<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter from the CEO</td>
<td>3</td>
</tr>
<tr>
<td>About Workiva</td>
<td>4</td>
</tr>
<tr>
<td>Our Platform &amp; Products</td>
<td>5</td>
</tr>
<tr>
<td>About this Report</td>
<td>6</td>
</tr>
<tr>
<td>Our ESG Approach</td>
<td>7</td>
</tr>
<tr>
<td>• Strategy</td>
<td>8</td>
</tr>
<tr>
<td>• 2022 ESG Highlights</td>
<td>9</td>
</tr>
<tr>
<td>• ESG Materiality</td>
<td>11</td>
</tr>
<tr>
<td>• Stakeholder Engagement</td>
<td>13</td>
</tr>
<tr>
<td>• ESG Governance</td>
<td>15</td>
</tr>
<tr>
<td>Risk &amp; Responsible Business Practices</td>
<td>17</td>
</tr>
<tr>
<td>• ESG Risk</td>
<td>18</td>
</tr>
<tr>
<td>Our ESG Targets &amp; Case Studies</td>
<td>19</td>
</tr>
<tr>
<td>• Innovation</td>
<td>20</td>
</tr>
<tr>
<td>• Environment</td>
<td>22</td>
</tr>
<tr>
<td>• Philanthropy</td>
<td>28</td>
</tr>
<tr>
<td>• People</td>
<td>30</td>
</tr>
<tr>
<td>Forward-Looking Statements/ Disclaimers</td>
<td>33</td>
</tr>
</tbody>
</table>
**LETTER FROM THE CEO**

**Dear Workiva Stakeholders:**

What an incredible year 2022 turned out to be for Workiva! We made tremendous headway in advancing our own corporate ESG targets as well as our differentiated technology platform for financial and non financial — or ESG — reporting.

Throughout the year, we saw stakeholder scrutiny for both private and public entities continue to increase. New regulations and more stringent reporting requirements are now impacting companies globally, and non-compliance can have major consequences. Workiva was built for these times! Our platform and technology have never been more relevant—and the steps we’re taking to be good stewards of business, the environment, and our communities have never been more clear.

**Our unified platform**

We build solutions to meet stakeholder demand, streamline processes, connect data and teams, and ensure consistency. Workiva offers the only assured, integrated reporting platform that brings Financial Reporting; Environmental, Social, and Governance (ESG); and Governance, Risk, and Compliance (GRC) together in one controlled, secure, audit-ready environment to produce investor-grade reports.

**Leading the way in ESG reporting**

ESG reporting is complex, making it a natural fit for our platform and a compelling market for Workiva. In early 2022, we announced that we would be strategically investing in our people, technology, partners, and go-to-market strategy in order to capture the significant ESG market opportunity. In a very short time, ESG has quickly become one of the fastest growing products in our solution portfolio. Our investment in ESG is continuing to bolster our solid growth in this rapidly expanding market. But it doesn’t end there.

**Deliberate steps to advance our value and impact**

We have also been advancing our own ESG efforts, committing to four targets aimed at driving positive impact through innovation, environment, philanthropy and people. These targets align with the UN Sustainable Development Goals and represent the areas in which we believe we can add the most value to business and society. Other 2022 highlights for our corporate ESG programs include:

- Supported a pilot training program with the UN Global Compact that engaged over 2,000 small- to mid-size enterprises on reporting to the UN SDGs
- Maintained strong ESG governance through an Executive ESG Task Force with oversight by the Nominating and Governance Committee of our Board of Directors
- Launched an external ESG Advisory Council
- Achieved CDP Gold Accredited Provider status and selected to participate in the CDP Disclosure API pilot project in 2023
- Achieved 93% engagement score in the Great Place To Work® Trust Index Survey

Another major accomplishment of the year was receiving an AAA rating in the 2022 MSCI ESG Ratings assessment. The coveted AAA rating represents MSCI’s highest rating and signifies industry-leader status in managing the most significant ESG risks and opportunities. According to MSCI, Workiva performed in the top 9% of all SaaS companies evaluated globally in 2022 and was one of only four public SaaS companies in the U.S. to have achieved this rating.

We know we still have more to learn and ambitious goals to meet, but we are pleased with our progress. The forward momentum is a testament to our employees, customers, partners and investors. Together, we are powering transparent reporting for a better world.

Julie Iskow  
Workiva CEO & President

---

1. Universe: MSCI ACWI Index constituents, Software & Services. The 100 Public SaaS Companies in the U.S. For this list, “SaaS companies” are defined as those with >85% of revenue attributed to recurring payments for cloud-based software.
ABOUT WORKIVA

Workiva’s mission is to power transparent reporting for a better world.

We believe that consumers, employees, shareholders, and other stakeholders today expect more from business – more action, transparency, and disclosure of financial and non-financial information. We build solutions to meet that demand and streamline processes, connect data and teams, and ensure consistency – all within the Workiva platform. Additionally, we offer the world’s leading cloud platform for assured integrated reporting – the only unified software-as-a-service (SaaS) platform that brings customers’ Financial Reporting; Environmental, Social, and Governance (ESG); and Governance, Risk, and Compliance (GRC) together in a controlled, secure, audit-ready platform.

The Workiva platform empowers customers by connecting and transforming data from hundreds of enterprise resource planning, human capital management, and customer relationship management systems, as well as other third-party cloud and on-premise applications. Customers use our platform to create, review and publish data-linked documents and reports with greater control, consistency, accuracy, and productivity. Our platform is flexible and scalable, so customers can easily adapt it to define, automate, and change their business processes in real time.

Workiva is a global company with offices across North America, Europe, and the Asia-Pacific region (APAC). We provide more than 4,700 organizations across the globe with SaaS platform solutions to help solve some of the most complex reporting and disclosure challenges. While our customers use our platform for more than 100 different use cases, we organize our sales and marketing resources into four purpose-built solution groups focusing primarily on the office of the Chief Financial Officer: financial reporting, ESG, GRC, and industry verticals. Workiva also serves approximately 900 customers with non-platform, XBRL-tagging services, primarily through ParsePort, an XBRL conversion software company Workiva acquired in 2022.

WORKIVA BY THE NUMBERS
as of December 31, 2022

4,700+
platform customers

180+
countries where Workiva is used

88%
of the top 100 public & private companies by revenue as well as 80% of the top 1000 companies are Workiva customers

200+
advisory and technology partners

$537.9M
revenue

98%
revenue retention*

#20
Fortune 100 Best Companies to Work For®

AAA
2022 MSCI ESG rating

* Our methodology for calculating subscription and support revenue retention rate can be found under the Key Performance Indicators section on p. 47 of our 2022 10-K.
Complexity is only growing

Business reporting complexities and stakeholder expectations are growing. Financial reporting teams are being asked to integrate ESG into their reports, but the data may not be subject to robust controls. Auditors are wrestling with the increasing risk that public ESG reporting is introducing, while the ESG team is scrambling to implement data flows and processes that are ready for both financial reporting and audit scrutiny.

Assured, integrated reporting at your fingertips

No matter the reporting, assurance, or risk exercise, we remove complexity by easily connecting to data sources regardless of whether data comes from systems or individuals. We centralize that data, allowing teams to work together in an automated, auditable environment to create accurate, consistent financial and non-financial reports and disclosures for company stakeholders. Our platform and technology have never been more relevant — or more important.

Our ESG solution, in particular, has been developed through nearly a decade of listening, building, and fine-tuning with customers, partners, and other stakeholders for their environmental, social, and governance reporting needs.
ABOUT THIS REPORT

Like most of our global customers, Workiva has been on an ESG reporting journey to meet stakeholder demands for nearly a decade. This report provides stakeholders with a year-over-year update on our ESG strategy, targets, and initiatives with highlights of our future plans. We are committed to communicating regularly with our stakeholders about our ESG efforts.

2014 – 2018
- Published a Corporate Social Responsibility (CSR) report

2020 – 2021
- Launched a digital sustainability reporting page & data center (workiva.com/about/our-sustainability)
- Produced first Workiva ESG Highlights & Executive Summary
- Developed our United Nations Sustainable Development Goals (UN SDG) Index

2022
- Published our GHG emissions
- Published our first Task Force on Climate-Related Financial Disclosures (TCFD) Index
- Released a holistic Human Capital Management Statement
- Consolidated our Enterprise Human Rights Policy
- Developed a Cybersecurity and Data Privacy Statement
- Disclosed first Environment and Climate Change Statement

2023
- Issued our first annual ESG Impact Report
- Published Sustainable Accounting Standards Board (SASB) Index

How our ESG reporting is delivering impactful value
We have generated strong momentum in our ESG reporting efforts since we began purposeful, deliberate actions in 2021. Some highlights over the last two years include:
- We experienced improvements in our ESG ratings from MSCI, Sustainalytics, ISS, EcoVadis, and completion of our first submission to CDP (climate change).
- An 8.5% increase in the number of ESG investment funds that include Workiva.
- In 2022, we received more than 3,300 user sessions on our digital Sustainability Reporting page and data center, an 85% increase over 2021. Our 2020-2021 ESG Highlights & Executive Global Impact Summary was downloaded more than 1,500 times. In addition to our ESG data, visitors to our website can also learn more about our product, view job opportunities at Workiva, review investor information, and more.

Scope reporting
This document covers activities between January 1, 2022 and December 31, 2022 unless otherwise noted. The scope of this reporting covers all Workiva Inc. operations and offices globally, unless otherwise specified.

Oversight of data
This report contains data related to our 2022 Greenhouse Gas (GHG) inventory. Workiva engaged Apex Companies, LLC as an independent third party to review this GHG inventory and received limited assurance of the accuracy of the GHG emissions reported and on the underlying systems and processes used to collect, analyze and review the information. This limited assurance extends to our global Scope 1 and Scope 2 (location- and market-based) GHG emissions, and Scope 3 GHG emissions related to business travel, employee commuting, and upstream leased assets. Our verification letter can be viewed here.

The Audit Committee of our Board of Directors oversees the company’s financial reporting and disclosure process. Part of this responsibility includes reviewing and discussing with management and the internal audit department any risks, controls, and procedures relating to the company’s public disclosures of environmental, social, and governance and human capital data. The committee charter can be found on our Corporate Governance website.

Alignment to standards
Our reporting references the SASB, UN SDGs, and TCFD frameworks. Indexes are available in our digital ESG Data Center.

Transparency of corrections or restatements of information
We are continuously refining our ESG data to deliver trusted, decision-useful information for our stakeholders. In 2022 and 2023, Workiva identified new information that led to changes of our reported Scope 1, 2, and 3 emissions for some prior years, which is explained in more detail in the emissions data table found in the “Sustainable Operations” section of this report. For example:
- In connection with the preparation of this report (and the review of our GHG emissions data by a third-party consultant), Workiva identified new information about its Scope 1 emissions in prior years and retrospectively restated prior year data from what had previously been disclosed in Workiva’s 2021 GHG Emissions Report.
- In connection with the preparation of this report (and the review of our GHG emissions data by a third-party consultant), Workiva identified new information about its Scope 3 emissions in prior years and retrospectively restated prior year data from what had previously been disclosed in Workiva’s 2021 GHG Emissions Report.

The data presented in this report represents our best attempt to collect accurate information about our performance on key issues. As our systems and sources of information evolve and improve, we may retroactively adjust these figures in future reports.

For further information contact
Mandi McReynolds
Vice President, Global ESG
mandi.mcreynolds@workiva.com
2900 University Boulevard, Ames, Iowa 50010

Workiva using the Workiva Platform
We used our own leading ESG reporting solution to build this 2022 ESG Impact Report. Our ESG efforts are a fundamental aspect of our business strategy and align with our values. Workiva has taken bold steps toward creating progress with purposeful actions to have a positive impact. You can learn more about our holistic ESG journey at workiva.com/about/our-sustainability.
We create mutual value and unlock positive impact by addressing key ESG areas that support our business, our stakeholders, and society. This is the center of Workiva’s ESG strategy, materiality assessment, stakeholder engagement, governance, risk, and our approach to ESG targets.

