

C0. Introduction

C0.1

(C0.1) Give a general description and introduction to your organization.

Workiva is a global software as a service company that provides a cloud-based reporting compliance platform that enables the use of connected data and automation of reporting across finance, accounting, risk, and compliance.

C0.2

(C0.2) State the start and end date of the year for which you are reporting data and indicate whether you will be providing emissions data for past reporting years.

Reporting year

Start date

January 1 2022

End date

December 31 2022

Indicate if you are providing emissions data for past reporting years

No

Select the number of past reporting years you will be providing Scope 1 emissions data for

<Not Applicable>

Select the number of past reporting years you will be providing Scope 2 emissions data for

<Not Applicable>

Select the number of past reporting years you will be providing Scope 3 emissions data for

<Not Applicable>

C0.3

(C0.3) Select the countries/areas in which you operate.

Australia

Canada

Denmark

France

Germany

Hong Kong SAR, China

Ireland

Japan

Netherlands

Singapore

Spain

Sweden

United Kingdom of Great Britain and Northern Ireland

United States of America

C0.4

(C0.4) Select the currency used for all financial information disclosed throughout your response.

USD

C0.5

(C0.5) Select the option that describes the reporting boundary for which climate-related impacts on your business are being reported. Note that this option should align with your chosen approach for consolidating your GHG inventory.

Operational control

C0.8

(C0.8) Does your organization have an ISIN code or another unique identifier (e.g., Ticker, CUSIP, etc.)?

Indicate whether you are able to provide a unique identifier for your organization	Provide your unique identifier
Yes, an ISIN code	US98139A1051

C1. Governance

C1.1

(C1.1) Is there board-level oversight of climate-related issues within your organization?

Yes

C1.1a

(C1.1a) Identify the position(s) (do not include any names) of the individual(s) on the board with responsibility for climate-related issues.

Position of individual or committee	Responsibilities for climate-related issues
Chief Executive Officer (CEO)	The CEO appoints executive level leadership to the Workiva ESG Task Force, which meets more frequently than quarterly to discuss ESG matters including climate-related issues, which are then presented to the board. The CEO develops the company's vision and culture, and actively contributes to internal and external blogs and webinars.
Chief Operating Officer (COO)	The COO championed Workiva's ESG go-to-market reporting solution and is responsible for Workiva's global growth strategy and commercial operations. The COO shared her insights in our ESG investor survey, which were shared with the board, and also presented at the Responsible Business USA 2022 conference. The conference brought together business leaders to accelerate efforts to decarbonize society, drive ambition and deliver action.
Board-level committee	The Audit Committee is responsible for reviewing and discussing with management and the internal audit department risks, controls, and procedures relating to the Company's public disclosures of environmental, social, and governance ("ESG") and human capital data. The Audit Committee is responsible for oversight over the development of internal controls around the adoption and disclosure of ESG, human capital, and climate change targets. See: https://investor.workiva.com/investors/corporate-governance/default.aspx
Board-level committee	The Compensation Committee's charter includes periodic reviews and evaluations of investments in human capital, pay equity, and DE&I initiatives, as well as the periodic review and evaluation of the alignment of ESG goals with those of the Company's Total Rewards program. See: https://investor.workiva.com/investors/corporate-governance/default.aspx
Board-level committee	The Nominating & Governance Committee is responsible for reviewing and discussing with management and the Board ESG best practices, trends, and issues that could affect the Company's strategic objectives and business performance; overseeing and evaluating Company programs, policies and practices relating to ESG, human capital issues and climate change in order to support the sustainable growth of the Company's business; and reviewing as appropriate publicly reported ESG data. See: https://investor.workiva.com/investors/corporate-governance/default.aspx

C1.1b

(C1.1b) Provide further details on the board's oversight of climate-related issues.

Frequency with which climate-related issues are a scheduled agenda item	Governance mechanisms into which climate-related issues are integrated	Scope of board-level oversight	Please explain
Scheduled – some meetings	<ul style="list-style-type: none"> Reviewing innovation/R&D priorities Reviewing and guiding strategy Overseeing the setting of corporate targets Monitoring progress towards corporate targets Reviewing and guiding the risk management process 	<Not Applicable>	<p>Workiva's commitment to responsibility and change around environment, social, and governance (ESG) begins at the top. Our Board of Directors provides governance and oversight of the business, which includes strategy and policies related to corporate targets, risk management practices, and product research and development. The Board is comprised of a majority of independent Directors, several of whom have experience with environmental, corporate responsibility and sustainability matters, including managing these issues in senior leadership roles.</p> <p>The Board has established three committees (Audit, Compensation, and Nominating and Governance). Of these, Workiva's Nominating and Governance Committee provides general oversight on ESG matters including climate-related issues.</p> <p>Our ESG Task Force reports directly to our Nominating and Governance Committee of the Board of Directors and regularly communicates updates to the Committee on ESG topics and climate-related issues. In 2022, the Nominating and Governance Committee received presentations and discussed our ESG strategy, ESG materiality assessment, and stakeholder engagement, which included general information regarding product alignment.</p>

C1.1d

(C1.1d) Does your organization have at least one board member with competence on climate-related issues?

	Board member(s) have competence on climate-related issues	Criteria used to assess competence of board member(s) on climate-related issues	Primary reason for no board-level competence on climate-related issues	Explain why your organization does not have at least one board member with competence on climate-related issues and any plans to address board-level competence in the future
Row 1	Yes	<p>Our Nominating and Governance Committee considers a background in ESG to be an area of importance when evaluating and recommending director nominees to our Board.</p> <p>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 ESG topics. More than half (four of seven) of our Board members have direct experience in ESG and sustainable business operations.</p> <p>A complete list of our Directors' experience can be found in Workiva's 2022 proxy statement: https://www.sec.gov/Archives/edgar/data/1445305/000144530522000074/wk_courtesy-pdf.pdf and Workiva's 2023 Proxy statement at https://www.sec.gov/ix?doc=/Archives/edgar/data/0001445305/000144530523000089/wk-20230413.htm#i4a8dfb0c3ec478da841998933228709_13</p> <p>Additional information can be found in our ESG Impact Report: https://www.workiva.com/sites/workiva/files/pdfs/workiva_2022_esg_impact_report.pdf</p>	<Not Applicable>	<Not Applicable>

C1.2

(C1.2) Provide the highest management-level position(s) or committee(s) with responsibility for climate-related issues.

Position or committee

Chief Executive Officer (CEO)

Climate-related responsibilities of this position

Managing major capital and/or operational expenditures related to low-carbon products or services (including R&D)
 Managing climate-related acquisitions, mergers, and divestitures
 Assessing climate-related risks and opportunities
 Managing climate-related risks and opportunities

Coverage of responsibilities

<Not Applicable>

Reporting line

Reports to the board directly

Frequency of reporting to the board on climate-related issues via this reporting line

As important matters arise

Please explain

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 material ESG issues. Our 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 most cutting-edge ESG strategies, goals, regulations, and standards

Position or committee

Chief Financial Officer (CFO)

Climate-related responsibilities of this position

Managing major capital and/or operational expenditures related to low-carbon products or services (including R&D)
 Managing climate-related acquisitions, mergers, and divestitures
 Managing value chain engagement on climate-related issues
 Assessing climate-related risks and opportunities
 Managing climate-related risks and opportunities

Coverage of responsibilities

<Not Applicable>

Reporting line

CEO reporting line

Frequency of reporting to the board on climate-related issues via this reporting line

Quarterly

Please explain

Our CFO is responsible for Workiva's global financial management, corporate accounting, tax strategy, treasury, procurement, and enterprise risk management. She also serves as the company's chief accounting officer.

Our CFO serves as the executive chair of Workiva's ESG Task Force, ensuring that the Company tracks a course for consistent ESG progress and excellence. In their capacity as the Chair of the ESG Task Force, they attend quarterly Nominating and Governance Committee meetings where ESG is discussed. She is also a founding member of the United Nations' CFO Coalition for the Sustainable Development Goals (SDGs), where she is working alongside CFO peers to guide companies in aligning their sustainability commitments with credible corporate finance strategies to create real world impact.

Position or committee

Chief Sustainability Officer (CSO)

Climate-related responsibilities of this position

Managing annual budgets for climate mitigation activities
 Managing major capital and/or operational expenditures related to low-carbon products or services (including R&D)
 Providing climate-related employee incentives
 Developing a climate transition plan
 Implementing a climate transition plan
 Integrating climate-related issues into the strategy
 Conducting climate-related scenario analysis
 Setting climate-related corporate targets
 Monitoring progress against climate-related corporate targets
 Managing public policy engagement that may impact the climate
 Managing value chain engagement on climate-related issues
 Assessing climate-related risks and opportunities
 Managing climate-related risks and opportunities

Coverage of responsibilities

<Not Applicable>

Reporting line

Other, please specify

Frequency of reporting to the board on climate-related issues via this reporting line

Quarterly

Please explain

Our CSO is responsible for all climate-related strategy, workstreams, policies, key performance indicators, stakeholder engagement, ESG materiality, risk management, and communication. Our CSO reports to our Senior Vice President of Corporate Communications who in turn reports to our CEO. The CSO regularly updates the Executive Leadership and the Nominating and Governance Committee of the Board of Directors on behalf of the company's ESG Task Force regarding environmental, social, and governance targets, strategy, and activities.

C1.3

(C1.3) Do you provide incentives for the management of climate-related issues, including the attainment of targets?

	Provide incentives for the management of climate-related issues	Comment
Row 1	Yes	

C1.3a

(C1.3a) Provide further details on the incentives provided for the management of climate-related issues (do not include the names of individuals).

Entitled to incentive

Chief Sustainability Officer (CSO)

Type of incentive

Monetary reward

Incentive(s)

Bonus - % of salary
 Promotion
 Salary increase

Performance indicator(s)

Progress towards a climate-related target
 Implementation of an emissions reduction initiative
 Company performance against a climate-related sustainability index (e.g., DJSI, CDP Climate Change score etc.)

Incentive plan(s) this incentive is linked to

Short-Term Incentive Plan

Further details of incentive(s)

All employees document their progress towards goals in the company's annual pay and performance review process. The CSO's annual review, and related incentives, is tied to progress towards the company's climate-related targets, including the company's performance against a climate-related sustainability index. While there are not specific ESG goals in our Executive Incentive Plan, for the CSO, successful progress towards goals may result in promotion, salary increases, or cash awards (bonus).

Explain how this incentive contributes to the implementation of your organization's climate commitments and/or climate transition plan

Workiva's Talent Optimization process connects employees' growth and development to Workiva's objectives and values through goal-setting, regular conversations on performance and career development, and timely feedback and recognition. The CSO's goals include progress towards climate-related targets, which have directly led to the adoption of the company's climate transition plan. Successful progress towards the company's and employee's goals are directly tied to CSO performance incentives.

C2. Risks and opportunities

C2.1

(C2.1) Does your organization have a process for identifying, assessing, and responding to climate-related risks and opportunities?

Yes

C2.1a

(C2.1a) How does your organization define short-, medium- and long-term time horizons?

	From (years)	To (years)	Comment
Short-term	0	3	We developed time horizons through ESG-specific assessment with a third party that helped develop our carbon reduction strategies. We selected short (3 year), medium (5 year), and long-term (15 year) horizons based on industry best practices, peer comparison, and alignment to Workiva's corporate strategies.
Medium-term	3	5	We developed time horizons through ESG-specific assessment with a third party that helped develop our carbon reduction strategies. We selected short (3 year), medium (5 year), and long-term (15 year) horizons based on industry best practices, peer comparison, and alignment to Workiva's corporate strategies.
Long-term	5	15	We developed time horizons through ESG-specific assessment with a third party that helped develop our carbon reduction strategies. We selected short (3 year), medium (5 year), and long-term (15 year) horizons based on industry best practices, peer comparison, and alignment to Workiva's corporate strategies. Our long-term time horizon was set to 15 years to capture carbon reduction activities spanning from our baseline year of 2019, to our target reduction year of 2034.

