with the severity of the offense. Any employee determined by Workiva to be responsible for discrimination or harassment will be subject to appropriate disciplinary action, up to and including termination. A Workiva representative will advise all concerned parties with the investigation results. The employee who reported the discrimination or harassment will not be retaliated against by Workiva for filing a good faith complaint, and Workiva will not tolerate or permit retaliation by any employee. Nor will Workiva tolerate or permit retaliation against any employee who participates in an investigation of discrimination or harassment.

This policy shall not be used to bring frivolous or malicious complaints against supervisors or employees. If a complaint has been made in bad faith, disciplinary action up to and including termination will be taken against the person bringing the complaint.

In all cases of alleged discrimination or harassment, complaints and proceedings will be subject to Workiva's legal obligations to assure resolution and will be kept confidential to the extent possible. In all cases, Workiva will make every effort to prevent public disclosure of the names of all parties involved, except to the extent necessary to carry out a thorough investigation.