We believe we can maximize long-term value for all stakeholders when we listen and deliver innovative solutions to our customers, plan for the energy and environmental transition, strengthen local communities and partnerships, and enhance employees’ experience, growth, and opportunities.
Workiva’s overall ESG strategy brings our governance structure and principles, stakeholder engagement, and materiality assessment together. That strategy is founded upon three core principles, supported by an unwavering commitment to our corporate values.

**Our highlights & challenges**

Sharing our ESG efforts with stakeholders means we do not highlight only our positive outcomes, we transparently acknowledge what has gone well and what we need to do better.

**What we did well...**

- Created our ESG Targets, focused on Innovation, Environment, People, and Philanthropy.
- Maintained strong ESG governance through an Executive ESG Task Force with oversight by the Nominating & Governance Committee of our Board of Directors, and launched an external ESG Advisory Council.
- Leveraged the Workiva Platform for the centralization, automation, and reporting of our dynamic ESG materiality process.
- Received recognition by MSCI as an ESG Leader. According to MSCI, Workiva performed in the top 9% of all software-as-a-service (SaaS) companies evaluated globally in 2022. The recognition placed Workiva among one of only four public SaaS companies in the U.S. to have achieved this rating.3
- Fortune and Great Place To Work® released their annual list of the 100 Best Companies to Work For® and Workiva ranked #20. 2022 was the fourth year Workiva ranked on the list.

**What we need to do better...**

- Our customers, our partners, and Workiva are on a journey to bridge the gap between ESG strategies and financial and societal impact. We are collecting and assessing our own ESG data, and are working to better understand our stakeholders’ value drivers. We can continue to improve strategic decision making and value creation by continuously refining the ways that we integrate, measure, and report on ESG financial data and societal outcomes.
- Although we achieved operational net zero emissions across Scope 1 and 2 emissions at leased locations where we have full operational control, and Scope 3 upstream leased asset emissions, through reduction initiatives and the implementation of a Renewable Energy Certificate (REC) and carbon offset purchase program, we believe that REC and offsets are only part of the solution for the reduction of our emissions in our value chain. We plan to continue to work with local governments, industry associations, and suppliers on more sustainability efforts.

**Recognition & partnerships**

- Received an AAA rating in the MSCI ESG Ratings assessment, signifying industry-leader status in managing significant ESG risks and opportunities.3
- Ranked #20 on the 2022 Fortune 100 Best Companies to Work For® list.6
- Accelerated global engagement with the UN Global Compact through participation in the UN Global Compact Communication on Progress Early Adopter Programme, sponsoring a pilot program for small to mid-sized enterprises, and the CFO Coalition for the SDGs.
- Achieved CDP Gold Accredited Provider status in 2022 and selected to participate in the CDP Disclosure API pilot project in 2023.7

---

3 Universe: MSCI ACWI Index constituents, Software & Services
4 The 100 Public SaaS Companies in the U.S. For this list, “SaaS companies” are defined as those with >65% of revenue attributed to recurring payments for cloud-based software.
5 Our determination that we achieved operational net zero emissions in 2022 is based on our calculation of our Scope 1, 2 and 3 emissions, which consist of Scope 1 stationary combustion and fugitive emissions, Scope 2 purchased electricity, and Scope 3 upstream leased assets.
6 The use by Workiva of any MSCI ESG research LLC or its affiliates (“MSCI”) data, and the use of MSCI logos, trademarks, service marks or index names herein, do not constitute a sponsorship, endorsement, recommendation, or promotion of Workiva by MSCI. MSCI services and data are the property of MSCI or its information providers, and are provided 'as-is' and without warranty. MSCI names and logos are trademarks or service marks of MSCI.
7 Workiva has been an accredited provider since 2021. In 2023, CDP will be piloting a new API (Application Programming Interface) that will offer a selection of its software partners improved integration with CDP’s disclosure platform. The API will be available to participating Accredited Solutions Providers and their customers to use for the 2023 disclosure cycle, focusing on the corporate climate change questionnaire in this inaugural year. The API meets industry standards and will further support CDP to achieve its aim of enabling companies, cities, states and regions to improve their environmental transparency and action.
**OUR ESG APPROACH > KEY HIGHLIGHTS**

**WORKIVA’S ESG TARGETS & KEY HIGHLIGHTS**

This section provides a brief overview of our ESG targets (established in 2022), the progress we have made, and alignment to the UN Sustainable Development Goals.

---

### INNOVATION

**Status: Exceeding**

Enable transparent reporting for more companies, customers, cities, governments, and other stakeholders by doubling our impact through focused education, awareness, and innovative leading-edge technology by 2025.

- Increased our customer count across platform solutions to more than 4,700 customers
- Sponsored an ESG Pro Group with 500+ ESG professionals
- Provided ESG education and training at Amplify for more than 1,200 new companies and partners
- Supported a pilot training program with the UN Global Compact that engaged more than 2,000 Small to Mid-Size Enterprises on reporting to the UN SDGs particularly in areas related to climate and gender
- Built a GHG Emissions Wizard to help accelerate ESG customers’ emissions reporting
- Produced the ESG Talk podcast with listeners and viewers from 95 different countries

### ENVIRONMENT

**Status: On Track**

Reduce our Scope 1 and 2 emissions by 63%, accelerate Renewable Energy Certificate (REC) and carbon offsetting initiatives, reduce our Scope 3 emissions by 2034, and progress towards carbon net zero emissions across our value chain by 2040.

- Achieved operational net zero emissions across Scope 1, 2, and Scope 3 upstream leased asset emissions through reduction initiatives and the implementation of a REC and carbon offset purchase program.
- Engaged 390 employees in personal emissions reduction challenges resulting in 24 metric tons of CO₂ saved (that’s more than 8.6 million phone charges)
- Conducted an energy audit at our headquarters that led to HVAC efficiency changes and a “Green-Friday” initiative resulting in a reduction of ~200 mt CO₂e in the second half of the year
- Completed platform architecture and sustainability initiatives to reduce energy consumption and increase efficiency
- Engaged suppliers who represent ~20% of our total addressable spend in advancing renewable energy & environmental initiatives

### PHILANTHROPY

**Status: On Track**

Leverage our expertise, resources, and reach to narrow the digital divide by partnering with 10 community-based organizations that support historically marginalized communities, and engaging 70% of employees through giving and volunteering by 2025.

- Engaged 63% of employees in giving and/or volunteering
- Launched Workiva Day of Service, resulting in 2,484 employee volunteer hours given to 120 organizations, equating to more than $78,000 in value given back to our communities
- Established a partnership with Code.org to facilitate relationships with community-based organizations working to narrow the digital divide for every K-12 student and increase the participation of young women and other underrepresented groups in computer science

### PEOPLE

**Status: On Track**

Drive high workforce engagement and trust by maintaining a >90% employee engagement score, achieving 100% employee participation in diversity, equity, and inclusion training, and reaching 40% employee participation in our Business Employee Resource Groups by 2025.

- Achieved 93% engagement score in the Great Place To Work® Trust Index Survey
- Provided 65% of employees Unconscious Bias training
- Launched 7 Business Employee Resource Groups (BERGs) with 21% employee participation
- Continued our focus on mental health by rolling out a digital platform with mental wellness resources, an Employee Assistance Program, a “work where you work best” policy, and company-wide mental health days

---

9. Our determination that we achieved operational net zero emissions in 2022 is based on our calculation of our Scope 1 stationary combustion and fugitive emissions, Scope 2 purchased electricity, and Scope 3 upstream leased assets.

10. Offsets and Renewable Energy Certificates (RECs) are purchased and retired based on current year emissions and electricity forecasts. The difference between the forecast and actual data will be trued up in the following year. Workiva uses RECs to offset Scope 2 emissions. The non-renewable electricity purchased and consumed is offset by purchasing and retiring renewable energy certificates. Workiva uses both removal and avoidance carbon credits to offset scope 1 and 3 emissions.

11. Workiva calculated value of volunteer time using the Value of Volunteer Time report from Independent Sector and the Do Good Institute. Methodology for this estimate can be found [here](#).
As a cloud-based platform provider, Workiva has a straightforward value chain.

We have integrated our ESG efforts with our value chain in the following ways:

- Aligned the ESG priority topics from our materiality assessment with key business activities
- Identified where our business practices can create value for our stakeholders and society, in alignment with the UN SDGs

**Development**

**Sourcing and Procurement**
- **Key Stakeholders:** Suppliers, Employees
- **Key Activities:** Infrastructure; data integration; employee and supplier engagement; supplier management; spend and performance; risk evaluation; compliance and regulation

**Operations**
- **Key Stakeholders:** Employees, Founders, and Investors
- **Key Activities:** Organizational design; workforce planning; recruitment and selection; employee development; compensation and benefits; talent mobility; risk evaluation; compliance and regulation; compliance and standard controls; facilities operation

**ESG Material Issues Impacted**: Diversity, Equity & Inclusion; Responsible Business Practices; Sustainable Operations, Privacy & Data Security, Governance & Risk Management

**Delivery**

**Products and Services**
- **Key Stakeholders:** Customers & Partners
- **Key Activities:** Corporate and product strategy; research and development; product management; software design; business development; testing, marketing and sales generation

**ESG Material Issues Impacted:** Customer Engagement & Satisfaction; Innovative Solutions; Privacy & Data Security

**Customers and Community Engagement**
- **Key Stakeholders:** Customers & Partners, Communities, and Government & Industry Associations
- **Key Activities:** Customer engagement; training and education; customer value optimization; delivery assurance; volunteerism and giving; industry relations; global partnerships

**ESG Material Issues Impacted:** Community Impact & The Digital Divide; Customer Engagement & Satisfaction; Governance & Risk Management; Innovative Solutions; Privacy & Data Security; Responsible Business Practices; Sustainable Operations

---

11 In conducting our assessment of priority ESG issues, we have referenced third-party ESG frameworks that refer to “material” topics to reflect issues of importance to us and our stakeholders. Used in this context, these terms are distinct from, and should not be confused with, the terms “material” and “materiality” as defined by or construed in accordance with securities law or used in the context of financial reporting.
ESG MATERIALITY ASSESSMENT

We conducted our first ESG materiality assessment and stakeholder engagement in 2021. Workiva’s ESG Task Force reviews materiality and stakeholder feedback regularly. The Nominating & Governance Committee of the Board of Directors are presented with key findings. Our goals for dynamic materiality and stakeholder engagement include:

- Define and prioritize the ESG issues that matter most to our stakeholders
- Advance Workiva’s ESG strategies and decision-making
- Uncover areas of opportunity to increase our ESG efforts
- Identify areas of potential ESG risk to Workiva

Our process for dynamic materiality

Leveraging technology to advance ESG dynamic materiality & pulse checking

The SaaS industry and its stakeholders’ demands are fast evolving. Dynamic materiality recognizes that stakeholders’ priorities may evolve over time and can be impacted by a variety of internal and external trends.

We believe it is important for Workiva to utilize its innovative technologies to keep pace. In 2022, Workiva conducted an ESG materiality “pulse check” to better understand how ESG issues identified in its ESG materiality assessment had evolved since the COVID-19 pandemic began.

We used our own Materiality Assessment and Stakeholder Engagement Matrix Wizard within the Workiva platform to engage both internal and external stakeholders, and to collect and analyze their feedback. Stakeholders reviewed and ranked ESG issues in the context of their impact on business and impact on society.