C2.1b

(C2.1b) How does your organization define substantive financial or strategic impact on your business?

In 2022, Workiva conducted an ESG materiality "pulse check" to better understand how material ESG issues had evolved since the COVID-19 pandemic began.

We used our own ESG 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.

We generally consider a "substantive impact" to be related to potential - though not necessarily material - financial impacts (including revenue and costs), or alignment to corporate strategy, goals, and core strategic business drivers. We also recognize the potential impact of climate-related risks and opportunities to the business, which have helped inform our strategies around a carbon reduction plan, renewable energy targets and science-based targets for carbon reduction.

C2.2

(C2.2) Describe your process(es) for identifying, assessing and responding to climate-related risks and opportunities.

Value chain stage(s) covered

Direct operations
Upstream
Downstream

Risk management process

A specific climate-related risk management process

Frequency of assessment

More than once a year

Time horizon(s) covered

Short-term
Medium-term
Long-term

Description of process

Workiva has committed to continuously monitor risks through strong ESG reporting and disclosure practices, which we believe 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. Our Board of Directors, 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 and Governance Committee is primarily responsible for risk oversight relating to corporate governance, the independence of the Board, potential conflicts of interests, and ESG policy.

Our ESG Task Force helps monitor and manage risks and opportunities related to environmental, social and governance impact and regularly reports to Nominating and Governance Committee of the Board of Directors regarding our progress.

Risk identification: Initial ESG risks, including climate-related risks, were identified through an ESG-specific materiality assessment. Workiva's ESG materiality assessment is grounded in stakeholder engagement, taking into consideration the perspectives of employees, customers, and industry peers to identify risks to the business. Internal and external stakeholder interviews were held to gather insights on key topics. Key topics were then narrowed down based on reporting standards and frameworks, disclosure expectations for the technology industry, and topics most prominently disclosed by industry peers. Key topics and risks and opportunities were then reviewed with the ESG Task Force, and ultimately communicated up to the Nominating and Governance Committee of the Board of Directors.

On an annual basis, members of executive management prepare a heat map with the significant risks to the company identified and assigned likelihood and consequence. The heat map is reviewed by the Audit Committee of the Board of Directors where conversation is held around the process, results, and necessary actions and/or response.

Risk Management: In 2022, Workiva assembled an Enterprise Risk Management committee, responsible for documenting risk appetite and strategy, identifying a variety of risks, and assessing the same on a regular basis.

Additionally, Workiva completed a climate-related risk scenario analysis to better understand ESG material risks and opportunities identified through the ESG materiality assessment for the business to consider. Workiva leveraged a workshop approach bringing in the key leaders across the organization. This cross-functional team was provided information prior to the workshop related to Workiva's current environmental and climate change related initiatives, selected scenario features and example questions to consider in preparation for the roundtable discussion. The Workshop was held and facilitated by Workiva's ESG team at Workiva's ESG Task Force meeting where there was a robust discussion related to the implications of the selected scenario on Workiva's business, strategy, operations and reputation. This was formally documented, synthesized for the purposes of a TCFD report and was shared in a report appendix with Workiva's Nominating and Governance Committee of the Board of Directors.

C2.2a

(C2.2a) Which risk types are considered in your organization's climate-related risk assessments?

	Relevance & inclusion	Please explain
Current regulation	Relevant, always included	Increased pricing of GHG emissions and operating costs for data centers could lead to some financial risks for Workiva, although at this time they are not considered financially material risks to the business. SEC mandatory climate disclosures may also impact Workiva's reporting processes. These are considered in our scenario planning and ESG materiality assessment.
Emerging regulation	Relevant, always included	Future introduction of carbon pricing mechanisms to reduce GHG emissions may lead to higher input costs for Workiva, although at this time they are not considered financially material risks to the business. The likelihood and impact are considered in our scenario planning and ESG materiality assessment.
Technology	Relevant, always included	Substitution of existing products and services with lower emissions options technology may lead to investment costs and adaption of production operations with stricter low-carbon standards, although at this time they are not considered financially material risks to the business. Workiva may need to be prepared for unscheduled delays and outages from technology.
Legal	Relevant, always included	Workiva is aware of the potential of legal implications of environmental initiatives, and exposure to litigation or lawsuits related to our climate-related performance or disclosure, although at this time they are not considered financially material risks to the business. This is noted in our risk assessment and ESG materiality assessment.
Market	Relevant, always included	Changing customer behavior, such as reduced demand for goods and services may lead to market risks. These risks are considered in the risk assessment, scenario planning, and ESG materiality assessment, although at this time they are not considered financially material risks to the business.
Reputation	Relevant, always included	Workiva and the technology sector may be exposed to litigation risks relating to the sector's failure to mitigate climate change impacts, although at this time they are not considered financially material risks to the business. These are considered in our scenario planning and ESG materiality assessment.
Acute physical	Not relevant, included	As a global software-as-a-service company, Workiva's products only exist in physical spaces on servers. Due to redundancies within this infrastructure, the company is less prone to physical risk manifestations over the short, medium and long-term. Workiva teams can work remotely, and Workiva views the risk of physical impact to its locations to disrupt operations as minimal. Theoretically, climate change could cause an event that may impact our remote employees, a concentration of employees' ability to work, or our ability to respond to customers. Through our enterprise risk management assessments, we monitor sustainability risks and potential catastrophic loss.
Chronic physical	Not relevant, included	As a global software-as-a-service company, Workiva's products only exist in physical spaces on servers. Due to redundancies within this infrastructure, the company is less prone to physical risk manifestations over the short, medium and long-term. Workiva teams can work remotely, and Workiva views the risk of physical impact to its locations to disrupt operations as minimal. Theoretically, climate change could cause an event that may impact our remote employees, a concentration of employees' ability to work, or our ability to respond to customers. Through our enterprise risk management assessments, we monitor sustainability risks and potential catastrophic loss.

C2.3

(C2.3) Have you identified any inherent climate-related risks with the potential to have a substantive financial or strategic impact on your business?

Yes

C2.3a

(C2.3a) Provide details of risks identified with the potential to have a substantive financial or strategic impact on your business.

Identifier

Risk 1

Where in the value chain does the risk driver occur?

Direct operations

Risk type & Primary climate-related risk driver

Reputation	Shifts in consumer preferences
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Primary potential financial impact

Decreased revenues due to reduced demand for products and services

Climate risk type mapped to traditional financial services industry risk classification

<Not Applicable>

Company-specific description

While Workiva does not deem this as material climate-related or financial risk, we believe it is important to recognize the strategic impact of being unresponsive to customer and prospective customer requests regarding climate-related information.

Time horizon

Short-term

Likelihood

About as likely as not

Magnitude of impact

Medium

Are you able to provide a potential financial impact figure?

Yes, a single figure estimate

Potential financial impact figure (currency)

18700000

Potential financial impact figure – minimum (currency)

<Not Applicable>

Potential financial impact figure – maximum (currency)

<Not Applicable>

Explanation of financial impact figure

If we are unresponsive to customer requests in regards to climate-related commitments, or do not meet performance expectations regarding commitments, there is potential impact of losing revenue to new or existing customers. Workiva compiled a list of customer requests from CDP and EcoVadis. Total annual revenue information for these customers was summed to create a potential impact figure, which could potentially equal up to 3.5% of annual revenue. We use this figure for illustrative purposes within this CDP report.

Cost of response to risk

364000

Description of response and explanation of cost calculation

Workiva actively communicates ESG and climate-related initiatives through our Impact Report, requests for proposal, disclosures on our ESG Data Center website, and customer requested surveys including CDP and EcoVadis. We engaged third-party consultants in 2022 for our base year emissions calculations and CDP responses equating to approximately \$94,000 USD. Additionally, we had 2 full time employees working on these initiatives. For the purpose of this CDP response, we assume their compensation to be equal to our median salary of \$135,000 USD for a total of \$270,000 USD. Between consultants and full time employees, we estimate an annual cost of approximately \$364,000 USD. The cost of response to risk is an estimate of resources needed to maintain these initiatives, and was calculated for the purposes of this CDP response.

Comment

C2.4

(C2.4) Have you identified any climate-related opportunities with the potential to have a substantive financial or strategic impact on your business?

Yes

C2.4a

(C2.4a) Provide details of opportunities identified with the potential to have a substantive financial or strategic impact on your business.

Identifier

Opp1

Where in the value chain does the opportunity occur?

Downstream

Opportunity type

Products and services

Primary climate-related opportunity driver

Development of new products or services through R&D and innovation

Primary potential financial impact

Increased revenues through access to new and emerging markets

Company-specific description

In an increasingly transparent world, organizations across the globe are disclosing non-financial key performance indicators around environmental, social, and governance issues. ESG-related information is beginning to appear in mainstream financial reports and we believe this trend will accelerate in the coming years. Workiva's fit-for-purpose ESG solution provides an effective platform to help organizations manage, collaborate, and disclose their ESG information to stakeholders. As more companies commit to decarbonization efforts, Workiva is uniquely positioned to help them create, review and publish data-linked reports documenting their climate-related progress with greater control, consistency, accuracy, and productivity.

In a very short time, ESG has quickly become one of the fastest-growing products in our solution portfolio. More information can be found in our 2022 Annual Report: https://s21.q4cdn.com/997645077/files/doc_financials/2022/ar/Workiva-2022-Annual-Report.pdf

Time horizon

Long-term

Likelihood

Very likely

Magnitude of impact

High

Are you able to provide a potential financial impact figure?

Yes, a single figure estimate

Potential financial impact figure (currency)

3000000000

Potential financial impact figure – minimum (currency)

<Not Applicable>

Potential financial impact figure – maximum (currency)

<Not Applicable>

Explanation of financial impact figure

Workiva has estimated the total addressable market (TAM) for our solutions to be \$25 billion USD. Of that total, \$3 billion USD is allocated to global ESG. By definition, TAM is a maximum potential value gained. We do not anticipate to capture the full amount of our global ESG TAM. This value is provided as a potential impact figure for the purposes of this CDP response. The rating of "very likely" applies to the opportunity itself and not the financial impact.

Cost to realize opportunity

150000000

Strategy to realize opportunity and explanation of cost calculation

As stated above, Workiva is uniquely positioned to help customers create, review and publish data-linked reports documenting their climate-related progress with greater control, consistency, accuracy, and productivity. We will continue to leverage what we believe is our superior ESG reporting solution to grow our business. 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.

The cost to realize this opportunity is difficult to quantify for climate-related activities as we focus on holistic ESG solutions within our platform for our customers. As an example, for the year ended December 31, 2022, we incurred approximately \$150 million USD in total research and development (R&D) investments. It should be noted that Workiva does not anticipate using all of these investments for the ESG Solution, however, we believe that our total R&D investments in our Workiva Platform are crucial to capitalizing on our ESG and climate-related opportunities. For the purpose of this CDP response, we estimate the cost to realize this opportunity to be \$150 million.

Comment

Workiva manages and monitors all financial opportunity related to ESG. The presented information and calculations are for the purposes of CDP response only.

Information from our 2022 Investor Day can be found here: https://s21.q4cdn.com/997645077/files/2022-Workiva-Investor-Day-9_13.pdf.

Our 2022 Annual Report can be found here: <https://investor.workiva.com/financials/annual-reports/default.aspx>

C3. Business Strategy

C3.1

(C3.1) Does your organization's strategy include a climate transition plan that aligns with a 1.5°C world?

Row 1

Climate transition plan

Yes, we have a climate transition plan which aligns with a 1.5°C world

Publicly available climate transition plan

Yes

Mechanism by which feedback is collected from shareholders on your climate transition plan

We have a different feedback mechanism in place

Description of feedback mechanism

We have regular discussions with our shareholders and the investor community regarding our ESG solution as a part of our strategy and our approach to ESG strategy, policies, and targets. We host several investor roadshows throughout the year, and an Investor Day during our Amplify user conference. Although we have not proposed a specific resolution seeking shareholder approval for our climate transition strategy, we are open to discuss any ESG issues, including climate transition strategy, at our annual general meeting.

