

# Scope 1, 2, & 3 Greenhouse Gas Emissions

Workiva's greenhouse gas (GHG) emissions were calculated using the Greenhouse Gas Protocol and EPA Emission Factors. Our data and calculation methodology was reviewed by a third party consultant.

Scope 1 & 2 emissions pertain only to our headquarters in Ames, Iowa. The Ames office is the only long-term leased building by Workiva, and is the only location we have full financial and operational control, therefore establishing the boundaries for Scope 1 and 2.

- Scope 1 data evaluated natural gas utility data and estimated fugitive refrigerants for the Ames location.
- Scope 2 data included metered electricity grid data for the Ames location. Non-traditional leased global assets in APAC and EMEA (WeWork and Knotel) were not included in the base lining exercise due to no operational or financial control.

Workiva outlined Scope 3 emissions where data was readily available for upstream leased assets, data servers, corporate travel, and employee commuting. All traditional leased sites (except for Ames) were included in Scope 3 Upstream Leased Assets. Data servers, corporate travel, and employee commuting encompass the remainder of our global Scope 3 emissions.

Workiva plans to pursue Carbon Reduction Targets aligned with the SBTi 1.5°C Pathway for Scope 1, 2 & 3 Greenhouse Gas (GHG) Emissions. SBTi aligned target will be pursued for Scopes 1 & 2 requiring a 63% reduction in GHG emissions by 2034, compared to a baseline year of 2019. Scope 3 GHG emissions target will be aligned to SBTi standards, and will consider certification once further baseline refinement is completed.

Emissions	2018 Total in Metric Tonnes CO2e	2019 Total in Metric Tonnes CO2e	2020 Total in Metric Tonnes CO2e
Scope 1	254	258	220
Scope 2	2,936	2,669	1,875
Scope 3 - Total Reported	8,544	10,491	2,946
<i>Upstream Leased</i>	831	808	734
<i>Data Servers*</i>	372	372	372
<i>Employee Commuting**</i>	2,873	3,207	670
<i>Corporate Travel</i>	4,468	6,104	1,170
<b>Total</b>	<b>11,735</b>	<b>13,419</b>	<b>5,041</b>

\* Data server provider data is assumed to be the same for 2018 and 2019 based on data available for 2020 and 2021. The average of 2020 and 2021 was used for this assumption.

\*\*Average employee commute distance for 2018 and 2019 is unavailable, so the 2020 value was used for these calculations.

Workiva has identified new information to inform our Scope 1, 2, and 3 emissions, and this new information has been applied to our calculations and updated as of May 2022. We continue to evaluate our process and ensure that our data has the highest quality and follows industry recognized procedures and calculations.