Impact on business: Financial impact on Workiva including revenue and costs and alignment to corporate strategy, goals, and core strategic business drivers

Impact on society: Outcomes for external stakeholders, including societal trends defined by peer comparison and industry leaders

With the support of the Materiality Assessment and Stakeholder Engagement Matrix Wizard, we incorporated into the assessment

- Peer Review
- Feedback from ESG Ratings: MSCI, ISS, EcoVadis, Sustainalytics
- Alignment to ESG Frameworks: UN SDGs, GRI, SASB, TCFD

Updated ESG materiality assessment

The ESG Task Force reviewed the results of the ESG Materiality Pulse Check and made the following updates:

1. Our initial materiality assessment used the terms “importance to society” and “importance to business” to define priorities. We have shifted to “impact on society” and “impact on business,” which better reflects how Workiva operates and prioritizes ESG issues for the benefit of all our stakeholders and outcomes.

2. To reflect stakeholder feedback:
   - “Employee Volunteerism” and “Community Impact” were combined to better illustrate our focused philanthropy ESG target that aims to narrow the digital divide.
   - “Employee Health & Wellbeing” and “Employee Experience” merged to reflect our holistic business approach to employee experience, listening and culture.

3. We incorporated stakeholder feedback on relevance, and adjusted the materiality matrix to better reflect refined priorities.

4. We noted areas of ESG risk to be monitored and managed, identified significant opportunity for our business to create differentiation and growth, including emerging areas for evaluating actions to drive impact results.

We believe that the ESG materiality pulse check process is valuable for assessing the ever-changing landscape of ESG topics and priorities with our stakeholders. We plan to conduct this pulse check process on an annual basis to help us better deliver on stakeholder impact and business value.

ESG material issues are interconnected

While we reference our ESG material issues and ESG targets as standalone topics throughout this report, we view them as naturally interconnected. For example, as we focus on narrowing the digital divide in our communities, we are advancing the diversity of our talent pipeline. When we strive for excellence in privacy and data security, we naturally are delivering on customer engagement and satisfaction. Sustainable Operations overlaps with Responsible Business Practices and Governance and Risk Management when Workiva seeks to comply with ESG regulation and broader concerns about sustainability by stakeholders. We embrace the interconnected systems of our ESG priorities with the intent to achieve change.

2022 ESG Materiality Matrix

Relevance to Stakeholders

- Highly Relevant
- Relevant
- Moderately Relevant

Categories

- Risk Managed and Monitored
- Opportunity
- Emerging

In conducting our assessment of priority ESG issues, we have referenced third-party ESG frameworks that refer to “material” topics to reflect issues of importance to us and our stakeholders. Used in this context, these terms are distinct from, and should not be confused with, the terms “material” and “materiality” as defined by or construed in accordance with securities law or used in the context of financial reporting.
<table>
<thead>
<tr>
<th>The Issue</th>
<th>Definition</th>
<th>SDG Alignment</th>
<th>Section of this Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governance &amp; Risk Management</td>
<td>Workiva’s governance structure and practices that enable effective oversight of strategy and risk management, including oversight of ESG-related business risks and opportunities, and ensuring diverse representation and perspectives across the Board and executive leadership team.</td>
<td><img src="https://example.com/10.png" alt="10" /> <img src="https://example.com/12.png" alt="12" /> <img src="https://example.com/17.png" alt="17" /> <img src="https://example.com/19.png" alt="19" /> <img src="https://example.com/20.png" alt="20" /> <img src="https://example.com/23.png" alt="23" /> <img src="https://example.com/24.png" alt="24" /> <img src="https://example.com/25.png" alt="25" /> <img src="https://example.com/26.png" alt="26" /> <img src="https://example.com/30.png" alt="30" /> <img src="https://example.com/31.png" alt="31" /> <img src="https://example.com/32.png" alt="32" /> <img src="https://example.com/33.png" alt="33" /> <img src="https://example.com/36.png" alt="36" /></td>
<td>Workiva’s ESG Governance Risk &amp; Responsible Business Practices</td>
</tr>
<tr>
<td>Community Impact &amp; The Digital Divide</td>
<td>The ways in which Workiva supports communities and gives back, including nonprofit partnerships, philanthropic grants, and sponsorships with an aim to close the digital divide for historically marginalized communities.</td>
<td><img src="https://example.com/9.png" alt="9" /> <img src="https://example.com/19.png" alt="19" /> <img src="https://example.com/20.png" alt="20" /> <img src="https://example.com/23.png" alt="23" /> <img src="https://example.com/26.png" alt="26" /> <img src="https://example.com/29.png" alt="29" /> <img src="https://example.com/32.png" alt="32" /> <img src="https://example.com/33.png" alt="33" /> <img src="https://example.com/34.png" alt="34" /> <img src="https://example.com/36.png" alt="36" /> <img src="https://example.com/37.png" alt="37" /> <img src="https://example.com/38.png" alt="38" /> <img src="https://example.com/40.png" alt="40" /> <img src="https://example.com/41.png" alt="41" /></td>
<td>Philanthropy</td>
</tr>
<tr>
<td>Customer Engagement &amp; Satisfaction</td>
<td>The ways in which Workiva listens to our customers, the degree to which customers are satisfied with Workiva’s products and services, and the likelihood that they will continue to use and recommend them to their peers.</td>
<td><img src="https://example.com/9.png" alt="9" /> <img src="https://example.com/16.png" alt="16" /> <img src="https://example.com/18.png" alt="18" /> <img src="https://example.com/20.png" alt="20" /> <img src="https://example.com/23.png" alt="23" /> <img src="https://example.com/26.png" alt="26" /> <img src="https://example.com/29.png" alt="29" /> <img src="https://example.com/32.png" alt="32" /> <img src="https://example.com/33.png" alt="33" /> <img src="https://example.com/34.png" alt="34" /> <img src="https://example.com/36.png" alt="36" /> <img src="https://example.com/37.png" alt="37" /> <img src="https://example.com/38.png" alt="38" /> <img src="https://example.com/40.png" alt="40" /> <img src="https://example.com/41.png" alt="41" /></td>
<td>Stakeholder Engagement Innovation</td>
</tr>
<tr>
<td>Diversity, Equity &amp; Inclusion</td>
<td>Workiva’s efforts to not only increase representation across gender, race, ethnicity, ability or disability, veteran status, age, expertise/background, etc., but also to ensure equal access to opportunities and that employees feel a sense of belonging where they can be themselves and voice their unique perspectives.</td>
<td><img src="https://example.com/1.png" alt="1" /> <img src="https://example.com/10.png" alt="10" /> <img src="https://example.com/15.png" alt="15" /> <img src="https://example.com/16.png" alt="16" /> <img src="https://example.com/18.png" alt="18" /> <img src="https://example.com/19.png" alt="19" /> <img src="https://example.com/20.png" alt="20" /> <img src="https://example.com/23.png" alt="23" /> <img src="https://example.com/24.png" alt="24" /> <img src="https://example.com/25.png" alt="25" /> <img src="https://example.com/30.png" alt="30" /> <img src="https://example.com/31.png" alt="31" /> <img src="https://example.com/32.png" alt="32" /> <img src="https://example.com/33.png" alt="33" /> <img src="https://example.com/36.png" alt="36" /> <img src="https://example.com/37.png" alt="37" /></td>
<td>People</td>
</tr>
<tr>
<td>Employee Experience, Culture, &amp; Wellbeing</td>
<td>Workiva’s practices around fairly recruiting, rewarding and retaining top talent that will enable the company to grow and best serve its customers while providing an encouraging and enriching work environment with development opportunities, competitive benefits, and engaging experiences. This includes Workiva’s commitment to supporting employees and their ability to perform their roles to their greatest capacity by providing the resources and support to improve their emotional, social, physical, and financial wellbeing both in their work and home lives.</td>
<td><img src="https://example.com/7.png" alt="7" /> <img src="https://example.com/10.png" alt="10" /> <img src="https://example.com/15.png" alt="15" /> <img src="https://example.com/16.png" alt="16" /> <img src="https://example.com/18.png" alt="18" /> <img src="https://example.com/19.png" alt="19" /> <img src="https://example.com/20.png" alt="20" /> <img src="https://example.com/23.png" alt="23" /> <img src="https://example.com/24.png" alt="24" /> <img src="https://example.com/25.png" alt="25" /> <img src="https://example.com/30.png" alt="30" /> <img src="https://example.com/31.png" alt="31" /> <img src="https://example.com/32.png" alt="32" /> <img src="https://example.com/33.png" alt="33" /> <img src="https://example.com/34.png" alt="34" /> <img src="https://example.com/36.png" alt="36" /> <img src="https://example.com/37.png" alt="37" /></td>
<td>People</td>
</tr>
<tr>
<td>Innovative Solutions</td>
<td>Workiva’s ability to foster long-term, sustainable growth, acquire new customers, and remain competitive through the creation of innovative solutions that drive transparency and trust for customers.</td>
<td><img src="https://example.com/7.png" alt="7" /> <img src="https://example.com/10.png" alt="10" /> <img src="https://example.com/12.png" alt="12" /> <img src="https://example.com/15.png" alt="15" /> <img src="https://example.com/18.png" alt="18" /> <img src="https://example.com/19.png" alt="19" /> <img src="https://example.com/20.png" alt="20" /> <img src="https://example.com/23.png" alt="23" /> <img src="https://example.com/24.png" alt="24" /> <img src="https://example.com/25.png" alt="25" /> <img src="https://example.com/36.png" alt="36" /> <img src="https://example.com/37.png" alt="37" /> <img src="https://example.com/38.png" alt="38" /></td>
<td>Innovation</td>
</tr>
<tr>
<td>Privacy &amp; Data Security</td>
<td>Workiva’s practices, policies, and procedures related to data and sensitive information being collected, analyzed, stored, shared and transferred in a secure manner to protect from unwanted and unauthorized access.</td>
<td><img src="https://example.com/1.png" alt="1" /> <img src="https://example.com/16.png" alt="16" /> <img src="https://example.com/17.png" alt="17" /> <img src="https://example.com/18.png" alt="18" /> <img src="https://example.com/19.png" alt="19" /> <img src="https://example.com/20.png" alt="20" /> <img src="https://example.com/23.png" alt="23" /> <img src="https://example.com/24.png" alt="24" /> <img src="https://example.com/25.png" alt="25" /> <img src="https://example.com/30.png" alt="30" /> <img src="https://example.com/31.png" alt="31" /> <img src="https://example.com/33.png" alt="33" /> <img src="https://example.com/36.png" alt="36" /> <img src="https://example.com/37.png" alt="37" /></td>
<td>Privacy &amp; Data Security</td>
</tr>
<tr>
<td>Responsible Business Practices</td>
<td>Workiva’s practices relating to operating legally, ethically and with integrity, including core values, code of conduct, human and labor rights and responsible operations.</td>
<td><img src="https://example.com/10.png" alt="10" /> <img src="https://example.com/17.png" alt="17" /> <img src="https://example.com/18.png" alt="18" /> <img src="https://example.com/19.png" alt="19" /> <img src="https://example.com/20.png" alt="20" /> <img src="https://example.com/23.png" alt="23" /> <img src="https://example.com/24.png" alt="24" /> <img src="https://example.com/25.png" alt="25" /> <img src="https://example.com/30.png" alt="30" /> <img src="https://example.com/31.png" alt="31" /> <img src="https://example.com/32.png" alt="32" /> <img src="https://example.com/33.png" alt="33" /> <img src="https://example.com/36.png" alt="36" /> <img src="https://example.com/37.png" alt="37" /> <img src="https://example.com/38.png" alt="38" /></td>
<td>Risk &amp; Responsible Business Practices</td>
</tr>
<tr>
<td>Sustainable Operations</td>
<td>Workiva’s approach to operating sustainably and efficiently (e.g., efficient use of energy, reduction of carbon footprint, effective waste management practices).</td>
<td><img src="https://example.com/10.png" alt="10" /> <img src="https://example.com/12.png" alt="12" /> <img src="https://example.com/17.png" alt="17" /> <img src="https://example.com/18.png" alt="18" /> <img src="https://example.com/19.png" alt="19" /> <img src="https://example.com/20.png" alt="20" /> <img src="https://example.com/23.png" alt="23" /> <img src="https://example.com/24.png" alt="24" /> <img src="https://example.com/25.png" alt="25" /> <img src="https://example.com/30.png" alt="30" /> <img src="https://example.com/31.png" alt="31" /> <img src="https://example.com/33.png" alt="33" /> <img src="https://example.com/36.png" alt="36" /> <img src="https://example.com/37.png" alt="37" /></td>
<td>Environment</td>
</tr>
</tbody>
</table>
## OUR ESG APPROACH > STAKEHOLDER ENGAGEMENT