Frequency of feedback collection

Annually

Attach any relevant documents which detail your climate transition plan (optional)

https://www.workiva.com/sites/workiva/files/pdfs/workiva_2022_esg_impact_report.pdf
Workiva 2022 Climate Transition Plan.pdf

Explain why your organization does not have a climate transition plan that aligns with a 1.5°C world and any plans to develop one in the future

<Not Applicable>

Explain why climate-related risks and opportunities have not influenced your strategy

<Not Applicable>

C3.2

(C3.2) Does your organization use climate-related scenario analysis to inform its strategy?

	Use of climate-related scenario analysis to inform strategy	Primary reason why your organization does not use climate-related scenario analysis to inform its strategy	Explain why your organization does not use climate-related scenario analysis to inform its strategy and any plans to use it in the future
Row 1	Yes, qualitative, but we plan to add quantitative in the next two years	<Not Applicable>	<Not Applicable>

C3.2a

(C3.2a) Provide details of your organization’s use of climate-related scenario analysis.

Climate-related scenario		Scenario analysis coverage	Temperature alignment of scenario	Parameters, assumptions, analytical choices
Transition scenarios	IEA 4DS	Company-wide	<Not Applicable>	<p>Climate Scenario Parameters: 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 Network for Greening the Financial System (NGFS).</p> <p>Assumptions: Features were selected from the relevant IPCC scenarios to craft a future environment that targets transition risks and opportunities that may be impactful to 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.</p> <p>Analysis: The qualitative 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 targets to the Science Based Target Initiative (SBTI) 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.</p>
Transition scenarios	IEA 450	Company-wide	<Not Applicable>	<p>Climate Scenario Parameters: 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 Network for Greening the Financial System (NGFS).</p> <p>Assumptions: Features were selected from the relevant IPCC scenarios to craft a future environment that targets transition risks and opportunities that may be impactful to 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.</p> <p>Analysis: The qualitative 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 targets to the Science Based Target Initiative (SBTI) 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.</p>

C3.2b

(C3.2b) Provide details of the focal questions your organization seeks to address by using climate-related scenario analysis, and summarize the results with respect to these questions.

Row 1

Focal questions

Features were selected from the relevant IPCC scenarios to craft a future environment that targets transition risks and opportunities that may be impactful to 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.

In particular, Workiva focused on the following questions based on the scenario:

- How can Workiva adapt to increased data center costs?
- How can Workiva achieve its environmental goals? What additional tools does the company need?
- How is Workiva positioned to capitalize on increased environmental reporting requirements?

Results of the climate-related scenario analysis with respect to the focal questions

(1) The workshop participants highlighted Workiva’s relatively small Scope 1 and Scope 2 emissions profile. A large source of emissions stems from data centers contained within Scope 3, where Workiva is reliant on its data center providers to continue their transition to renewable energy (more information can be found in Workiva’s GHG Emissions Report). This is an area Workiva actively monitors, and existing strategies for carbon reduction incorporates these factors.

(2) In 2022, Workiva had already 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 REC and carbon 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. 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 1025 tons in purchased carbon offsets for Scope 1 stationary combustion and fugitive emissions, and 5000 megawatts worth of RECs for purchased electricity.

(3) Innovation is a core value to Workiva, and we believe that there is significant opportunity for our products and services to create additional value for the markets impacted by climate change. The Workiva platform and its ESG solution helps organizations capture, manage, and organize financial and non-financial data that must be reported to agencies and shareholders. Workiva continues to invest in our ESG solution to further enhance features and functionality to better serve all companies, customers, communities, and governments, emerging or established, to perform transparent and accurate ESG reporting. The consensus from workshop participants was that Workiva is well-positioned to capitalize on the customer opportunities presented from increased disclosure requirements within this scenario, a strategy in place for several years.

C3.3

(C3.3) Describe where and how climate-related risks and opportunities have influenced your strategy.

	Have climate-related risks and opportunities influenced your strategy in this area?	Description of influence
Products and services	Yes	Innovation is a core value to Workiva, and we believe that there is significant opportunity for our products and services to create additional value for the markets impacted by climate change. The Workiva platform and its ESG solution helps organizations capture, manage, and organize financial and non-financial data, including climate data, that must be reported to agencies and shareholders. Workiva continues to invest in our ESG solution to further enhance features and functionality to better serve all companies, customers, communities, and governments, emerging or established, to perform transparent and accurate ESG reporting.
Supply chain and/or value chain	Yes	Workiva incorporates climate-related questions in its requests for proposals (RFPs), information or quotation for major projects to be used as part of the supplier evaluation and vetting process. We have engaged and held several workshops with the City of Ames, Iowa, who supplies our electricity to explore additional options for renewable energy sources, and in 2022, engaged suppliers who represent ~20% of our total addressable spend in advancing renewable energy & environmental initiatives.
Investment in R&D	Yes	Workiva sees significant opportunity as ESG and climate reporting becomes more prevalent across the globe. Workiva has already started investing in initiatives that seek to take advantage of these opportunities through greater innovation and product design.
Operations	Yes	Workiva has formed an ESG team that monitors and manages climate-related risks, drafted an environmental and climate policy, and is engaging with customers and employees in environmental action programs. Additionally, we have formulated a company-wide environment target to reduce Scope 1, 2, and 3 emissions by 63% from our base year, 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.

C3.4

(C3.4) Describe where and how climate-related risks and opportunities have influenced your financial planning.

	Financial planning elements that have been influenced	Description of influence
Row 1	Revenues Indirect costs Capital allocation Acquisitions and divestments Access to capital	Workiva sees significant opportunity as ESG and climate reporting becomes more prevalent across the globe. In 2022, Workiva announced increased investment in initiatives that seek to take advantage of these opportunities through greater innovation and product design.

C3.5

(C3.5) In your organization's financial accounting, do you identify spending/revenue that is aligned with your organization's climate transition?

	Identification of spending/revenue that is aligned with your organization's climate transition	Indicate the level at which you identify the alignment of your spending/revenue with a sustainable finance taxonomy
Row 1	No, but we plan to in the next two years	<Not Applicable>

C4. Targets and performance

C4.1

(C4.1) Did you have an emissions target that was active in the reporting year?

- Absolute target
- Intensity target

C4.1a

(C4.1a) Provide details of your absolute emissions target(s) and progress made against those targets.

Target reference number

Abs 1

Is this a science-based target?

Yes, we consider this a science-based target, and we have committed to seek validation of this target by the Science Based Targets initiative in the next two years

Target ambition

1.5°C aligned

Year target was set

2023

Target coverage

Company-wide

Scope(s)

Scope 1
Scope 2

Scope 2 accounting method

Market-based

Scope 3 category(ies)

<Not Applicable>

Base year

2019

Base year Scope 1 emissions covered by target (metric tons CO2e)

269.814

Base year Scope 2 emissions covered by target (metric tons CO2e)

3473.705

Base year Scope 3, Category 1: Purchased goods and services emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 2: Capital goods emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 3: Fuel-and-energy-related activities (not included in Scopes 1 or 2) emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 4: Upstream transportation and distribution emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 5: Waste generated in operations emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 6: Business travel emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 7: Employee commuting emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 8: Upstream leased assets emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 9: Downstream transportation and distribution emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 10: Processing of sold products emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 11: Use of sold products emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 12: End-of-life treatment of sold products emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 13: Downstream leased assets emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 14: Franchises emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 15: Investments emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Other (upstream) emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Other (downstream) emissions covered by target (metric tons CO2e)

<Not Applicable>

Base year total Scope 3 emissions covered by target (metric tons CO2e)

<Not Applicable>

Total base year emissions covered by target in all selected Scopes (metric tons CO2e)

3743.519

Base year Scope 1 emissions covered by target as % of total base year emissions in Scope 1

100

Base year Scope 2 emissions covered by target as % of total base year emissions in Scope 2

100

Base year Scope 3, Category 1: Purchased goods and services emissions covered by target as % of total base year emissions in Scope 3, Category 1: Purchased goods and services (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 2: Capital goods emissions covered by target as % of total base year emissions in Scope 3, Category 2: Capital goods (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 3: Fuel-and-energy-related activities (not included in Scopes 1 or 2) emissions covered by target as % of total base year emissions in Scope 3, Category 3: Fuel-and-energy-related activities (not included in Scopes 1 or 2) (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 4: Upstream transportation and distribution covered by target as % of total base year emissions in Scope 3, Category 4: Upstream transportation and distribution (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 5: Waste generated in operations emissions covered by target as % of total base year emissions in Scope 3, Category 5: Waste generated in operations (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 6: Business travel emissions covered by target as % of total base year emissions in Scope 3, Category 6: Business travel (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 7: Employee commuting covered by target as % of total base year emissions in Scope 3, Category 7: Employee commuting (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 8: Upstream leased assets emissions covered by target as % of total base year emissions in Scope 3, Category 8: Upstream leased assets (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 9: Downstream transportation and distribution emissions covered by target as % of total base year emissions in Scope 3, Category 9: Downstream transportation and distribution (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 10: Processing of sold products emissions covered by target as % of total base year emissions in Scope 3, Category 10: Processing of sold products (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 11: Use of sold products emissions covered by target as % of total base year emissions in Scope 3, Category 11: Use of sold products (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 12: End-of-life treatment of sold products emissions covered by target as % of total base year emissions in Scope 3, Category 12: End-of-life treatment of sold products (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 13: Downstream leased assets emissions covered by target as % of total base year emissions in Scope 3, Category 13: Downstream leased assets (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 14: Franchises emissions covered by target as % of total base year emissions in Scope 3, Category 14: Franchises (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Category 15: Investments emissions covered by target as % of total base year emissions in Scope 3, Category 15: Investments (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Other (upstream) emissions covered by target as % of total base year emissions in Scope 3, Other (upstream) (metric tons CO2e)

<Not Applicable>

Base year Scope 3, Other (downstream) emissions covered by target as % of total base year emissions in Scope 3, Other (downstream) (metric tons CO2e)

<Not Applicable>

Base year total Scope 3 emissions covered by target as % of total base year emissions in Scope 3 (in all Scope 3 categories)

<Not Applicable>

Base year emissions covered by target in all selected Scopes as % of total base year emissions in all selected Scopes

100

Target year

2034

Targeted reduction from base year (%)

63

Total emissions in target year covered by target in all selected Scopes (metric tons CO2e) [auto-calculated]

1385.10203

Scope 1 emissions in reporting year covered by target (metric tons CO2e)

Scope 2 emissions in reporting year covered by target (metric tons CO2e)

Scope 3, Category 1: Purchased goods and services emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Scope 3, Category 2: Capital goods emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Scope 3, Category 3: Fuel-and-energy-related activities (not included in Scopes 1 or 2) emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Scope 3, Category 4: Upstream transportation and distribution emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Scope 3, Category 5: Waste generated in operations emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Scope 3, Category 6: Business travel emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Scope 3, Category 7: Employee commuting emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Scope 3, Category 8: Upstream leased assets emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Scope 3, Category 9: Downstream transportation and distribution emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Scope 3, Category 10: Processing of sold products emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Scope 3, Category 11: Use of sold products emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Scope 3, Category 12: End-of-life treatment of sold products emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Scope 3, Category 13: Downstream leased assets emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Scope 3, Category 14: Franchises emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Scope 3, Category 15: Investments emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Scope 3, Other (upstream) emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Scope 3, Other (downstream) emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Total Scope 3 emissions in reporting year covered by target (metric tons CO2e)

<Not Applicable>

Total emissions in reporting year covered by target in all selected scopes (metric tons CO2e)

Does this target cover any land-related emissions?