**Workiva actively listens to and learns from our stakeholders, which helps us drive continuous improvement to our ESG strategy, outcomes, and value. We collaborate with a broad set of stakeholders within our value chain to advance impact. Below is a description of our approach, frequency of engagement, results of our efforts, and ESG issues important to our stakeholders.**

<table>
<thead>
<tr>
<th><strong>Stakeholders</strong></th>
<th><strong>Our Approach to Dialogue</strong></th>
<th><strong>Frequency</strong></th>
<th><strong>Intermediate Outcomes</strong></th>
<th><strong>ESG Material Issues</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Employees        | Our employees come first at Workiva. We engage in employee listening through the Great Place to Work® Trust Index Survey⁷, and our Tell Us More Survey, town halls, biweekly all-company meetings, and quarterly all-company meetings. This "always listening" approach allows Workiva to consider employee feedback in real time and be agile to shifting demands. | Ongoing       | Workiva achieved 93% engagement score in the Great Place to Work® Trust Index Survey⁷, implemented a 401(k) match system based on employee request and feedback, hosted employee roundtables to discuss and brainstorm sustainable practices around business travel and employee commuting, and we were very proud to also launch our 7 BERGs. | • Diversity, Equity, and Inclusion  
• Employee Experience Culture, & Wellbeing  
• Sustainable Operations |
| Founders         | In 2008, Workiva Inc. (formerly Webfilings) was founded by six entrepreneurs. After more than a decade of growth, some of our founders served in 2022 on our executive leadership team and provided guidance on Workiva’s ESG materiality assessment, ESG strategy, and Diversity, Equity, and Inclusion efforts. | Ad hoc        | Championed Workiva’s ESG go-to-market reporting solution to define Workiva’s global growth strategy, Incorporated Diversity, Equity, and Inclusion in our R&D annual conference called LINK. | • Diversity, Equity, and Inclusion  
• Employee Experience Culture, & Wellbeing  
• Innovative Solutions  
• Privacy & Data Security  
• Responsible Business Practices |
| **External**     |                             |               |                          |                        |
| Communities      | We engage with community groups and NGOs in ad hoc and/or quarterly meetings. Workiva executives serve on various community boards, coalitions, and associations to support common priorities and receive feedback on key initiatives. We work with NGOs to support programs that have a long-term impact on closing the digital divide and on sustainability more generally. Read more | Quarterly     | Developed new community partnerships, established Workiva Day of Service as an annual employee event, and hosted a Sustainable Business Roundtable at our Ames, Iowa headquarters to engage other Iowa-based businesses on renewable energy purchase options with a local municipality. | • Community Impact & The Digital Divide  
• Sustainable Operations  
• Customer Engagement & Satisfaction  
• Innovative Solutions  
• Privacy & Data Security |
| Customers & Partners | As Workiva strives toward advancing environmental, ethical, and social progress, the company looks at ways in which technology can enable positive changes. We circulate various surveys throughout the customer and partner lifecycle to capture sentiment and facilitate continuous improvement. Our customer success team partners with users of our platform to understand their business objectives and offers best practices in the use of our software. All customers and partners are also included in our Workiva Community, which allows them to submit feedback, engage with other customers, and stay informed on exciting updates. Workiva hosts Customer Advisory Boards (“CABs”) focused around three industry disciplines: Financial Reporting, ESG, and GRC. Amplify is Workiva’s user conference for customers, prospective customers, and partners. In 2022, we brought together over 7,000 attendees. | Ongoing       | As of December 31, 2022, Workiva’s revenue retention rate (excluding add-on revenue) was 97.8%, and the revenue retention rate including add-on revenue was 108.5%. We maintain above 95% customer satisfaction on our Support and Professional Services team. Our methodology for calculating subscription and support revenue retention rate can be found under the Key Performance Indicators section on p. 47 of our 2022 10-K. | • Community Impact & The Digital Divide  
• Sustainable Operations  
• Customer Engagement & Satisfaction  
• Innovative Solutions  
• Privacy & Data Security |
| Government & Industry Associations | We contribute to policy discussions to advance transparency and protection of data, drive digital inclusion, and economic growth. We have deep interaction and collaboration with key business and industry bodies that are striving for progress in these areas on the national, regional and global levels. Read more | Quarterly     | Joined the Data Coalition, which supported the passage of The Financial Data Transparency Act | • Community Impact & The Digital Divide  
• Governance & Risk Management  
• Responsible Business Practices  
• Sustainable Operations |
| Investors        | We have regular discussions with our shareholders and the investor community regarding our ESG solution as a part of our approach to our ESG strategy, policies, and targets. Our ESG solution is an important component of differentiated customer offering of providing assured, integrated reporting. We also host several investor roadshows throughout the year, and an annual Investor Day during our Amplify user conference. | Ongoing       | Prioritized responding to the ESG rating and ranking agencies that our investors care about the most. Those top ratings and rankings were used in Workiva’s materiality assessment to help guide our disclosure approach. We earned an AAA ESG Rating from MSCI making Workiva more attractive for ESG investors. | • Governance & Risk Management  
• Innovative Solutions |
| Suppliers        | We work with suppliers to support transparency, sustainability, diversity, and good ethical business practices through our Supplier Code of Conduct. | Ad hoc        | Our Sourcing & Procurement team assisted with implementing a more robust supplier information form to better capture information about our supplier base. This new process improves data collection capabilities and identifies unique supplier details. | • Diversity, Equity, & Inclusion  
• Responsible Business Practices  
• Sustainable Operations |

---

13 In conducting our assessment of priority ESG issues, we have referenced third-party ESG frameworks that refer to “material” topics to reflect issues of importance to us and our stakeholders. Used in this context, these terms are distinct from, and should not be confused with, the terms “material” and “materiality” as defined by or construed in accordance with securities law or used in the context of financial reporting.
Supporting informed policy for business and stakeholder value

Technology has the power to advance transparency and protection of data as well as drive digital inclusion and economic growth. Together, governments, key organizations, and the technology industry can develop the policy framework to unlock this power. Through collaboration and partnerships, Workiva engages in policy discussions and activities that support these interests, including:

- **Transparency and Data Protection**
  - Development of financial, risk, and ESG reporting data and disclosures
  - Advancement of practical policies for the creation and use of accessible, trustworthy data

- **Digital Inclusion and Economic Growth in Technology**
  - Growth and sustainability of the technology industry
  - Enhancing a highly skilled, diverse, and inclusive global workforce in the SaaS industry
  - Access to high-performance internet connectivity for a digital workforce and educational experiences

**Our approach**

- Always act in accordance with all applicable laws, rules, and regulations in the jurisdictions in which we operate
- Work with trade associations and business coalitions to prioritize and advance issues that affect our stakeholders and our business
- Contribute to evidence-based discussion by engaging and leading dialogue through organizations advising policymakers

**Workiva corporate funds for political contributions**

Workiva carefully considers the best interests of the company and our stakeholders when contemplating any and all forms of political engagement. In 2022, Workiva Inc. did not make any political contributions.

**Workiva Inc. Data Fund**

The Workiva Inc. Data Fund is a political action committee ("PAC") that promotes political candidates and committees who support Workiva's principles and objectives (regardless of political party affiliation). Eligible employees are permitted to donate money to the the PAC, which in turn makes direct candidate campaign contributions to candidates and committees that are aligned with Workiva's business objectives. All Workiva Inc. Data Fund contributions are voluntary donations and all activities are subject to applicable federal election laws.

Workiva is committed to transparency regarding our public policy activities and contributions. In the United States, we regularly file reports detailing activities of the Workiva Inc. Data Fund as required by law. Information about the PAC’s contributions can be found on the U.S. FEC website.

**The enhancement and standardization of climate-related disclosures for investors**

In 2022, our then-CEO submitted a comment letter to the U.S. SEC on new rules to “Enhance and Standardize Climate-Related Disclosure for Investors.” We believed then - and believe now - that every company's business model will be profoundly affected by the transition towards a net zero economy. Technology and innovation can lessen the cost of climate reporting and help level the playing field for companies of all sizes.

**Memberships, coalitions and associations**

In 2022, we took a deliberative approach to strengthening our existing engagement and added new memberships to support our ESG targets and informed policy efforts. Some of these entities may operate under Internal Revenue Code ("IRC") section 501(c)(4). By law, these entities are permitted to use a portion of membership dues for political activities. Some of the groups to which the company belongs may engage in political activities. Below is a list of our memberships, coalitions, and associations:

**Global**
- IFRS Sustainability Alliance
- UN Global Compact
- UN Global Compact CFO Coalition for the SDGs
- CDP's Network of Gold Accredited Partners
- XBRL International

**United States**
- Boston College Center for Corporate Citizenship
- Data Foundation
- Data Coalition
- XBRL United States

**Local**
- Ames Chamber of Commerce
- Greater Des Moines Partnership
- Iowa Business Council
- Iowa Sustainable Business Forum
- Technology Association of Iowa

**Employees’ political activity**

We support our employees' voluntary participation as individuals in the political process, whether by voting, volunteering time, or contributing money to the candidates of their choice. For example, Workiva gives all U.S. employees a paid holiday on presidential election days. Employees engaging in personal political activities must adhere to the applicable provisions of the WLife Code of Conduct.
**WORKIVA’S ESG GOVERNANCE**

At Workiva, commitment to responsibility and change around ESG begins at the top. Our ESG Task Force is comprised of executives responsible for the oversight of various priority ESG issues. Our President & CEO appoints executives to the ESG Task Force to achieve two important objectives:

- Support Workiva’s Nominating & Governance Committee of the Board of Directors in its oversight of our long-term ESG strategies and goals
- Develop and execute a comprehensive approach to align the company’s business values, decisions, and ethics with the applicable ESG strategies, goals, regulations, and standards

In support of our ESG Task Force, Workiva formulated an ESG Disclosure Group comprised of accounting, legal, audit, communications, and ESG industry professionals from across the company to review all external ESG disclosures.

Further driving transparency and accountability, our Board committee charters include responsibilities related to ESG oversight as applicable to each of our Audit, Compensation, and Nominating and Governance Committees. Detailed descriptions of the duties and responsibilities of each of our Committees can be found in our most recent proxy statement.

Our Board of Directors and management regularly review best corporate, governance, and business practices and modify our approach as necessary.

**Workiva’s best practices include:**

- A Board of Directors comprised by a majority of independent directors, led by an independent Chair
- As of April 2023, our Lead Independent Director acts as a liaison among our Chair, the CEO, and the other independent directors.
- Fully independent Audit Committee, Compensation Committee, and Nominating & Governance Committee
- Disclosure of executive compensation policy and the CEO-to-employee compensation ratio
- An anti-corruption/export controls/economic sanctions policy

Information on Workiva’s Board of Directors and Committees can be found on our Corporate Governance website. There you will find our committee charters, code of conduct, supplier code of conduct, and whistleblower policy.

**Our ESG Advisory Council**

During 2022, Workiva launched an external stakeholder group called the ESG Advisory Council. The Council plays an important role in providing product, market, and ESG guidance for our company. The advisors are a group of experts who are knowledgeable about global ESG regulation, strategy, practices, and reporting. We believe that leveraging the expertise of the ESG Advisory Council will help us develop products and take actions that are innovative and socially responsible, and meet the demands of our stakeholders.

**ESG ADVISORY COUNCIL**

- **Paul Dickinson**
  Co-founder of CDP and Climate Week, Chair of the Trustees of ShareAction, Trustee of the Findhorn Foundation
- **Paul Druckman**
  Non-Executive Chairman of World Benchmarking Alliance Board, Board Trustee for Accounting for Sustainability Project (AAS), Advisory Council Member of Integrated Reporting and Connectivity Council for IFRS Foundation
- **Amelia Pan**
  Managing Director, ESG Transition Advisory at PJT Partners, Founded Brunswick ESG practice, Trustee of Restless Development
- **Diana Tidd**
  Board of Directors of Women in ETFs U.S. and of West Africa Village Education (WAVE), Former MSCI Chief Responsibility Officer & C-Suite Executive

**ESG TASK FORCE**

- **EXECUTIVE CHAIR**
  Jill Klindt
  EVP & Chief Financial Officer

- **Laura Arterburn**
  VP of Accounting

- **Darcie Brossart**
  SVP of Corporate Communications

- **Emily Forrester**
  SVP of Human Resources

- **David Haila**
  EVP & Chief Technology Officer

- **Mandi McReynolds**
  VP of Global Environment, Social, and Governance (ESG)

- **Marisa Pettorossi**
  Senior Director of Sourcing & Procurement

- **Mike Rost**
  SVP of Corporate Development & Investor Relations

- **Erik Saito**
  SVP & General Manager, EMEA & APAC

- **Brandon Ziegler**
  EVP & Chief Legal & Administrative Officer
Our Nominating & Governance Committee considers a background in ESG to be an area of importance when evaluating and recommending director nominees to our Board.

Our Directors’ and Officers’ survey asks each of our new, existing, and nominee members of our Board and Executive team to detail their experience and expertise on a variety of topics, including ESG topics. Over half of our Board members have direct experience in ESG. A complete list of our Directors’ experience can be found in our most recent proxy statement.

**OUR ESG APPROACH > BOARD ENGAGEMENT IN ESG**

**WORKIVA INC. BOARD EXPERIENCE AND EXPERTISE IN ESG ISSUES**

Brigid A. Bonner  
President, Bonner Consulting

Michael M. Crow, Ph.D.  
President, Arizona State University

Robert H. Herz  
President, Robert H. Herz LLC

Julie Iskow  
President & CEO, Workiva Inc.

David S. Mulcahy  
President, MABSCO Capital, Inc.

Suku Radia  
Retired CEO, Bankers Trust Company

Martin J. Vanderploeg  
Former CEO, Workiva Inc.

**Cybersecurity**

**ESG**

**Governance**

**Human Capital Mgmt**

Workiva Board members’ experience in ESG plays a crucial role in advancing ESG efforts throughout the company and marketplace

Michael M. Crow, Ph.D. serves on the board of directors for the Global Institute of Sustainability and Innovation. He was the founder and first director of the Earth Institute at Columbia University. Crow also launched the first School of Sustainability in the United States and is the author of books and articles related to sustainable development and the “New American University,” which advocates for inclusivity representative of the ethnic and socioeconomic diversity of the United States.

Bob Herz served as a member of the SASB board of directors for many years and was former Financial Accounting Standards Board chair and a founding member of the International Accounting Standards Board. He currently serves on the G7 Impact Task Force, as a director of the International Foundation for Valuing Impacts, and as an advisor to the International Sustainability Standards Board. Mr. Herz was a principal author of the Committee of Sponsoring Organizations of the Treadway Commission (COSO)’s approved 2023 study and supplemental guidance on applying the 2013 COSO Internal Control – Integrated Framework (ICIF) to sustainability and ESG information.

Julie Iskow and Marty Vanderploeg championed Workiva’s ESG go-to-market reporting solution to define Workiva’s global growth strategy and align on commercial operations goals, including enterprise-wide product development, platform innovation, sales, marketing, service delivery, and customer success. In a very short time, ESG reporting has quickly become one of the fastest growing products in the company’s solution portfolio. Workiva’s investment in ESG is continuing to bolster solid growth in this rapidly expanding market.
Partners and customers alike put their trust in Workiva day after day. It is an utmost priority to keep trust high, govern responsibly, and protect privacy and data of our stakeholders. Risk is inherent with every business, including strategic, financial, business and operational, legal and compliance, and reputational. We have designed and implemented processes to drive responsibility across our company and manage the risk in our operations.
Managing ESG Risks & Opportunities

Our ESG Task Force helps monitor and manage risks and opportunities related to environmental, social, and governance impact. We have committed to continuously monitor risks through strong ESG reporting and disclosure practices, and believe it will enable us to limit potentially costly disruptions, identify unsustainable areas within our organization, and strengthen our reputation of trust and transparency with investors and other stakeholders.

In 2022, Workiva assembled an Enterprise Risk Management Committee to perform an enterprise risk assessment and develop an enterprise risk strategy. ESG-related risks were part of the assessment, and analysis of the survey responses helped the committee determine the nature of the risks and decide on the appropriate actions to take. Workiva’s supplier code of conduct helps promote environmental protection and responsible business practices along with our value chain as part of our risk management strategy.

More information about climate-related risks and opportunities can be found in Workiva’s TCFD Index.

Management is responsible for managing the risks that Workiva faces every day, while our full Board, assisted by committees, exercises risk oversight at Workiva. Committees take the lead in discrete areas of ESG risk oversight when appropriate:

- The Audit Committee is primarily responsible for risk oversight relating to financial statements, disclosure controls and procedures, and ESG disclosures.
- The Nominating & Governance Committee is primarily responsible for risk oversight relating to corporate governance, the independence of the Board, and ESG policy.

Our current leadership structure is well-positioned to support the risk oversight function of the Board. In particular, we believe having a majority of independent Directors provides an effective balance to the members of management who serve as Directors while allowing for open communication between management and our Board. For more information, visit our Corporate Governance web page.

Product & Brand Responsibility

We’re committed to advancing the responsible use of technology to build trust with our stakeholders. Workivians are working towards progress with Artificial Intelligence (AI) ethics, accessibility, sustainability, and privacy and data security.

AI Responsibility & Ethics

In 2022, Workiva drafted its policy outlining the guidelines and principles for the responsible and ethical usage of AI and Machine Learning (ML) technologies within Workiva. This policy, which was implemented in 2023, applies to all employees, contractors, partners, and third parties who interact with or utilize AI/ML systems on behalf of the organization. We believe the use of AI/ML must be guided by principles of fairness, transparency, accountability, and respect for privacy and security.

Accessibility

Workiva is advancing our work around accessibility of our platform. We conducted a third party assessment, developed an external roadmap for accessibility and released a statement of direction from our Chief Technology Officer. We also added Atkinson Hyperlegible to our list of supported fonts, which can be added to customer and partner accounts using Workiva’s standard font request process. Atkinson Hyperlegible is a typeface that provides greater legibility and readability to increase character recognition, and is an important step in making our product accessible to more users.

Sustainability

We’re committed to building a sustainable environment in every area of our business including our product. Read more at Workiva Platform Architecture and Sustainability.

Privacy & Data Security

Workiva utilizes numerous measures to ensure the utmost in data security and privacy. The Workiva platform is a closed, secure ecosystem where customer data is stored in secure facilities, on secure servers, and within secure applications. Our program is governed by enterprise policies derived from the National Institute of Standards and Technology (“NIST”) and the International Organization for Standardization (“ISO”) industry standards. While our Information Security team ensures that adequate and ongoing discovery and management of risk is integrated with our enterprise risk management program, both the full Board and Audit Committee exercise oversight to risks relating to information security. They receive regular briefings from our Chief Information Security Officer on our information security program, including current and developing trends of importance and the industry at large; mitigation strategies for the risks and threats; and the results of continuous monitoring and regular third-party testing of our information security posture.

All employees are required to complete General Security Awareness or Technical Security Awareness training based on their position within the company on an annual basis. New hires are required to complete training within five days of their hire date. More information about our Security & Privacy policies can be found on our website at workiva.com/security and workiva.com/legal/workiva-website-privacy-policy.
We are committed to publicly sharing our progress and featuring case studies that showcase both our opportunities and challenges as we work toward achieving our ESG targets.

Using our values and governance practices, we established our ESG targets as public commitments to our stakeholders. Our four ESG targets were decided by referencing our ESG materiality assessment, stakeholder feedback, and alignment to the UN Sustainable Development Goals. Targets were distilled down into four actionable business objectives aligned to overall corporate strategy: Innovation, Environment, Philanthropy, and People.
INNOVATION

Enable transparent reporting for more companies, customers, cities, governments, and other stakeholders by doubling our impact through focused education, awareness, and innovative leading-edge technology by 2025.
Workiva is helping companies of all sizes streamline the ESG disclosure process with our platform and outreach. With a technology solution that brings financial and non-financial data together, we believe we are uniquely positioned as a leader in the ESG reporting space, regularly contributing to policy, product development, and implementation discussions with customers, partners, regulators, industry associations, media, and other stakeholders. We serve as a trusted partner to help make sense of the continuously evolving and complex ESG landscape.

Innovation at Workiva
In 2010, Workiva released our first reporting solution that revolutionized how companies prepare and file documents with the U.S. Securities and Exchange Commission. Since then, we have continued to create innovative solutions for our stakeholders. During 2022, we added five new innovation patents, bringing our total to 68. Our customers use our platform for over 100 different use cases that promote transparency and auditability in the reporting process. We’ve learned a lot from this, and we want to share that with more people. Workiva overall increased our customer count across all platform solutions to more than 4,700 customers.

Our research & development organization is responsible for the design, development, testing, and validation of our platform and fit-for-purpose solutions. We focus on innovating and developing new solutions and furthering the openness and extensibility of our platform. We believe that delivering new functionality for our customers is an integral part of our product strategy and provides our customers with access to a broad array of options and information critical to enhancing their reporting, disclosure and digital transformation efforts. We have invested more than $780 million over the last decade to create a differentiated technology platform for our customers.

UN Global Compact Small to Medium Enterprise (SME) Pilot
In 2022, we continued our partnership with the UN Global Compact through our sponsorship of the UN Global Compact SME Program & Supply Chain Impact Pilot. The objective of this program is to launch six pilots across networks through a six month learning program focused on key sustainability issues. The UN Global Compact informed us that it has engaged over 2,000 Small to Medium-Size Enterprises on reporting to the UN SDGs particularly in areas related to climate and gender.

SMEs sit at the heart of the global economy and are the backbone of our collective efforts to achieve the Sustainable Development Goals. The United Nations Global Compact recognizes that this is a key moment to empower SMEs with the resources, tools, and support they need to thrive and drive progress on the Sustainable Development Goals. That is why the support of our partners, including Workiva, in launching our initial series of SME Impact Pilots is of the utmost importance."

— Sue Allchurch, Chief of Outreach & Engagement at UN Global Compact

GHG Emissions Wizard
As part of our ESG Solution, our product and services team has created a tool that allows our customers to accelerate their emissions reporting. The GHG Emissions Wizard gives companies another resource to easily calculate Scope 1 and 2 emissions within the Workiva Platform.

ESG Pro Group
The ESG Pro Group fosters networking among more than 500 ESG professionals who are members, promotes industry thought leadership, and provides unique opportunities for members to share best practices. Membership to the group is free through Workiva’s sponsorship.

Workiva Amplify
Amplify is Workiva’s user conference for customers, prospective customers, and partners. In 2022, we brought together over 7,000 attendees. This event brings together finance, accounting, compliance, and ESG professionals from various industries to discuss industry trends, share best practices, and learn about the latest advancements in technology. Workiva also hosts several Amplify Local events for customers in certain regions to come together to learn and share best practices.