No, it does not cover any land-related emissions (e.g. non-FLAG SBT)

% of target achieved relative to base year [auto-calculated]

<Calculated field>

Target status in reporting year

New

Please explain target coverage and identify any exclusions

Target is company wide

Plan for achieving target, and progress made to the end of the reporting year

Completed Initiatives:

- Leveraging 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 emission across Scope 1 stationary combustion and fugitive emissions, Scope 2 purchased electricity, and Scope 3 upstream leased assets emissions through reduction initiatives and the implementation of a REC and offset purchase program
- Conducted an energy audit on the Ames, IA headquarters 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 CO2e 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

More information on our targets and initiatives can be found in our ESG Impact Report:

https://www.workiva.com/sites/workiva/files/pdfs/workiva_2022_esg_impact_report.pdf

List the emissions reduction initiatives which contributed most to achieving this target

<Not Applicable>

C4.1b

(C4.1b) Provide details of your emissions intensity target(s) and progress made against those target(s).

Target reference number

Int 1

Is this a science-based target?

Yes, we consider this a science-based target, and we have committed to seek validation of this target by the Science Based Targets initiative in the next two years

Target ambition

1.5°C aligned

Year target was set

2023

Target coverage

Company-wide

Scope(s)

Scope 3

Scope 2 accounting method

<Not Applicable>

Scope 3 category(ies)

Category 1: Purchased goods and services

Category 6: Business travel

Category 7: Employee commuting

Category 8: Upstream leased assets

Intensity metric

Metric tons CO2e per unit revenue

Base year

2019

Intensity figure in base year for Scope 1 (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in base year for Scope 2 (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in base year for Scope 3, Category 1: Purchased goods and services (metric tons CO2e per unit of activity)

0.00000106

Intensity figure in base year for Scope 3, Category 2: Capital goods (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in base year for Scope 3, Category 3: Fuel-and-energy-related activities (not included in Scopes 1 or 2) (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in base year for Scope 3, Category 4: Upstream transportation and distribution (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in base year for Scope 3, Category 5: Waste generated in operations (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in base year for Scope 3, Category 6: Business travel (metric tons CO2e per unit of activity)

0.0000233644

Intensity figure in base year for Scope 3, Category 7: Employee commuting (metric tons CO2e per unit of activity)

0.0000107642

Intensity figure in base year for Scope 3, Category 8: Upstream leased assets (metric tons CO2e per unit of activity)

0.0000027067

Intensity figure in base year for Scope 3, Category 9: Downstream transportation and distribution (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in base year for Scope 3, Category 10: Processing of sold products (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in base year for Scope 3, Category 11: Use of sold products (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in base year for Scope 3, Category 12: End-of-life treatment of sold products (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in base year for Scope 3, Category 13: Downstream leased assets (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in base year for Scope 3, Category 14: Franchises (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in base year for Scope 3, Category 15: Investments (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in base year for Scope 3, Other (upstream) (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in base year for Scope 3, Other (downstream) (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in base year for total Scope 3 (metric tons CO2e per unit of activity)**Intensity figure in base year for all selected Scopes (metric tons CO2e per unit of activity)****% of total base year emissions in Scope 1 covered by this Scope 1 intensity figure**

<Not Applicable>

% of total base year emissions in Scope 2 covered by this Scope 2 intensity figure

<Not Applicable>

% of total base year emissions in Scope 3, Category 1: Purchased goods and services covered by this Scope 3, Category 1: Purchased goods and services intensity figure

100

% of total base year emissions in Scope 3, Category 2: Capital goods covered by this Scope 3, Category 2: Capital goods intensity figure

<Not Applicable>

% of total base year emissions in Scope 3, Category 3: Fuel-and-energy-related activities (not included in Scopes 1 or 2) covered by this Scope 3, Category 3: Fuel-and-energy-related activities (not included in Scopes 1 or 2) intensity figure

<Not Applicable>

% of total base year emissions in Scope 3, Category 4: Upstream transportation and distribution covered by this Scope 3, Category 4: Upstream transportation and distribution intensity figure

<Not Applicable>

% of total base year emissions in Scope 3, Category 5: Waste generated in operations covered by this Scope 3, Category 5: Waste generated in operations intensity figure

<Not Applicable>

% of total base year emissions in Scope 3, Category 6: Business travel covered by this Scope 3, Category 6: Business travel intensity figure

100

% of total base year emissions in Scope 3, Category 7: Employee commuting covered by this Scope 3, Category 7: Employee commuting intensity figure

100

% of total base year emissions in Scope 3, Category 8: Upstream leased assets covered by this Scope 3, Category 8: Upstream leased assets intensity figure

100

% of total base year emissions in Scope 3, Category 9: Downstream transportation and distribution covered by this Scope 3, Category 9: Downstream transportation and distribution intensity figure

<Not Applicable>

% of total base year emissions in Scope 3, Category 10: Processing of sold products covered by this Scope 3, Category 10: Processing of sold products intensity figure

<Not Applicable>

% of total base year emissions in Scope 3, Category 11: Use of sold products covered by this Scope 3, Category 11: Use of sold products intensity figure

<Not Applicable>

% of total base year emissions in Scope 3, Category 12: End-of-life treatment of sold products covered by this Scope 3, Category 12: End-of-life treatment of sold products intensity figure

<Not Applicable>

% of total base year emissions in Scope 3, Category 13: Downstream leased assets covered by this Scope 3, Category 13: Downstream leased assets intensity figure

<Not Applicable>

% of total base year emissions in Scope 3, Category 14: Franchises covered by this Scope 3, Category 14: Franchises intensity figure

<Not Applicable>

% of total base year emissions in Scope 3, Category 15: Investments covered by this Scope 3, Category 15: Investments intensity figure

<Not Applicable>

% of total base year emissions in Scope 3, Other (upstream) covered by this Scope 3, Other (upstream) intensity figure

<Not Applicable>

% of total base year emissions in Scope 3, Other (downstream) covered by this Scope 3, Other (downstream) intensity figure

<Not Applicable>

% of total base year emissions in Scope 3 (in all Scope 3 categories) covered by this total Scope 3 intensity figure

% of total base year emissions in all selected Scopes covered by this intensity figure

100

Target year

2034

Targeted reduction from base year (%)

66.3

Intensity figure in target year for all selected Scopes (metric tons CO2e per unit of activity) [auto-calculated]

% change anticipated in absolute Scope 1+2 emissions

% change anticipated in absolute Scope 3 emissions

Intensity figure in reporting year for Scope 1 (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in reporting year for Scope 2 (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in reporting year for Scope 3, Category 1: Purchased goods and services (metric tons CO2e per unit of activity)

Intensity figure in reporting year for Scope 3, Category 2: Capital goods (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in reporting year for Scope 3, Category 3: Fuel-and-energy-related activities (not included in Scopes 1 or 2) (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in reporting year for Scope 3, Category 4: Upstream transportation and distribution (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in reporting year for Scope 3, Category 5: Waste generated in operations (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in reporting year for Scope 3, Category 6: Business travel (metric tons CO2e per unit of activity)

Intensity figure in reporting year for Scope 3, Category 7: Employee commuting (metric tons CO2e per unit of activity)

Intensity figure in reporting year for Scope 3, Category 8: Upstream leased assets (metric tons CO2e per unit of activity)

Intensity figure in reporting year for Scope 3, Category 9: Downstream transportation and distribution (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in reporting year for Scope 3, Category 10: Processing of sold products (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in reporting year for Scope 3, Category 11: Use of sold products (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in reporting year for Scope 3, Category 12: End-of-life treatment of sold products (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in reporting year for Scope 3, Category 13: Downstream leased assets (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in reporting year for Scope 3, Category 14: Franchises (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in reporting year for Scope 3, Category 15: Investments (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in reporting year for Scope 3, Other (upstream) (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in reporting year for Scope 3, Other (downstream) (metric tons CO2e per unit of activity)

<Not Applicable>

Intensity figure in reporting year for total Scope 3 (metric tons CO2e per unit of activity)

Intensity figure in reporting year for all selected Scopes (metric tons CO2e per unit of activity)

Does this target cover any land-related emissions?

No, it does not cover any land-related emissions (e.g. non-FLAG SBT)

% of target achieved relative to base year [auto-calculated]

Target status in reporting year

New

Please explain target coverage and identify any exclusions

Company-wide target

Plan for achieving target, and progress made to the end of the reporting year

Our performance towards our climate targets is measured against our baseline year of 2019. The efforts outlined below support our pathway and transition plan to a low carbon future for our operations. Our climate action plan is outlined in our 2022 ESG Impact Report ([link](#)), and highlights of our progress in 2022 include:

- Engaged 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 CO2 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 headquarters to help reduce employee commuting emissions

In 2022, we achieved operational net zero emissions across Scope 3 upstream leased asset emissions through reduction initiatives and the implementation of a Renewable Energy Certificate (REC) and offset purchase program. However, we recognize that REC and offsets are not the only long-term solution for the reduction of our emissions in our value chain, and we are working with local government, industry associations and suppliers on more sustainable solutions.

List the emissions reduction initiatives which contributed most to achieving this target

<Not Applicable>

C4.2

(C4.2) Did you have any other climate-related targets that were active in the reporting year?

Net-zero target(s)

C4.2c

(C4.2c) Provide details of your net-zero target(s).

Target reference number

NZ1

Target coverage

Company-wide

Absolute/intensity emission target(s) linked to this net-zero target

Abs1

Abs2

Int1

Target year for achieving net zero

2040

Is this a science-based target?

Yes, we consider this a science-based target, but we have not committed to seek validation of this target by the Science Based Targets initiative within the next two years

Please explain target coverage and identify any exclusions

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 across our value chain by 2040.

Do you intend to neutralize any unabated emissions with permanent carbon removals at the target year?

Unsure

Planned milestones and/or near-term investments for neutralization at target year

<Not Applicable>

Planned actions to mitigate emissions beyond your value chain (optional)

C4.3

(C4.3) Did you have emissions reduction initiatives that were active within the reporting year? Note that this can include those in the planning and/or implementation phases.

Yes

C4.3a

(C4.3a) Identify the total number of initiatives at each stage of development, and for those in the implementation stages, the estimated CO2e savings.

	Number of initiatives	Total estimated annual CO2e savings in metric tonnes CO2e (only for rows marked *)
Under investigation	1	
To be implemented*	1	54.51
Implementation commenced*	1	423.05
Implemented*	1	7.44
Not to be implemented	1	

C4.3b

(C4.3b) Provide details on the initiatives implemented in the reporting year in the table below.

Initiative category & Initiative type

Energy efficiency in buildings	Heating, Ventilation and Air Conditioning (HVAC)
--------------------------------	--

Estimated annual CO2e savings (metric tonnes CO2e)

423.05

Scope(s) or Scope 3 category(ies) where emissions savings occur

Scope 2 (location-based)
Scope 2 (market-based)

Voluntary/Mandatory

Voluntary

Annual monetary savings (unit currency – as specified in C0.4)

46754

Investment required (unit currency – as specified in C0.4)

0

Payback period

<1 year

Estimated lifetime of the initiative

Ongoing

Comment

Initiative category & Initiative type

Company policy or behavioral change	Other, please specify (Workiva implemented "Green Fridays" during June, July, and August of 2022, by promoting eco-commuting and low-impact building operations at all Workiva offices.)
-------------------------------------	---

Estimated annual CO2e savings (metric tonnes CO2e)

7.44

Scope(s) or Scope 3 category(ies) where emissions savings occur

Scope 1
Scope 2 (location-based)
Scope 2 (market-based)
Scope 3 category 7: Employee commuting

Voluntary/Mandatory

Voluntary

Annual monetary savings (unit currency – as specified in C0.4)

822

Investment required (unit currency – as specified in C0.4)

0

Payback period

<1 year

Estimated lifetime of the initiative

Ongoing

Comment

C4.3c

(C4.3c) What methods do you use to drive investment in emissions reduction activities?

Method	Comment
Employee engagement	Workiva implements company-wide employee activations and initiatives, such as our "Green Fridays" campaign, blog posts and podcasts, and engagement on company-wide meetings to drive progress in our environmental commitments.
Financial optimization calculations	Workiva selects reduction measures based on a combined calculation of cost and effectiveness in meeting company targets.

C4.5

(C4.5) Do you classify any of your existing goods and/or services as low-carbon products?

No

C5. Emissions methodology

C5.1

(C5.1) Is this your first year of reporting emissions data to CDP?

No

C5.1a

(C5.1a) Has your organization undergone any structural changes in the reporting year, or are any previous structural changes being accounted for in this disclosure of emissions data?

Row 1

Has there been a structural change?

No

Name of organization(s) acquired, divested from, or merged with

<Not Applicable>

Details of structural change(s), including completion dates

<Not Applicable>

C5.1b

(C5.1b) Has your emissions accounting methodology, boundary, and/or reporting year definition changed in the reporting year?

	Change(s) in methodology, boundary, and/or reporting year definition?	Details of methodology, boundary, and/or reporting year definition change(s)
Row 1	No	<Not Applicable>

C5.2

(C5.2) Provide your base year and base year emissions.

Scope 1

Base year start

January 1 2019

Base year end

December 31 2019

Base year emissions (metric tons CO2e)

269.814

Comment

Scope 2 (location-based)

Base year start

January 1 2019

Base year end

December 31 2019

Base year emissions (metric tons CO2e)

2669.301

Comment

Scope 2 (market-based)

Base year start

January 1 2019

Base year end

December 31 2019

Base year emissions (metric tons CO2e)

3473.705

Comment

Scope 3 category 1: Purchased goods and services

Base year start

January 1 2019

Base year end

December 31 2019

Base year emissions (metric tons CO2e)

315.835

Comment

This only includes emissions from third party data servers

Scope 3 category 2: Capital goods

Base year start

Base year end

Base year emissions (metric tons CO2e)

Comment

Scope 3 category 3: Fuel-and-energy-related activities (not included in Scope 1 or 2)

Base year start

Base year end

Base year emissions (metric tons CO2e)

Comment

Scope 3 category 4: Upstream transportation and distribution

Base year start

Base year end

Base year emissions (metric tons CO2e)

Comment

Scope 3 category 5: Waste generated in operations

Base year start

Base year end

Base year emissions (metric tons CO2e)

Comment

Scope 3 category 6: Business travel

Base year start

January 1 2019

Base year end

December 31 2019

Base year emissions (metric tons CO2e)

6960.047

Comment

Scope 3 category 7: Employee commuting

Base year start

January 1 2019

Base year end

December 31 2019

Base year emissions (metric tons CO2e)

3206.569

Comment

Scope 3 category 8: Upstream leased assets

Base year start

January 1 2019

Base year end

December 31 2019

Base year emissions (metric tons CO2e)

806.315

Comment

Scope 3 category 9: Downstream transportation and distribution

Base year start

Base year end

Base year emissions (metric tons CO2e)

Comment

Scope 3 category 10: Processing of sold products

Base year start

Base year end

Base year emissions (metric tons CO2e)

Comment

Scope 3 category 11: Use of sold products

Base year start

Base year end

Base year emissions (metric tons CO2e)

Comment

Scope 3 category 12: End of life treatment of sold products

Base year start

Base year end

Base year emissions (metric tons CO2e)

Comment

Scope 3 category 13: Downstream leased assets

Base year start

Base year end

Base year emissions (metric tons CO2e)

Comment

Scope 3 category 14: Franchises

Base year start

Base year end

Base year emissions (metric tons CO2e)

Comment

Scope 3 category 15: Investments

Base year start

Base year end

Base year emissions (metric tons CO2e)

Comment

Scope 3: Other (upstream)

Base year start

Base year end

Base year emissions (metric tons CO2e)

Comment

Scope 3: Other (downstream)

Base year start

Base year end

Base year emissions (metric tons CO2e)

Comment

C5.3

(C5.3) Select the name of the standard, protocol, or methodology you have used to collect activity data and calculate emissions.

- The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)
- The Greenhouse Gas Protocol: Scope 2 Guidance
- The Greenhouse Gas Protocol: Corporate Value Chain (Scope 3) Standard
- US EPA Center for Corporate Climate Leadership: Direct Emissions from Stationary Combustion Sources
- US EPA Mandatory Greenhouse Gas Reporting Rule
- US EPA Emissions & Generation Resource Integrated Database (eGRID)

C6. Emissions data

C6.1

(C6.1) What were your organization's gross global Scope 1 emissions in metric tons CO2e?

Reporting year

Gross global Scope 1 emissions (metric tons CO2e)

297.267

Start date

<Not Applicable>

End date

<Not Applicable>

Comment

C6.2

(C6.2) Describe your organization's approach to reporting Scope 2 emissions.

Row 1

Scope 2, location-based

We are reporting a Scope 2, location-based figure

Scope 2, market-based

We are reporting a Scope 2, market-based figure

Comment

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 headquarters in Ames. Although we have other subsidiaries, we do not have operational control of facilities there, so our Ames Headquarters accounts for 100% of our Scope 1 and Scope 2 operations. The Ames headquarters 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.

C6.3

(C6.3) What were your organization's gross global Scope 2 emissions in metric tons CO2e?

Reporting year

Scope 2, location-based

2169.532

Scope 2, market-based (if applicable)

0

Start date

<Not Applicable>

End date

<Not Applicable>

Comment

Workiva's Ames, Iowa headquarters are included in Scope 2 emissions, and other leased assets emissions are included in Scope 3 emissions. Following the CDP Technical Note regarding accounting of Scope 2 emissions, Workiva's Renewable Energy Certificates (REC) cover 100% of our consumption

C6.4

(C6.4) Are there any sources (e.g. facilities, specific GHGs, activities, geographies, etc.) of Scope 1, Scope 2 or Scope 3 emissions that are within your selected reporting boundary which are not included in your disclosure?

No

(C6.5) Account for your organization's gross global Scope 3 emissions, disclosing and explaining any exclusions.**Purchased goods and services****Evaluation status**

Relevant, calculated

Emissions in reporting year (metric tons CO2e)

74.23

Emissions calculation methodology

Supplier-specific method

Percentage of emissions calculated using data obtained from suppliers or value chain partners

100

Please explain

This only includes emissions from third party data servers.

Capital goods**Evaluation status**

Not relevant, explanation provided

Emissions in reporting year (metric tons CO2e)

<Not Applicable>

Emissions calculation methodology

<Not Applicable>

Percentage of emissions calculated using data obtained from suppliers or value chain partners

<Not Applicable>

Please explain

In Workiva's ESG materiality assessment it was determined that this Scope 3 category was not relevant to Workiva's emissions inventory. No calculation was done for this reporting period.

Fuel-and-energy-related activities (not included in Scope 1 or 2)**Evaluation status**

Not relevant, explanation provided

Emissions in reporting year (metric tons CO2e)

<Not Applicable>

Emissions calculation methodology

<Not Applicable>

Percentage of emissions calculated using data obtained from suppliers or value chain partners

<Not Applicable>

Please explain

All fuel-and-energy-related activities are included and reporting in Scope 1 , 2, Scope 3 Upstream Leased Buildings, Scope 3 Business Travel, Scope 3 Employee Commuting, and Scope 3 Purchased Goods and Services.

Upstream transportation and distribution**Evaluation status**

Not relevant, explanation provided

Emissions in reporting year (metric tons CO2e)

<Not Applicable>

Emissions calculation methodology

<Not Applicable>

Percentage of emissions calculated using data obtained from suppliers or value chain partners

<Not Applicable>

Please explain

In Workiva's ESG materiality assessment it was determined that this Scope 3 category was not relevant to Workiva's emissions inventory. No calculation was done for this reporting period.

Waste generated in operations**Evaluation status**

Not relevant, calculated

Emissions in reporting year (metric tons CO2e)

23.067

Emissions calculation methodology

Waste-type-specific method

Percentage of emissions calculated using data obtained from suppliers or value chain partners

100

Please explain

In Workiva's ESG materiality assessment it was determined that this Scope 3 category was not relevant to Workiva's emissions inventory. A calculation was done for this reporting period.

Business travel**Evaluation status**

Relevant, calculated

Emissions in reporting year (metric tons CO2e)

4575.198

Emissions calculation methodology

Spend-based method

Percentage of emissions calculated using data obtained from suppliers or value chain partners

0

Please explain**Employee commuting****Evaluation status**

Relevant, calculated

Emissions in reporting year (metric tons CO2e)

3174.403

Emissions calculation methodology

Hybrid method
Average data method
Distance-based method

Percentage of emissions calculated using data obtained from suppliers or value chain partners

0

Please explain**Upstream leased assets****Evaluation status**

Relevant, calculated

Emissions in reporting year (metric tons CO2e)

788.826

Emissions calculation methodology

Hybrid method
Average data method
Lessor-specific method

Percentage of emissions calculated using data obtained from suppliers or value chain partners

0

Please explain**Downstream transportation and distribution****Evaluation status**

Not relevant, explanation provided

Emissions in reporting year (metric tons CO2e)

<Not Applicable>

Emissions calculation methodology

<Not Applicable>

Percentage of emissions calculated using data obtained from suppliers or value chain partners

<Not Applicable>

Please explain

In Workiva's ESG materiality assessment, it was determined that this Scope 3 category was not relevant to Workiva's emissions inventory. Therefore, no calculation was done for this reporting period.

Processing of sold products

Evaluation status

Not relevant, explanation provided

Emissions in reporting year (metric tons CO2e)

<Not Applicable>

Emissions calculation methodology

<Not Applicable>

Percentage of emissions calculated using data obtained from suppliers or value chain partners

<Not Applicable>

Please explain

In Workiva's ESG materiality assessment, it was determined that this Scope 3 category was not relevant to Workiva's emissions inventory. Therefore, no calculation was done for this reporting period.

Use of sold products

Evaluation status

Not relevant, explanation provided

Emissions in reporting year (metric tons CO2e)

<Not Applicable>

Emissions calculation methodology

<Not Applicable>

Percentage of emissions calculated using data obtained from suppliers or value chain partners

<Not Applicable>

Please explain

In Workiva's ESG materiality assessment, it was determined that this Scope 3 category was not relevant to Workiva's emissions inventory. Therefore, no calculation was done for this reporting period.

End of life treatment of sold products

Evaluation status

Not relevant, calculated

Emissions in reporting year (metric tons CO2e)

0

Emissions calculation methodology

Please select

Percentage of emissions calculated using data obtained from suppliers or value chain partners

0

Please explain

In Workiva's ESG materiality assessment, it was determined that this Scope 3 category was not relevant to Workiva's emissions inventory. Therefore, no calculation was done for this reporting period.

Downstream leased assets

Evaluation status

Not relevant, calculated

Emissions in reporting year (metric tons CO2e)

0

Emissions calculation methodology

Lessor-specific method

Percentage of emissions calculated using data obtained from suppliers or value chain partners

0

Please explain

In Workiva's ESG materiality assessment, it was determined that this Scope 3 category was not relevant to Workiva's emissions inventory. Therefore, no calculation was done for this reporting period.

Franchises

Evaluation status

Not relevant, calculated

Emissions in reporting year (metric tons CO2e)

0

Emissions calculation methodology

Franchise-specific method

Percentage of emissions calculated using data obtained from suppliers or value chain partners

0

Please explain

In Workiva's ESG materiality assessment, it was determined that this Scope 3 category was not relevant to Workiva's emissions inventory. Therefore, no calculation was done for this reporting period.

Investments

Evaluation status

Not relevant, calculated

Emissions in reporting year (metric tons CO2e)

0

Emissions calculation methodology

Investment-specific method

Percentage of emissions calculated using data obtained from suppliers or value chain partners

0

Please explain

In Workiva's ESG materiality assessment, it was determined that this Scope 3 category was not relevant to Workiva's emissions inventory. Therefore, no calculation was done for this reporting period.