ESG Talk
In May of 2022, we launched a podcast called ESG Talk. This podcast is a resource for ESG insights. Each week we feature candid conversations with ESG leaders to transform complex ESG topics into simple, practical opportunities for business and society. As of May 2023, the podcast regularly ranks in Google’s top three search results for "ESG podcast" and performs in the top 25% of all podcasts, according to industry benchmarks calculated by Buzzsprout. You can find it on Apple Podcasts, Spotify, and YouTube. Give the ESG Talk podcast a listen here.

The UN Global Compact CFO Coalition for the SDGs
The United Nations Global Compact provides a forum for CFOs to create real-world impact toward the SDGs. In January 2022, the CFO Coalition for the SDGs, New York Stock Exchange, and Workiva hosted a virtual roundtable about the growing role of the CFO’s in driving ESG and the SDGs forward. The session was moderated by Sheryl Estrada of Fortune Magazine’s CFO Daily newsletter. More than 300 CFOs and ESG leaders attended. The CFOs participating in panel range the closing bell of the New York Stock Exchange as a sign of uniting for a better world. The CFO Coalition continued to gather at various SDG Investment Forums in New York and Paris. At the forum, Jill Klindt, Workiva CFO and chair of the company’s ESG Taskforce, discussed the impact between finance and society and how Workiva is working to further create a sustainable, equitable, and net zero global economy with our innovative platform.

As the first CFO from a SaaS company to join the CFO Coalition for the SDGs and smaller public company, I can confidently say every company can join to help make progress toward the SDGs. Technology can be an asset in helping organizations make progress possible. It will take all companies pitching in to make these global goals a reality.

—Jill Klindt, EVP & Chief Financial Officer
ENVIRONMENT

Reduce our Scope 1 and 2 emissions by 63%, accelerate Renewable Energy Certificate (REC) and carbon offsetting initiatives, reduce our Scope 3 emissions by 2034, and progress towards carbon net zero emissions across our value chain by 2040.
Sustainable Operations

We have completed the baselining of our carbon footprint, and are currently working to align our 1.5°C Celsius carbon reduction target with the Science Based Targets initiative (SBTi), an organization that defines and promotes best practices in science-based target setting, with an aim of showing companies how much and how quickly they need to reduce their greenhouse gas emissions to prevent the worst effects of climate change. Workiva strives to reduce our environmental impact while complying with all applicable laws and regulations. The efforts outlined below support our pathway and transition plan to a low carbon future for our operations.

In 2022, Workiva achieved operational net zero emissions. In determining that the company achieved operational net zero in 2022, we calculated our emissions including total Scope 1 stationary combustion and fugitive emissions and Scope 2 purchased electricity emissions at our leased operations in Ames, Iowa, as well as Scope 3 upstream leased asset emissions. (We excluded Scope 2 emissions determined through a location-based approach, and Scope 3 emissions from data servers, employee commuting and corporate travel.) We then retired 1,025 tons in purchased carbon offsets for Scope 1 stationary combustion and fugitive emissions, and 5,000 megawatts worth of RECs for purchased electricity.

Workiva's greenhouse gas (GHG) emissions were calculated using the Greenhouse Gas Protocol and U.S. EPA Emission Factors in effect at the time of the respective calculation. Our data and calculation methodology was reviewed by a third-party consultant.

The Ames, Iowa office located in the United States is the only long-term leased building where we have full operational control, therefore establishing the boundaries for Scope 1 and 2. Because of this, Scope 1 and 2 emissions pertain only to our Ames facility. Although we have other subsidiaries, we do not have operational control of facilities there, so our Ames facility accounts for 100% of our Scope 1 and Scope 2 operations. The Ames facility has the largest square footage footprint and employee population. No other leased assets were included in our Scope 1 and 2 baselining due to lack of operational or financial control. Instead, other leased assets are included in Scope 3 upstream leased assets.

- Scope 1 data evaluated Stationary Combustion (natural gas utility) and estimated Fugitive Emissions (refrigerants) for the Ames location.
- Scope 2 data includes metered electricity grid data for the Ames location.

<table>
<thead>
<tr>
<th>Emissions</th>
<th>Totals in Metric Tons CO₂e</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope 1</td>
<td>270</td>
<td>312</td>
<td>297</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scope 2: Location based</td>
<td>2,669</td>
<td>2,069</td>
<td>2,262</td>
<td>2,170</td>
<td></td>
</tr>
<tr>
<td>Scope 2: Market based</td>
<td>3,744</td>
<td>3,347</td>
<td>3,355</td>
<td>3,297</td>
<td></td>
</tr>
<tr>
<td>Total emissions from operations (Market based)</td>
<td>3,744</td>
<td>3,347</td>
<td>3,355</td>
<td>3,297</td>
<td></td>
</tr>
<tr>
<td>Scope 3: Total Reported</td>
<td>11,289</td>
<td>8,612</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upstream Leased Assets</td>
<td>606</td>
<td>729</td>
<td>788</td>
<td>789</td>
<td></td>
</tr>
<tr>
<td>Data Servers</td>
<td>316</td>
<td>316</td>
<td>312</td>
<td>74</td>
<td></td>
</tr>
<tr>
<td>Employee Commuting</td>
<td>3,207</td>
<td>2,600</td>
<td>2,174</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate Travel</td>
<td>6,960</td>
<td>1,008</td>
<td>709</td>
<td>4,575</td>
<td></td>
</tr>
</tbody>
</table>

Workiva's Scope 3 emissions are global, and cover our entire scope of operations. Workiva calculated Scope 3 emissions utilizing readily available data around upstream leased assets, data servers, corporate travel, and employee commuting as these were deemed most relevant during our screening process. All traditional leased sites for which we do not have operational or financial control were included in Scope 3 upstream leased assets. Traditional leased sites refer to physical office spaces that are rented to Workiva for a specified period of time and exclude co-working spaces and other similar arrangements. Data servers, corporate travel, and employee commuting encompass the remainder of our global Scope 3 emissions.

Workiva pursued Carbon Reduction Targets aligned with the SBTi 1.5°C Pathway for Scope 1, 2 & 3 Greenhouse Gas (GHG) Emissions in 2022. In 2023, we submitted our commitment letter with SBTi-aligned targets for Scopes 1 & 2 requiring a 63% reduction in GHG emissions by 2034, compared to a base year of 2019. We aligned and submitted our Scope 3 GHG emissions intensity target to SBTi standards in 2023 as well.20

More information on our emissions reduction initiatives can be found in our Environment and Climate Change Statement and GHG Emissions Report.

---

20 Emissions factors may change over time.
21 In connection with the review of our GHG emissions data by an independent third-party, Scope 1 emissions for 2019, 2020, and 2021 have been recalculated to use more current AR4 global warming potentials for fugitive refrigerants. This resulted in an increase in emissions reported across 2019, 2020, and 2021.
22 Scope 2 calculated using market-based method Emission Factors EPA EGrd: City of Ames. Market-based emissions factors were not available for 2019, therefore 2020 emissions factors were used.
23 In 2022, Workiva completed purchase of RECs to offset purchased electricity emissions. Per the Greenhouse Gas Protocol Scope 2 Guidance, we report our 2022 Scope 2 market-based emissions as zero.
24 Certain components of total Scope 3 emissions have been adjusted to reflect updated data becoming available for the years ended December 31, 2019 and 2020.
25 Upstream leased assets include all traditional leased sites for which we do not have operational or financial control. Traditional leased sites exclude co-working spaces and other similar arrangements.
26 In 2021, Scope 3 data server information was assumed for 2019 based on data available for 2020 and 2021. Usage and emissions in 2019 were assumed to be the same as 2020.
27 Certain data server data for 2020 provided to Workiva was updated in 2022. The 2020 value has been restated to reflect this update. The 2019 value has been restated as it is based on the 2020 value. This resulted in an increase in emissions reported for 2019 and 2020.
28 Employee Commuting uses both average-data method and distance-based method. Average employee commute distance value was used for the 2019 calculation. Commuting by car, rail/train, and bus were included in emissions calculations. Employees commuting by walking or biking are assumed to have zero emissions.
29 Corporate travel uses a spend-based method including air, car, and rail/train. While Workiva employees are required to use our designated expense management software, there is a possibility that a small percentage of travel expense is not included, and thus not captured in our emissions calculation.
30 Corporate travel for 2019 and 2020 was restated based on more accurate spend data becoming available, which resulted in an increase in emissions reported for 2019 and 2020. Additionally, Corporate travel for 2019, 2020, and 2021 was later revised after a review of our calculation found that an unnecessary conversion was being performed on CH4 and N2O EEIO factors. This resulted in an increase in reported emissions for 2019, 2020, and 2021.
31 As the climate community continuously assesses 1.5°C compatible trajectories, these mid- and long-term milestones may change to align with the latest climate science.
Climate Transition Plan

Our climate transition plan describes our emissions reduction pathway consistent with the collective 1.5°C climate ambition. This overview of our greenhouse gas (GHG) emissions reduction targets as well as the actions intended to achieve these targets are aligned with recommended transition plan elements of CDP and TCFD.

<table>
<thead>
<tr>
<th>CDP Element</th>
<th>TCFD Pillar</th>
<th>Workiva Climate Transition Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVERNANCE</td>
<td>Governance</td>
<td>We recognize that Board-level oversight and dedicated executive management and engagement are crucial in steering business strategy towards a 1.5°C aligned trajectory. <strong>Board Oversight:</strong> The Nominating and Governance Committee of Workiva’s Board of Directors provides oversight of the Company’s ESG and climate-related strategies. All Board committee charters include responsibilities related to ESG and climate. Additionally, an ESG Task Force of senior executives was created in 2021 to support the Board’s Nominating &amp; Governance Committee in the development, execution, and oversight of our long-term ESG strategies and goals in alignment with the company’s business values, decisions, and ethics. For more information about Board oversight and expertise, executive management, and our ESG advisory panel, see Workiva’s ESG Governance section.</td>
</tr>
<tr>
<td>RISKS &amp; OPPORTUNITIES</td>
<td>Risk</td>
<td>Climate-related risks are assessed in Workiva’s ESG materiality assessment, which is grounded in stakeholder engagement, taking into consideration the perspectives of employees, customers, and industry peers to identify potential risks to the business. Workiva is aware there are potential risks and issues related to climate change and our business. These potential risks and opportunities have helped inform our strategies around a carbon reduction plan, renewable energy targets and science-based targets for carbon reduction. To further inform our strategy and planning, Workiva conducted a climate-related risk scenario analysis in 2022. This exercise helped to validate and refine many of the initiatives we have established both on the operational and business sides of our company. Potential risks and opportunities are addressed at regular meetings of Workiva’s ESG Task Force, with reports to and oversight by the Nominating &amp; Governance Committee of the Board of Directors as matters arise. For more information on potential risks &amp; opportunities, see the Risk &amp; Responsible Business Practices section, and our most recent TCFD Index.</td>
</tr>
</tbody>
</table>
| TARGETS                   | Metrics     | Workiva is currently in the process of aligning our 1.5°C carbon reduction targets with the Science Based Targets initiative (SBTi). We strive to reduce our environmental impact while complying with all applicable laws and regulations. The targets outlined below support our pathway and transition plan to a low carbon future for our operations. **By 2034:**  
  - Reduce our Scope 1 and 2 emissions by 63% from our baseline year of 2019  
  - Accelerate our use of Renewable Energy Certificate (REC) and carbon offsetting initiatives  
  - Reduce our Scope 3 emissions and progress towards carbon net zero emissions across our value chain by 2040. We intend to align Scope 3 GHG emissions target to SBTi standards and will consider certification once further baseline data is collected.  
In 2022, Workiva achieved operational net zero emissions across Scope 1 stationary combustion and fugitive emissions and Scope 2 purchased electricity emissions at our leased operations in Ames, Iowa over which we have full operational control, as well as Scope 3 upstream leased asset emissions through reduction initiatives and the implementation of a REC and offset purchase program. In determining that the company achieved operational net zero in 2022, we calculated our emissions including total Scope 1 stationary combustion and fugitive emissions and Scope 2 purchased electricity emissions at our leased operations in Ames, Iowa, as well as Scope 3 upstream leased asset emissions. Excluding Scope 2 emissions determined through a location-based approach and also excluding Scope 3 emissions from data servers, employee commuting and corporate travel. We then retired 5,000 megawatts worth of RECs for purchased electricity. **We believe that RECs and offsets are only part of the solution for the reduction of our emissions in our value chain. We plan to continue to work with local governments, industry associations, and suppliers on sustainability efforts.** More information on our emissions reduction initiatives can be found in our Environment and Climate Change Statement and GHG Emissions Report. |
| SCOPE 1, 2 & 3 TARGETS    | Targets     | Workiva powers transparent reporting for a better world. Our Scope 1, 2, & 3 targets, progress, and emissions inventory are disclosed annually on our website and through frameworks such as CDP and TCFD. Third-party verification of our greenhouse gas emissions (GHG) reported for the 2022 calendar year was completed by Apex Companies, LLC (Apex) and is available here. |
Workiva views climate scenario analysis as a strategic process to identify climate-related risks and sustainable growth opportunities, and serves as a valuable tool to help inform, develop, and refine our climate action plan.

**Climate Scenario Analysis Details:** In 2022, Workiva undertook its first climate-related scenario analysis exercise to assess the resilience of our climate change response strategies. Based on the risks and opportunities assessment, Workiva focused on a transition risk scenario where global warming is limited to 1.5°C above pre-industrial levels, in alignment with Workiva’s 1.5°C carbon reduction target with the Science Based Target Initiative. To build the scenario, Workiva reviewed common climate scenarios developed by the Intergovernmental Panel for Climate Change (IPCC) and Intergovernmental Panel for Climate Change (IPCC).

**Focal Questions and Results:** Features were selected from the relevant IPCC scenarios to craft a future environment that targets transition risks and opportunities that may impact Workiva’s business and operations. This included an assessment of the policy, technological, and market dynamics of a 1.5°C future. The key assumptions incorporated to describe the scenario attributes were a high-level path for a carbon tax, the institution of mandatory disclosures, a swift shift toward renewable energy from fossil fuel generation, with questions surrounding how these attributes might impact Workiva, and what, if any, changes to the company’s business and/or ESG strategy should be made to address potential impacts.

The analysis identified potential impacts such as increased operating costs for data centers, investment costs to support emissions reductions, and the cost and potential of adapting products and services to meet stricter low-carbon standards and increased customer demand. The company has undertaken several actions as a result of the analysis, including finalizing and submitting its GHG emissions reduction commitment to the Science Based Target Initiative (SBTi) in 2023, and internal alignment of the annual ESG risk management process with the enterprise risk management workstream. This initial process enabled Workiva to refine the process, educate teams, and begin to assess Workiva’s overall strategy within the context of an unknown climate future, namely a 1.5°C scenario. For more information on scenario analysis see our most recent TCFD Index.

Workiva sees significant opportunity as ESG and climate reporting becomes more prevalent across the globe. In early 2022, we announced that we would be strategically investing in our people, technology, partners, and go-to-market strategy in order to capture the significant ESG market opportunity. Our investment in ESG is continuing to bolster our solid growth in the rapidly expanding market.

In 2022, we invested more than US$150 million in research and development, an increase of 31.1% from 2021. These investments continue to accelerate Workiva’s innovative solutions that enable our customers to track, report, and disclose financial and non-financial data, including climate data. In addition to product innovation and design investments, the company also implemented a Renewable Energy Certificates (REC) and offset purchase program, investing $13,000 in RECs and $18,450 in carbon offsets. We continue to invest in capital improvements such as more efficient HVAC and LED lighting solutions in our facilities. For example, in 2022, we conducted an energy audit at our Ames facility that led to HVAC efficiency changes and a “Green-Friday” initiative resulting in a reduction of ~200 mt CO₂e in the second half of the year. For more information on financial planning, see our Strategy section in this document as well as our Environment and Climate Change Statement.

Value Chain Engagement: In 2022, Workiva engaged in information gathering discussions with suppliers who represented about 20% of our total addressable spend about their efforts to advance renewable energy and environmental initiatives to determine their impact on our value chain. We also continue to evaluate our technology and service partners by their climate change engagement and ability to influence client sustainability reduction impact. Together, these suppliers and partners enable Workiva to progress towards our company’s climate targets while helping customers with their own climate reporting processes. For more information on value chain engagement, see the Case Studies section of this document.

Increasing Share of Revenue from Low-Carbon Products & Services: The modular nature of Workiva products and services promotes code reuse, minimizing the need for redundant code, and reducing the overall amount of code written. This leads to less waste in terms of time, effort, and resources spent on development, and we anticipate this efficiency will result in lower-carbon solutions for our customers. While Workiva does not publicly disclose the proportion of total revenue attributable to any specific product or service, ESG has quickly become one of the fastest-growing products in our solution portfolio. We believe our investment in ESG and more efficient, low-carbon solutions will bolster our ability to capture the significant ESG market opportunity. For more information on low-carbon products and services, see the Case Studies section of this document.

Implementing Emissions Reduction Initiatives for Direct and Indirect Operations: In 2022, Workiva achieved operational net zero emissions across Scope 1, 2, and Scope 3 upstream leased asset emissions (as detailed on next page) through a combination of reduction initiatives and the implementation of a REC and offset purchase program. More information on reduction initiatives can be found on the following page under the heading “Environment Transition Plan”.

Workiva’s policy engagement is directly aligned with our climate commitments and strategy. Workiva was the first Software as a Service (SaaS) company to join the UN Global Compact CFO Task Force, committing to measure its progress toward the implementation of the CFO Principles on Integrated Sustainable Development Goals (SDGs) Investment and Finance.

In 2022, our then-CEO submitted a comment letter to the SEC on new rules to “Enhance and Standardize Climate-Related Disclosure for Investors,” in which he stated our public support for global convergence around widely recognized ESG reporting and climate-focused frameworks, including Carbon Disclosure Project (CDP), Sustainability Accounting Standards Board (SASB), the recommendations of the Task Force on Climate-related Financial Disclosures (TCFD), Greenhouse Gas Protocol, and the United Nations Sustainable Development Goals (UNSDGs).

Further, Workiva’s business leaders frequently speak at ESG and climate conferences and webinars to collaborate with other business leaders. For example, the then-COO spoke at the 2022 Responsible Business USA Conference, which brought together leaders to accelerate efforts to decarbonize society, drive ambition, and deliver action. Workiva also hosts a weekly ESG Talk podcast, which regularly focuses on climate-related issues, disclosure frameworks, and policy proposals, and which by the end of 2022 had engaged listeners and viewers from 95 different countries. For more information on policy engagement, see the Policy & Engagement section.
Addressing Scope 1 and 2 emissions

Completed initiatives
- Leveraged the efficiencies of our facilities to limit our overall Scope 1 and 2 carbon emissions
  - Energy-efficient, north-south windows are oversized to maximize natural daylight and reduce electricity use
  - Above-grade insulation improves heating and cooling efficiency
- Achieved operational net zero emissions across Scope 1 stationary combustion and fugitive emissions and Scope 2 purchased electricity emissions at our leased operations in Ames, Iowa, as well as Scope 3 upstream leased asset emissions through reduction initiatives and the implementation of a REC and offset purchase program
- Conducted an energy audit on the Ames, IA facility and identified reduction initiatives to be considered, such as:
  - Adjust interior lighting to always be on motion sensor mode
  - Adjust temperature controls on a seasonal basis and around weekends to reduce the use of HVAC systems
- Conducted an energy audit at our headquarters that led to HVAC efficiency changes and a “Green-Friday” initiative resulting in a reduction of ~200 mt CO$_2$e in the second half of the year

Upcoming scheduled initiatives
- Continue engagement with the City of Ames to discuss renewable energy option availability
- Switch out existing fluorescent lighting to LED lighting

Addressing Scope 3 emissions

Workiva used the results of our employee-led focus groups to better understand how to design our Scope 3 reduction strategies, including groups focused on business travel and commuting solutions. Our ongoing efforts to address and reduce Scope 3 emissions include implementation of the items outlined below.

Completed initiatives
- Engaged in information gathering discussions with suppliers who represent ~20% of our total addressable spend in advancing renewable energy & environmental initiatives
- Engaged 390 employees in personal emissions reduction challenges resulting in 24 metric tons of CO$_2$ saved
- Completed platform architecture and sustainability initiatives to reduce energy consumption and increase efficiency
- Supported cleaner transportation options, including electric vehicle charging at our Ames, IA facility to help reduce employee commuting emissions

Upcoming scheduled initiatives
- Developing strong employee commuting best practices and tracking
- Taking steps to lower our corporate travel emissions by working with travel providers to supply emissions data and updating travel policy to encourage sustainable travel practices
- Conducting an employee brainstorming session with the Global Events Teams to support sustainable practices criteria development for external and internal meetings that require travel
**REC and carbon offset program**

Workiva kickstarted our Renewable Energy Certificate (REC) and carbon offset purchase program in 2022. We had several requirements when looking at projects for this program.

- Unbundled RECs in Biomass (including biogas), geothermal, solar, water, and/or wind
- Facility/project age within the last 15 years
- RECs must be Green E Certified
- Offsets must be Climate Action Reserve (CAR), the Verified Carbon Standard (VCS), the American Carbon Registry (ACR) or Gold Standard (GS)

We purchase offsets and RECs and then retire them based on current year emissions and electricity forecasts. The difference between the forecast and actual data will be trued up the following year. In 2022, Workiva purchased and retired 1,025 tons in offsets and 5,000 megawatts worth of RECs. Workiva uses both removal and avoidance carbon credits to offset Scope 1 and 3 emissions. These carbon credits must be certified, verified and all carbon credits are retired on a registry. Workiva uses RECs to offset Scope 2 emissions. The non-renewable electricity purchased and consumed is offset by purchasing and retiring renewable energy certificates. These RECs must be certified, verified, and all certificates are retired on a registry.

**18 Reserves Forest Carbon Project ACR 586**

An example of an avoidance carbon offset we purchased in 2022 is for the 18 Reserves Forest Carbon Project of the Cleveland Metroparks. The project is composed of 8,961 acres of mixed hardwood forest that is to be managed for the purpose of increased carbon sequestration by foregoing significant timber harvesting and maintaining mature forest cover, among other objectives, such as improving ecosystem resilience, increasing wildlife habitat, reducing invasive species presence, and growing research and monitoring of natural systems. Cleveland Metroparks’ forest holdings contain many valuable ecological, educational, open space, and scenic conservation resources. The Cleveland Metroparks’ forest is to be managed to store carbon, conserve and enhance forest health and ecosystem resilience, and provide compatible public outdoor recreation.

**WORKIVA PLATFORM**

**Workiva Platform architecture and sustainability**

The Workiva Platform, utilizing the microservices architecture, comprises around 200 separate services, which enables the construction of distinct, reusable software modules. This not only streamlines the development process, but we believe also contributes to reduced energy consumption and resource usage.

**Workiva Platform’s services overview**

Workiva services are small, independent components with well-defined application programming interfaces (APIs) and their own data, allowing them to be deployed and scaled separately. This architectural style promotes the development of modular, maintainable, and scalable systems. By breaking down complex applications into smaller, manageable pieces, our architecture fosters improved resource utilization and efficient development processes.

**Environmental impact reduction**

Reduced Energy Consumption: Workiva deploys services to AWS’s energy-efficient cloud infrastructure that consume less power than traditional on-premise servers. Since each microservice can be scaled independently, the resources allocated to them can be optimized based on their individual requirements, which may result in lower energy consumption, as underutilized resources can be reallocated or scaled down.