Other (upstream)

Evaluation status

Not relevant, explanation provided

Emissions in reporting year (metric tons CO2e)

<Not Applicable>

Emissions calculation methodology

<Not Applicable>

Percentage of emissions calculated using data obtained from suppliers or value chain partners

<Not Applicable>

Please explain

In Workiva's ESG materiality assessment, it was determined that this Scope 3 category was not relevant to Workiva's emissions inventory. Therefore, no calculation was done for this reporting period.

Other (downstream)

Evaluation status

Not relevant, explanation provided

Emissions in reporting year (metric tons CO2e)

<Not Applicable>

Emissions calculation methodology

<Not Applicable>

Percentage of emissions calculated using data obtained from suppliers or value chain partners

<Not Applicable>

Please explain

In Workiva's ESG materiality assessment, it was determined that this Scope 3 category was not relevant to Workiva's emissions inventory. Therefore, no calculation was done for this reporting period.

C6.7

(C6.7) Are carbon dioxide emissions from biogenic carbon relevant to your organization?

No

C6.10

(C6.10) Describe your gross global combined Scope 1 and 2 emissions for the reporting year in metric tons CO2e per unit currency total revenue and provide any additional intensity metrics that are appropriate to your business operations.

Intensity figure

0.0000045869

Metric numerator (Gross global combined Scope 1 and 2 emissions, metric tons CO2e)

2467.17

Metric denominator

unit total revenue

Metric denominator: Unit total

537875000

Scope 2 figure used

Location-based

% change from previous year

17.82

Direction of change

Decreased

Reason(s) for change

Other emissions reduction activities

Change in revenue

Please explain

C7. Emissions breakdowns

C7.1

(C7.1) Does your organization break down its Scope 1 emissions by greenhouse gas type?

Yes

C7.1a

(C7.1a) Break down your total gross global Scope 1 emissions by greenhouse gas type and provide the source of each used greenhouse warming potential (GWP).

Greenhouse gas	Scope 1 emissions (metric tons of CO2e)	GWP Reference
CO2	182.68	IPCC Fourth Assessment Report (AR4 - 100 year)
CH4	0.086	IPCC Fourth Assessment Report (AR4 - 100 year)
N2O	0.103	IPCC Fourth Assessment Report (AR4 - 100 year)
Other, please specify (R410A)	111.284	IPCC Fourth Assessment Report (AR4 - 100 year)
Other, please specify (R404A)	3.113	IPCC Fourth Assessment Report (AR4 - 100 year)

C7.2

(C7.2) Break down your total gross global Scope 1 emissions by country/area/region.

Country/area/region	Scope 1 emissions (metric tons CO2e)
United States of America	297.267

C7.3

(C7.3) Indicate which gross global Scope 1 emissions breakdowns you are able to provide.

By facility

C7.3b

(C7.3b) Break down your total gross global Scope 1 emissions by business facility.

Facility	Scope 1 emissions (metric tons CO2e)	Latitude	Longitude
Ames Office	297.267	41.995673	-93.638134

C7.5

(C7.5) Break down your total gross global Scope 2 emissions by country/area/region.

Country/area/region	Scope 2, location-based (metric tons CO2e)	Scope 2, market-based (metric tons CO2e)
United States of America	2169.532	0

C7.6

(C7.6) Indicate which gross global Scope 2 emissions breakdowns you are able to provide.

By facility

C7.6b

(C7.6b) Break down your total gross global Scope 2 emissions by business facility.

Facility	Scope 2, location-based (metric tons CO2e)	Scope 2, market-based (metric tons CO2e)
Ames Office	2169.532	0

C7.7

(C7.7) Is your organization able to break down your emissions data for any of the subsidiaries included in your CDP response?

No

C7.9

(C7.9) How do your gross global emissions (Scope 1 and 2 combined) for the reporting year compare to those of the previous reporting year?

Decreased

C7.9a

(C7.9a) Identify the reasons for any change in your gross global emissions (Scope 1 and 2 combined), and for each of them specify how your emissions compare to the previous year.

	Change in emissions (metric tons CO2e)	Direction of change in emissions	Emissions value (percentage)	Please explain calculation
Change in renewable energy consumption	3347.271	Decreased	100	Purchased RECs to cover 100% of consumption and reduced market based scope 2 emissions to zero.
Other emissions reduction activities	59.448	Decreased	6.536	Reduced electricity consumption.
Divestment		<Not Applicable>		
Acquisitions		<Not Applicable>		
Mergers		<Not Applicable>		
Change in output		<Not Applicable>		
Change in methodology		<Not Applicable>		
Change in boundary		<Not Applicable>		
Change in physical operating conditions		<Not Applicable>		
Unidentified		<Not Applicable>		
Other		<Not Applicable>		

C7.9b

(C7.9b) Are your emissions performance calculations in C7.9 and C7.9a based on a location-based Scope 2 emissions figure or a market-based Scope 2 emissions figure?

Market-based

C8. Energy

C8.1

(C8.1) What percentage of your total operational spend in the reporting year was on energy?

More than 0% but less than or equal to 5%

C8.2

(C8.2) Select which energy-related activities your organization has undertaken.

	Indicate whether your organization undertook this energy-related activity in the reporting year
Consumption of fuel (excluding feedstocks)	Yes
Consumption of purchased or acquired electricity	Yes
Consumption of purchased or acquired heat	No
Consumption of purchased or acquired steam	No
Consumption of purchased or acquired cooling	No
Generation of electricity, heat, steam, or cooling	No

C8.2a

(C8.2a) Report your organization's energy consumption totals (excluding feedstocks) in MWh.

	Heating value	MWh from renewable sources	MWh from non-renewable sources	Total (renewable and non-renewable) MWh
Consumption of fuel (excluding feedstock)	HHV (higher heating value)	0	1009.02	1009.02
Consumption of purchased or acquired electricity	<Not Applicable>	4769.82	0	4769.82
Consumption of purchased or acquired heat	<Not Applicable>	<Not Applicable>	<Not Applicable>	<Not Applicable>
Consumption of purchased or acquired steam	<Not Applicable>	<Not Applicable>	<Not Applicable>	<Not Applicable>
Consumption of purchased or acquired cooling	<Not Applicable>	<Not Applicable>	<Not Applicable>	<Not Applicable>
Consumption of self-generated non-fuel renewable energy	<Not Applicable>	<Not Applicable>	<Not Applicable>	<Not Applicable>
Total energy consumption	<Not Applicable>	4769.82	1009.02	5778.84

C8.2b

(C8.2b) Select the applications of your organization's consumption of fuel.

	Indicate whether your organization undertakes this fuel application
Consumption of fuel for the generation of electricity	No
Consumption of fuel for the generation of heat	Yes
Consumption of fuel for the generation of steam	No
Consumption of fuel for the generation of cooling	No
Consumption of fuel for co-generation or tri-generation	No

C8.2c

(C8.2c) State how much fuel in MWh your organization has consumed (excluding feedstocks) by fuel type.

Sustainable biomass

Heating value

Unable to confirm heating value

Total fuel MWh consumed by the organization

0

MWh fuel consumed for self-generation of electricity

<Not Applicable>

MWh fuel consumed for self-generation of heat

<Not Applicable>

MWh fuel consumed for self-generation of steam

<Not Applicable>

MWh fuel consumed for self-generation of cooling

<Not Applicable>

MWh fuel consumed for self- cogeneration or self-trigeneration

<Not Applicable>

Comment

No sustainable biomass consumed

Other biomass

Heating value

Unable to confirm heating value

Total fuel MWh consumed by the organization

0

MWh fuel consumed for self-generation of electricity

<Not Applicable>

MWh fuel consumed for self-generation of heat

<Not Applicable>

MWh fuel consumed for self-generation of steam

<Not Applicable>

MWh fuel consumed for self-generation of cooling

<Not Applicable>

MWh fuel consumed for self- cogeneration or self-trigeneration

<Not Applicable>

Comment

No other biomass consumed

Other renewable fuels (e.g. renewable hydrogen)

Heating value

Unable to confirm heating value

Total fuel MWh consumed by the organization

0

MWh fuel consumed for self-generation of electricity

<Not Applicable>

MWh fuel consumed for self-generation of heat

<Not Applicable>

MWh fuel consumed for self-generation of steam

<Not Applicable>

MWh fuel consumed for self-generation of cooling

<Not Applicable>

MWh fuel consumed for self- cogeneration or self-trigeneration

<Not Applicable>

Comment

No renewable fuels consumed

Coal**Heating value**

Unable to confirm heating value

Total fuel MWh consumed by the organization

0

MWh fuel consumed for self-generation of electricity

<Not Applicable>

MWh fuel consumed for self-generation of heat

<Not Applicable>

MWh fuel consumed for self-generation of steam

<Not Applicable>

MWh fuel consumed for self-generation of cooling

<Not Applicable>

MWh fuel consumed for self- cogeneration or self-trigeneration

<Not Applicable>

Comment

No coal consumed

Oil**Heating value**

Unable to confirm heating value

Total fuel MWh consumed by the organization

0

MWh fuel consumed for self-generation of electricity

<Not Applicable>

MWh fuel consumed for self-generation of heat

<Not Applicable>

MWh fuel consumed for self-generation of steam

<Not Applicable>

MWh fuel consumed for self-generation of cooling

<Not Applicable>

MWh fuel consumed for self- cogeneration or self-trigeneration

<Not Applicable>

Comment

No oil consumed

Gas**Heating value**

HHV

Total fuel MWh consumed by the organization

1009.02

MWh fuel consumed for self-generation of electricity

<Not Applicable>

MWh fuel consumed for self-generation of heat

<Not Applicable>

MWh fuel consumed for self-generation of steam

<Not Applicable>

MWh fuel consumed for self-generation of cooling

<Not Applicable>

MWh fuel consumed for self- cogeneration or self-trigeneration

<Not Applicable>

Comment

Natural gas consumed for office heating and cooking.

Other non-renewable fuels (e.g. non-renewable hydrogen)

Heating value

Unable to confirm heating value

Total fuel MWh consumed by the organization

0

MWh fuel consumed for self-generation of electricity

<Not Applicable>

MWh fuel consumed for self-generation of heat

<Not Applicable>

MWh fuel consumed for self-generation of steam

<Not Applicable>

MWh fuel consumed for self-generation of cooling

<Not Applicable>

MWh fuel consumed for self- cogeneration or self-trigeneration

<Not Applicable>

Comment

No other non-renewable fuels consumed

Total fuel

Heating value

HHV

Total fuel MWh consumed by the organization

1009.02

MWh fuel consumed for self-generation of electricity

<Not Applicable>

MWh fuel consumed for self-generation of heat

<Not Applicable>

MWh fuel consumed for self-generation of steam

<Not Applicable>

MWh fuel consumed for self-generation of cooling

<Not Applicable>

MWh fuel consumed for self- cogeneration or self-trigeneration

<Not Applicable>

Comment

Natural gas consumed for office heating and cooking.

C8.2e

(C8.2e) Provide details on the electricity, heat, steam, and/or cooling amounts that were accounted for at a zero or near-zero emission factor in the market-based Scope 2 figure reported in C6.3.

Country/area of low-carbon energy consumption

United States of America

Sourcing method

Unbundled procurement of energy attribute certificates (EACs)

Energy carrier

Electricity

Low-carbon technology type

Wind

Low-carbon energy consumed via selected sourcing method in the reporting year (MWh)

5000

Tracking instrument used

US-REC

Country/area of origin (generation) of the low-carbon energy or energy attribute

United States of America

Are you able to report the commissioning or re-powering year of the energy generation facility?

Yes

Commissioning year of the energy generation facility (e.g. date of first commercial operation or repowering)

2015

Comment

C8.2g

(C8.2g) Provide a breakdown by country/area of your non-fuel energy consumption in the reporting year.

Country/area

United States of America

Consumption of purchased electricity (MWh)

4769.82

Consumption of self-generated electricity (MWh)

0

Is this electricity consumption excluded from your RE100 commitment?