Resource Usage Efficiency: The Workiva platform’s architecture allows for efficient utilization of compute resources. Instead of deploying monolithic applications on large, resource-intensive instances, Workiva services can run on smaller, more efficient compute instances. This can lead to more efficient resource usage, as each microservice consumes only the resources needed for its specific function.

Accelerated Development and Deployment: Our architecture enables quick development cycles by allowing teams to work on separate codebases concurrently. This can reduce the time and resources needed for development, testing, and deployment. Additionally, Workiva services can be updated or replaced without impacting the entire Workiva platform, further reducing resource consumption.

Workiva’s approach to microservices architecture is an ongoing strategy aimed at promoting efficient resource usage and sustainable practices.
Leverage our expertise, resources, and reach to narrow the digital divide by partnering with 10 community-based organizations that support historically marginalized communities, and engaging 70% of employees through giving and volunteerism by 2025.
Technology is one of the great equalizers, and can make all the difference in achieving success in our society. We believe that reducing inequities drives innovation and makes our future talent pool more diverse, which is why our corporate philanthropic efforts are focused on narrowing the digital divide. (source: code.org/diversity)

Partnering with Code.org to narrow the digital divide
In 2022, after months of research, we selected Code.org as our strategic partner to help us accelerate our efforts to narrow the digital divide. This organization aligns with our values and shares the belief that every student deserves access to computer science education in school. Through global programs and regional partners, Code.org has reached more than 80 million students. In the United States, 45% of Code.org students are young women, 50% are students from marginalized racial and ethnic groups, and 46% of students qualify for free or reduced-price lunch. Code.org courses are available in 67 languages and are used in more than 180 countries.

As part of our multi-year partnership with Code.org, Workiva has committed to: corporate financial contributions to support key initiatives, employee fundraising and volunteer opportunities, thought leadership and advocacy, and in-kind donations of services and equipment. These activities begin in 2023.

We are excited to partner with Workiva as we continue our mission to provide equitable access to computer science education to all students. Workiva’s commitment to innovation and technology aligns with our goal of preparing students for the future, and their support will be instrumental in narrowing the digital divide.

– Hadi Partovi, CEO and Founder of Code.org

Driving engagement through employee giving
Employees are also encouraged to make financial contributions to their favorite organizations. Through our giving platform, employees have the ability to quickly and easily make one-time or recurring payroll, credit card or PayPal donations. Each year in October, we dedicate the month to learning about the charities supported by Workivians, sharing the reasons we give, and encouraging one another to give back through fundraising activities and events. The 2022 campaign raised over $110,000 to support nearly 700 causes. During the campaign period, Workiva also matched employee donations up to $50 per person, contributing an additional $35,000 to the results.

By the end of 2022, we achieved 63% employee participation in our giving and volunteering programs, propelling us closer to our goal of 70% by 2025.

Positively impacting communities through volunteerism
Our employees receive eight hours of paid time off annually to volunteer and teams are supported to volunteer in groups as part of in-person meetings during the work day.

This year, we made two enhancements to our volunteering programs. First, we implemented a new giving platform to facilitate and track employee volunteerism. We also transformed our annual company anniversary celebration into a global day of service. On March 17, employees came together virtually and in person to give back to communities in need. During the inaugural Day of Service, Workivians donated more than 6,500 hours to more than 100 nonprofit causes. From planting gardens and neighborhood cleanup to donating blood and helping at local food banks, Workivians demonstrated their care for their communities and desire to make this an annual event. In total for 2022, employees logged nearly 7,700 hours of volunteer time, benefiting nearly 300 causes.

27 About Code.org
Drive high workforce engagement and trust by maintaining a >90% employee engagement score, achieving 100% employee participation in diversity, equity, and inclusion training, and reaching 40% employee participation in our Business Employee Resource Groups by 2025.
Mental health support
We believe employers play a role in supporting the mental health needs of employees. In 2022, we renewed our partnership with our health and wellness provider to offer services to Workvians at no cost to our employees. Annually, our employees and their dependents have access to:
- six (6), one-on-one video sessions with certified mental health, professional, or financial well-being coaches
- six (6), one-on-one video or in-person sessions with licensed clinical therapists
- Unlimited group support sessions
- Guided meditations on managing stress and proactively building resilience
- Ongoing well-being assessments to help manage well-being over time

As an added benefit, we continued offering company-wide mental health days, giving all employees additional time away from work to rest and recharge. In 2022, February 25 and September 2 were mental health days for all employees.

90% of employees say Workiva is a psychologically and emotionally safe place to work.28

Reproductive healthcare & family planning
All regular full-time and part-time employees are eligible for Workiva Parental Leave which provides 12 weeks of paid Parental Leave to eligible employees in connection with the birth or adoption of the employee’s child. In 2022, we expanded our family planning benefits to include financial assistance for adoption and surrogacy. Additionally, Workiva is committed to reproductive health. Our health plans in the United States continue to cover care both in and out of network as well as travel reimbursement.

COVID-19 care
While government programs supporting COVID-19 testing and treatment have now expired, in 2022 Workiva provided ongoing support for employees. In the United States, COVID-19 vaccines are covered 100% as an in-network benefit and employees may still use HSA and FSA accounts to pay for over the counter COVID-19 testing kits. In Workiva’s high-deductible plans, the company matches employee contribution dollar-for-dollar up to $1,000 when enrolled in individual coverage and up to $2,000 when enrolled in family coverage.

We believe providing our employees and their families with high-quality, low-cost healthcare and mental health support are important benefits everyone deserves.

Diversity, equity, and inclusion
Innovation thrives when people feel welcomed, valued, respected, and heard. Diversity, equity, and inclusion are core values at Workiva, and an important component of our social commitment in our ESG strategy. We strive to create a workplace where everyone is comfortable bringing their best, authentic self to work every day. As we scale, we know that continuing to develop our workforce is essential to our growth.

More than 95% of employees say people are treated fairly based on gender, race, age and sexual orientation.23

Another way we supported diversity and inclusion in 2022 was adding pronouns to our HR system, email, intranet, and internal direct messaging channels. Now, pronouns will always appear alongside employees’ names in whatever communication platform they are using—as long as they’ve elected to share them.

Business Employee Resource Groups
To bring people together, amplify marginalized voices, and provide important perspectives, we launched seven new Business Employee Resource Groups (BERGs) in 2022. Our BERGs help create a positive work environment by actively contributing to our commitment to workplace inclusion. These global groups support employees across seven communities: Asian, Black, Disabilities, Hispanic & Latino, LGBTQ+, Veterans, and Women.

By the end of 2022, 21% of Workiva employees signed up to be members and/or allies of these Business Employee Resource Groups’ communities.

Training
A critical piece of creating an inclusive work environment is ensuring everyone is aware of their own biases. Workiva provides learning and development opportunities throughout the year to help employees change the cycle of their own unconscious bias by learning how to identify that bias, overcome it, and build awareness among others.

Workiva’s Unconscious Bias Training is available to all employees in our learning platform and covers important topics such as stereotyping, prejudice, and discrimination. People managers are strongly encouraged to complete this training before annual performance and compensation processes kick off to help address and eliminate bias that could creep into these critical activities. Additionally, we offer an interactive Inclusive Leader Training program which focuses on unconscious bias and creating a culture of belonging for those who manage people.

By the end of 2022, 65% of Workiva employees had completed Unconscious Bias Training.

Additional training includes self-paced learning content via Degreed, our learning library, and panel discussions or guest speaker events hosted by our BERGs. We also share weekly micro-lessons on our intranet that provide educational resources for employees. Past topics include Race and Assumptions in the Workplace and Creating a Trans-Inclusive Workplace.

28 2022 Great Place to Work® Trust Index Survey®
23
Talent acquisition

We have made data-driven improvements to our recruiting practices, including educating hiring managers and interview panels on fair and consistent ways to interview candidates, partnering with outside organizations to diversify our candidate pools, engaging our BERG networks in the sourcing and hiring processes, and importantly, holding ourselves accountable for tracking diverse candidates through the entire acquisition process from application to offer. All of these efforts have led to improvements in gender and ethnicity.

At the end of 2022, women represented 40% of our global workforce, 34% of our leadership team (director and above), and 42% of our executive leadership (executive vice presidents and certain senior vice presidents). Twenty percent of our U.S. employees and 15% of our U.S. leadership (director and above) were from underrepresented racial/ethnic groups. Increasing diversity in our workforce and key operational leadership roles remain an organizational priority.

Supporting equitable and transparent compensation

Our journey to increase pay equity has been a multi-year strategy that involves ensuring the right structural practices are in place. In 2022, we improved our annual performance review process, established a pay-for-performance framework, began developing global job architecture to clearly define job levels and the pay structure to support it, increased education to managers about how to make fair and equitable pay decisions, and increased communication to employees about how pay decisions are made. To further our commitment to transparency in our pay practices, we also began adding the U.S. national salary range on all new job postings for U.S.-based positions starting in November 2022. We believe that the path to true pay equity begins with transparency, which is why we are bringing all Workiva employees on this journey with us. We expect to make even more enhancements to these practices over the next few years.

While there is no universally-agreed definition of a living wage as a concept and no universally-accepted monetary amount that defines such remuneration, we align with the UN Global Compact position that companies should promote and provide a living wage so all workers, families, and communities can live with dignity. A lack of consensus is no excuse for inaction. We support enabling Workivians and their families to meet their basic needs.

The 2022 median compensation of all employees was $135,541 as reported in the Workiva Inc. 2023 Proxy Statement. In alignment with the 2022 U.S. 100 Best - Top 100 list, 75% of Workiva employees say they are paid fairly for the work they do.29

---

29 2022 Great Place To Work® Trust Index Survey
Certain statements in this ESG Impact Report are “forward-looking statements” within the meaning of Section 27A of the Securities Act of 1933 and Section 21E of the Securities Exchange Act of 1934, as amended, and are subject to the safe harbor created thereby. Statements of aspiration, future events or conditions, including forward-looking statements are sometimes identified by terminology such as “may,” “will,” “could,” “would,” “should,” “expect,” “plan,” “anticipate,” “intend,” “believe,” “target” or other comparable terminology. Forward-looking statements in this document may include, but are not limited to: statements regarding our climate and other ESG-related goals, projects, plans, aspirations, commitments and strategies. By their nature, they are based on current plans, estimates and expectations that are subject to risks, uncertainties, and assumptions. As such, no guarantees or assurances are made that they will be achieved or successfully executed. Any forward-looking statements are made only as of the date hereof, and unless otherwise required by applicable law, Workiva disclaims any intention or obligation to update or revise any forward-looking statements, whether as a result of new information, future events or otherwise.

This ESG Impact Report’s use of the term “material” or “materiality” refers to Workiva’s assessment of ESG priorities to reflect the ESG issues of importance to us and our stakeholders. Used in this context, these terms are distinct from, and should not be confused with, the terms “material” and “materiality” as defined by or construed in accordance with securities law or used in the context of financial statements and reporting.

Note that many of the standards and metrics used in preparing this ESG Impact Report continue to evolve and are based on management assumptions believed to be reasonable at the time of preparation, but should not be considered guarantees. In addition, historical, current and forward-looking sustainability-related statements were not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and may be based on standards for measuring progress that are still developing, internal controls and processes that continue to evolve, and assumptions that are subject to change in the future. Except for certain specifically identified GHG emissions data, we have not obtained any third-party assurance for the data provided in this report. The information and opinions contained in this report are provided as of the date of this report and are subject to change without notice. Workiva does not undertake to update or revise any such statements. As Workiva’s systems and sources of information evolve and improve, data presented in this report may be retroactively adjusted in future reports. This report covers activities between January 1st, 2022 and December 31st, 2022 unless otherwise noted.