<Not Applicable>

Consumption of purchased heat, steam, and cooling (MWh)

0

Consumption of self-generated heat, steam, and cooling (MWh)

0

Total non-fuel energy consumption (MWh) [Auto-calculated]

4769.82

C9. Additional metrics

C9.1

(C9.1) Provide any additional climate-related metrics relevant to your business.

Description

Waste

Metric value

1347.3

Metric numerator

lbs

Metric denominator (intensity metric only)

% change from previous year

Direction of change

<Not Applicable>

Please explain

Workiva works with a reputable e-waste recycling vendor to responsibly dispose or recycle old or outdated electronic equipment in a secure manner. In 2022, Workiva passed on 118 items to be recycled or disposed of.

C10. Verification

C10.1

(C10.1) Indicate the verification/assurance status that applies to your reported emissions.

	Verification/assurance status
Scope 1	Third-party verification or assurance process in place
Scope 2 (location-based or market-based)	Third-party verification or assurance process in place
Scope 3	Third-party verification or assurance process in place

C10.1a

(C10.1a) Provide further details of the verification/assurance undertaken for your Scope 1 emissions, and attach the relevant statements.

Verification or assurance cycle in place

Annual process

Status in the current reporting year

Complete

Type of verification or assurance

Limited assurance

Attach the statement

Workiva FY2022 GHG Verification Statement.pdf

Page/ section reference

2

Relevant standard

ISO14064-3

Proportion of reported emissions verified (%)

100

C10.1b

(C10.1b) Provide further details of the verification/assurance undertaken for your Scope 2 emissions and attach the relevant statements.

Scope 2 approach

Scope 2 location-based

Verification or assurance cycle in place

Annual process

Status in the current reporting year

Complete

Type of verification or assurance

Limited assurance

Attach the statement

Workiva FY2022 GHG Verification Statement.pdf

Page/ section reference

2

Relevant standard

ISO14064-3

Proportion of reported emissions verified (%)

100

Scope 2 approach

Scope 2 market-based

Verification or assurance cycle in place

Annual process

Status in the current reporting year

Complete

Type of verification or assurance

Limited assurance

Attach the statement

Workiva FY2022 GHG Verification Statement.pdf

Page/ section reference

2

Relevant standard

ISO14064-3

Proportion of reported emissions verified (%)

100

C10.1c

(C10.1c) Provide further details of the verification/assurance undertaken for your Scope 3 emissions and attach the relevant statements.

Scope 3 category

- Scope 3: Purchased goods and services
- Scope 3: Business travel
- Scope 3: Employee commuting
- Scope 3: Upstream leased assets

Verification or assurance cycle in place

Annual process

Status in the current reporting year

Complete

Type of verification or assurance

Limited assurance

Attach the statement

Workiva FY2022 GHG Verification Statement.pdf

Page/section reference

2

Relevant standard

ISO14064-3

Proportion of reported emissions verified (%)

100

C10.2

(C10.2) Do you verify any climate-related information reported in your CDP disclosure other than the emissions figures reported in C6.1, C6.3, and C6.5?

Yes

C10.2a

(C10.2a) Which data points within your CDP disclosure have been verified, and which verification standards were used?

Disclosure module verification relates to	Data verified	Verification standard	Please explain
C7. Emissions breakdown	Other, please specify	ISO14064-3	Types of GHGs in emissions breakdowns for CO2, N2O, CH4, and HFCs.

C11. Carbon pricing

C11.1

(C11.1) Are any of your operations or activities regulated by a carbon pricing system (i.e. ETS, Cap & Trade or Carbon Tax)?

No, and we do not anticipate being regulated in the next three years

C11.2

(C11.2) Has your organization canceled any project-based carbon credits within the reporting year?

Yes

C11.2a

(C11.2a) Provide details of the project-based carbon credits canceled by your organization in the reporting year.

Project type

Forest ecosystem restoration

Type of mitigation activity

Carbon removal

Project description

18 Reserves Forest Carbon Project ACR 586

The project is composed of 8,961 acres of mixed hardwood forest that will 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' ("CMP") forest holdings contain many valuable ecological, educational, open space, and scenic resource conservation values. The Cleveland Metroparks' forest will be managed to store carbon, conserve and enhance forest health and ecosystem resilience, and provide compatible public outdoor recreation.

Credits canceled by your organization from this project in the reporting year (metric tons CO2e)

1025

Purpose of cancellation

Voluntary offsetting

Are you able to report the vintage of the credits at cancellation?

Yes

Vintage of credits at cancellation

2020

Were these credits issued to or purchased by your organization?

Purchased

Credits issued by which carbon-crediting program

ACR (American Carbon Registry)

Method(s) the program uses to assess additionality for this project

Barrier analysis

Approach(es) by which the selected program requires this project to address reversal risk

Monitoring and compensation

Potential sources of leakage the selected program requires this project to have assessed

Market leakage

Provide details of other issues the selected program requires projects to address

The environmental and community impacts of the Project Activity have been assessed in accordance with the requirements specified in the ACR Standard V6.0. The five ACR requirements for environmental and community impact assessments are addressed. Net positive community and environmental impacts have been identified. No negative community or environmental impacts are foreseen.

Comment

The environmental and community impacts of the Project Activity have been assessed in accordance with the requirements specified in the ACR Standard V6.0. The five ACR requirements for environmental and community impact assessments are addressed below. Net positive community and environmental impacts have been identified. No negative community or environmental impacts are foreseen.

C11.3

(C11.3) Does your organization use an internal price on carbon?

Yes

C11.3a

(C11.3a) Provide details of how your organization uses an internal price on carbon.

Type of internal carbon price

Implicit price

How the price is determined

Price/cost of voluntary carbon offset credits

Objective(s) for implementing this internal carbon price

Drive energy efficiency
Stakeholder expectations

Scope(s) covered

Scope 1
Scope 2
Scope 3 (upstream)

Pricing approach used – spatial variance

Uniform

Pricing approach used – temporal variance

Evolutionary

Indicate how you expect the price to change over time

The market price/cost of voluntary carbon offset credits will drive the internal price

Actual price(s) used – minimum (currency as specified in C0.4 per metric ton CO2e)

11

Actual price(s) used – maximum (currency as specified in C0.4 per metric ton CO2e)

18

Business decision-making processes this internal carbon price is applied to

Operations
Opportunity management

Mandatory enforcement of this internal carbon price within these business decision-making processes

Yes, for some decision-making processes, please specify

Explain how this internal carbon price has contributed to the implementation of your organization's climate commitments and/or climate transition plan

Purchased Carbon offset credits and RECs to achieve operational net zero across Scope 1, 2, and Scope 3 upstream leased asset emissions through reduction initiatives and the implementation of a REC and offset purchase program. Our determination of operational net zero includes Scope 1 stationary combustion and fugitive emissions, Scope 2 purchased electricity, and Scope 3 upstream leased assets.

C12. Engagement

C12.1

(C12.1) Do you engage with your value chain on climate-related issues?

Yes, our suppliers
Yes, our customers/clients
Yes, other partners in the value chain

C12.1a

(C12.1a) Provide details of your climate-related supplier engagement strategy.

Type of engagement

Information collection (understanding supplier behavior)

Details of engagement

Collect GHG emissions data at least annually from suppliers

% of suppliers by number

100

% total procurement spend (direct and indirect)

% of supplier-related Scope 3 emissions as reported in C6.5

Rationale for the coverage of your engagement

Engages 100% of Workiva's third party data server providers. These suppliers represent ~20% of our total addressable spend in advancing renewable energy & environmental initiatives. Workiva plans to assess inclusion of other suppliers in these types of engagements in the future.

Impact of engagement, including measures of success

Success is measured by the influence of engagement and procurement selection on our total energy consumption, and number of suppliers influenced through this approach. The procurement selection policy is still under development, and measurements of success will be obtainable in the future.

Comment

Engages 100% of Workiva's third party data server providers. These suppliers represent ~20% of our total addressable spend in advancing renewable energy & environmental initiatives. Workiva plans to assess inclusion of other suppliers in these types of engagements in the future.

Type of engagement

Engagement & incentivization (changing supplier behavior)

Details of engagement

Directly work with suppliers on exploring corporate renewable energy sourcing mechanisms

% of suppliers by number

100

% total procurement spend (direct and indirect)

100

% of supplier-related Scope 3 emissions as reported in C6.5

0

Rationale for the coverage of your engagement

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 headquarters in Ames, and we engaged with our Scope 2 electricity supplier to provide renewable energy alternatives to the current fossil fuel electricity source.

Impact of engagement, including measures of success

The impact of the engagement would be potential reductions in Scope 2 emissions through renewable energy offerings from our electricity provider. Success would be measured by the % of renewable energy that Workiva is able to procure. Workiva is currently in the process of working with our provider to understand percentage of renewable energy available.

Comment

Engages 100% of Workiva's electricity providers included in the boundaries of our Scope 2 emissions.

C12.1b

(C12.1b) Give details of your climate-related engagement strategy with your customers.

Type of engagement & Details of engagement

Education/information sharing	Run an engagement campaign to education customers about your climate change performance and strategy
-------------------------------	--

% of customers by number

100

% of customer - related Scope 3 emissions as reported in C6.5

100

Please explain the rationale for selecting this group of customers and scope of engagement

With a technology solution that brings financial and non-financial data together, Workiva is uniquely positioned as a leader in the ESG space, regularly contributing to policy, product development, and implementation discussions with customers and other stakeholders. We serve as a trusted partner to help make sense of the continuously evolving and complex ESG landscape.

As part of our ESG goals, Workiva aims to 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.

In 2022, as part of our customer engagement efforts, we:

- 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
- 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

We also 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 engaged over 2,000 Small to Mid-Size Enterprises on reporting to the UN SDGs particularly in areas related to climate and gender.

Impact of engagement, including measures of success

The impacts of our engagement include enhanced reputation and customer education. The successes of these engagements is measured through media analyses of PR engagements, stakeholder research surveys. For all PR engagements, we use metrics such as reach, impressions, engagement with posts. In 2022, Workiva increased our customer count across platform solutions to more than 4,700 customers.

Type of engagement & Details of engagement

Education/information sharing	Run an engagement campaign to educate customers about the climate change impacts of (using) your products, goods, and/or services
-------------------------------	---

% of customers by number

100

% of customer - related Scope 3 emissions as reported in C6.5

100

Please explain the rationale for selecting this group of customers and scope of engagement

Rationale of group of customers selected: The nature of Workiva's ESG product directly aligns with innovation to reduce climate change impacts. Workiva encourages any interested customers to measure and report on climate change impacts through the platform.

Scope of engagement: The ESG product is promoted through our outreach, PR engagements, customer engagement managers.

Impact of engagement, including measures of success

The impacts of our engagement include enhanced reputation, customer onboards. The success of these engagements is measured through new client inquiries, new onboarded clients, reduced emissions due to clear reporting practices.

Type of engagement & Details of engagement

Collaboration & innovation	Run a campaign to encourage innovation to reduce climate change impacts
----------------------------	---

% of customers by number

% of customer - related Scope 3 emissions as reported in C6.5

Please explain the rationale for selecting this group of customers and scope of engagement

Rationale of group of customers selected: Workiva seeks to encourage customers to utilize consistent and transparent methods in their climate-related disclosure practices. Workiva encourages any interested customers to measure and report on climate change impacts through the platform, particularly through the use of Workiva's ESG Explorer, which is a tool that allows customers to browse multiple ESG frameworks and standards (e.g.. GRI, SASB, TCFD), to identify material disclosures for ESG reporting in one location. In 2022, we released new functionality with a GHG Emissions Wizard that allows customers to more easily calculate Scope 1 and 2 emissions.

Scope of engagement: The ESG product (Workiva + ESG Explorer) is promoted through our outreach, PR engagements, customer engagement managers. Furthermore, Workiva collaborates with partners and contributes to ESG-related webinars, such as the CFO Media Roundtable. Workiva was a CDP Gold accredited provider in 2022 and was selected to participate in the CDP Disclosure API pilot project in 2023. Workiva previously collected responses from 1300 customers about technology and workflow to improve ESG reporting practices.

Impact of engagement, including measures of success

The impacts of our engagement include enhanced reputation, customer onboards. The success of these engagements is measured through event attendees, new client inquiries, new onboarded clients, reduced emissions due to clear reporting practices.

Type of engagement & Details of engagement

Education/information sharing	Share information about your products and relevant certification schemes (i.e. Energy STAR)
-------------------------------	---

% of customers by number

% of customer - related Scope 3 emissions as reported in C6.5

Please explain the rationale for selecting this group of customers and scope of engagement

Rationale of group of customers selected: Workiva provides opportunities for all customers and users to receive Workiva badges and certifications, including ESG Solutions specific ones. These allow customers to show their Workiva ESG Solution acumen, while expanding professional knowledge base and credibility.

Scope of engagement: The ESG Solution badging and certification pathways are promoted through our product marketing, newsroom, and in individual LinkedIn posts by previous recipients of certifications.

Impact of engagement, including measures of success

The impacts of our engagement include enhanced reputation, customer onboards, brand awareness. The success of these engagements is measured through certification registrations, badges provided, new client inquiries, new onboarded clients.

Type of engagement & Details of engagement

Collaboration & innovation	Run a campaign to encourage innovation to reduce climate change impacts
----------------------------	---

% of customers by number

% of customer - related Scope 3 emissions as reported in C6.5

Please explain the rationale for selecting this group of customers and scope of engagement

Workiva makes available the ESG Program, which is a tool that allows customers to document and track ESG metrics and tie them to ESG standards (e.g., GRI, SASB, TCFD, CDP), to identify material disclosures for ESG reporting, all in one location. This allows customers to more accurately document, track, and record their climate-related metrics.

Impact of engagement, including measures of success

The impact of our engagement would include enhanced reputation, and customer onboards of the ESG program. Though Workiva does not publicly disclose solution specific customer information, we can measure success internally by tracking the number of customers using our ESG solution.

C12.1d

(C12.1d) Give details of your climate-related engagement strategy with other partners in the value chain.

Advisory Services and Technology Partners Partnerships enable a targeted, personalized service to clients through collaboration. Technology and service partners are evaluated by their climate change engagement, and ability to influence client sustainability reduction impact. Together, these partnerships enable Workiva to bring product offerings to customers, and together, help customers with climate reporting processes.

ESG Business Leaders Workiva's business leaders frequently speak at ESG conferences and webinars to collaborate with other business leaders. For example, the COO spoke at the 2022 Responsible Business USA Conference, which brought together leaders to accelerating efforts to decarbonize society, drive ambition and deliver action.

ESG Framework & Standard Partners Workiva's ESG Explorer, which is a tool that allows customers to browse multiple ESG frameworks and standards (e.g., GRI, SASB, TCFD), relies on partnerships and relationships with such framework providers. These partnerships enable Workiva to progress our climate change strategy to expand ESG disclosure reporting in accordance to global frameworks in an accessible location.

C12.2

(C12.2) Do your suppliers have to meet climate-related requirements as part of your organization's purchasing process?

No, and we do not plan to introduce climate-related requirements within the next two years

C12.3

(C12.3) Does your organization engage in activities that could either directly or indirectly influence policy, law, or regulation that may impact the climate?

Row 1

External engagement activities that could directly or indirectly influence policy, law, or regulation that may impact the climate

Yes, we engage directly with policy makers

Yes, we fund organizations or individuals whose activities could influence policy, law, or regulation that may impact the climate

Does your organization have a public commitment or position statement to conduct your engagement activities in line with the goals of the Paris Agreement?

Yes

Attach commitment or position statement(s)

<https://www.workiva.com/sites/workiva/files/pdfs/workiva-environment-and-climate-change-statement-october-2022-en.pdf>

[workiva-environment-and-climate-change-statement-october-2022-en \(2\).pdf](#)

Describe the process(es) your organization has in place to ensure that your external engagement activities are consistent with your climate commitments and/or climate transition plan

Climate based external engagements need to be approved by the ESG Task Force. The Task Force ensures that Workiva's external engagement activities are consistent with the climate targets and/or climate transition plan.

Primary reason for not engaging in activities that could directly or indirectly influence policy, law, or regulation that may impact the climate

<Not Applicable>

Explain why your organization does not engage in activities that could directly or indirectly influence policy, law, or regulation that may impact the climate

<Not Applicable>

C12.3a

(C12.3a) On what policy, law, or regulation that may impact the climate has your organization been engaging directly with policy makers in the reporting year?

Specify the policy, law, or regulation on which your organization is engaging with policy makers

U.S. Securities and Exchange Commission proposed new rules to "Enhance and Standardize Climate-Related Disclosure for Investors."

Category of policy, law, or regulation that may impact the climate

Climate change mitigation

Focus area of policy, law, or regulation that may impact the climate

Climate-related reporting
Transparency requirements
Verification and audits

Policy, law, or regulation geographic coverage

National

Country/area/region the policy, law, or regulation applies to

United States of America

Your organization's position on the policy, law, or regulation

Support with no exceptions

Description of engagement with policy makers

Submitted public letter to the Chairperson of the U.S. Securities and Exchange Commission.

<https://www.sec.gov/comments/s7-10-22/s71022-20131624-302000.pdf>

Details of exceptions (if applicable) and your organization's proposed alternative approach to the policy, law or regulation

<Not Applicable>

Have you evaluated whether your organization's engagement on this policy, law, or regulation is aligned with the goals of the Paris Agreement?

Yes, we have evaluated, and it is aligned

Please explain whether this policy, law or regulation is central to the achievement of your climate transition plan and, if so, how?

This regulation is aligned with the disclosure portion of our climate transition plan.

C12.3c

(C12.3c) Provide details of the funding you provided to other organizations or individuals in the reporting year whose activities could influence policy, law, or regulation that may impact the climate.

Type of organization or individual

Non-Governmental Organization (NGO) or charitable organization

State the organization or individual to which you provided funding

The Data Foundation

Funding figure your organization provided to this organization or individual in the reporting year (currency as selected in C0.4)

75000

Describe the aim of this funding and how it could influence policy, law or regulation that may impact the climate

Encourage climate disclosures to support the U.S. Securities and Exchange Commission's proposed new rules to "Enhance and Standardize Climate-Related Disclosure for Investors" with alignment to global frameworks. The funding figure reported above is for 2021.

Have you evaluated whether this funding is aligned with the goals of the Paris Agreement?

Yes, we have evaluated, and it is aligned

C12.4

(C12.4) Have you published information about your organization's response to climate change and GHG emissions performance for this reporting year in places other than in your CDP response? If so, please attach the publication(s).

Publication

In voluntary sustainability report

Status

Complete

Attach the document

Page/Section reference

Content elements

Governance
Strategy
Risks & opportunities
Emissions figures
Emission targets

Comment

C12.5

(C12.5) Indicate the collaborative frameworks, initiatives and/or commitments related to environmental issues for which you are a signatory/member.

	Environmental collaborative framework, initiative and/or commitment	Describe your organization's role within each framework, initiative and/or commitment
Row 1	UN Global Compact Other, please specify (United Nations Global Compact CFO Task force)	Workiva joined the UN Global Compact CFO Taskforce, committing to measure its progress toward the implementation of the CFO Principles on Integrated Sustainable Development Goals (SDGs) Investment and Finance. Workiva is the first Software as a Service (SaaS) company to join the CFO Task force, and will work alongside peers to guide companies in aligning their sustainability commitments with credible corporate finance strategies to create real-world impact.

C15. Biodiversity

C15.1

(C15.1) Is there board-level oversight and/or executive management-level responsibility for biodiversity-related issues within your organization?

	Board-level oversight and/or executive management-level responsibility for biodiversity-related issues	Description of oversight and objectives relating to biodiversity	Scope of board-level oversight
Row 1	No, and we do not plan to have both within the next two years	<Not Applicable>	<Not Applicable>

C15.2

(C15.2) Has your organization made a public commitment and/or endorsed any initiatives related to biodiversity?

	Indicate whether your organization made a public commitment or endorsed any initiatives related to biodiversity	Biodiversity-related public commitments	Initiatives endorsed
Row 1	No, and we do not plan to do so within the next 2 years	<Not Applicable>	<Not Applicable>

C15.3

(C15.3) Does your organization assess the impacts and dependencies of its value chain on biodiversity?

Impacts on biodiversity

Indicate whether your organization undertakes this type of assessment

No and we don't plan to within the next two years

Value chain stage(s) covered

<Not Applicable>

Portfolio activity

<Not Applicable>

Tools and methods to assess impacts and/or dependencies on biodiversity

<Not Applicable>

Please explain how the tools and methods are implemented and provide an indication of the associated outcome(s)

<Not Applicable>

Dependencies on biodiversity

Indicate whether your organization undertakes this type of assessment

No and we don't plan to within the next two years

Value chain stage(s) covered

<Not Applicable>

Portfolio activity

<Not Applicable>

Tools and methods to assess impacts and/or dependencies on biodiversity

<Not Applicable>

Please explain how the tools and methods are implemented and provide an indication of the associated outcome(s)

<Not Applicable>

C15.4

(C15.4) Does your organization have activities located in or near to biodiversity- sensitive areas in the reporting year?

No

C15.5

(C15.5) What actions has your organization taken in the reporting year to progress your biodiversity-related commitments?

	Have you taken any actions in the reporting period to progress your biodiversity-related commitments?	Type of action taken to progress biodiversity- related commitments
Row 1	Please select	<Not Applicable>

C15.6

(C15.6) Does your organization use biodiversity indicators to monitor performance across its activities?

	Does your organization use indicators to monitor biodiversity performance?	Indicators used to monitor biodiversity performance
Row 1	Please select	Please select

C15.7

(C15.7) Have you published information about your organization's response to biodiversity-related issues for this reporting year in places other than in your CDP response? If so, please attach the publication(s).

Report type	Content elements	Attach the document and indicate where in the document the relevant biodiversity information is located
In voluntary sustainability report or other voluntary communications	Other, please specify	On page 5 of our Environment and Climate Change Statement, we note that Workiva maintains habitats for birds and butterflies to flourish in the gardens at our Ames, IA headquarters, as well as approximately 10,000 native prairie plants.

C16. Signoff

C-FI

(C-FI) Use this field to provide any additional information or context that you feel is relevant to your organization's response. Please note that this field is optional and is not scored.

C16.1

(C16.1) Provide details for the person that has signed off (approved) your CDP climate change response.

	Job title	Corresponding job category
Row 1	Executive Vice President and CFO	Chief Financial Officer (CFO)

SC. Supply chain module

SC0.0

(SC0.0) If you would like to do so, please provide a separate introduction to this module.

SC0.1

(SC0.1) What is your company's annual revenue for the stated reporting period?

	Annual Revenue
Row 1	

SC1.1

(SC1.1) Allocate your emissions to your customers listed below according to the goods or services you have sold them in this reporting period.

SC1.2

(SC1.2) Where published information has been used in completing SC1.1, please provide a reference(s).

SC1.3

(SC1.3) What are the challenges in allocating emissions to different customers, and what would help you to overcome these challenges?

Allocation challenges	Please explain what would help you overcome these challenges
-----------------------	--

SC1.4

(SC1.4) Do you plan to develop your capabilities to allocate emissions to your customers in the future?
Please select

SC2.1

(SC2.1) Please propose any mutually beneficial climate-related projects you could collaborate on with specific CDP Supply Chain members.

SC2.2

(SC2.2) Have requests or initiatives by CDP Supply Chain members prompted your organization to take organizational-level emissions reduction initiatives?

SC4.1

(SC4.1) Are you providing product level data for your organization's goods or services?

Submit your response

In which language are you submitting your response?
English

Please confirm how your response should be handled by CDP

	I understand that my response will be shared with all requesting stakeholders	Response permission
Please select your submission options	Yes	Public

Please confirm below

I have read and accept the applicable Terms