workiva

Sustainability Report

2024

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Letter from the CEO

We are a company of over 2,800 diverse and talented professionals dedicated to amazing our customers and making a meaningful impact every day. Our company values and leadership principles inspire everything we do—from how we build our software and secure our customers' data to how we treat our employees and foster a culture of innovation.

Helping our customers drive performance and meet their sustainability goals is a business imperative - and we are uniquely positioned to be their partner of choice. Together with our customers and partners, we're transforming the way companies manage and report financial and non-financial data. As we help others advance their sustainability processes, we also recognize the need to drive responsible growth and business resilience within our own operations. We continue to set aggressive goals, measure and report progress, and support our people, customers, communities, and the environment.

Highlights from 2024 include:

- **Obtained approval from the Science Based Targets initiative (SBTi) for our near-term emissions reduction targets, validating our climate strategy and aligning us with over 7,400 global companies committed to science-based action**
- **Received an AAA rating in the 2024 MSCI ESG Ratings assessment for the third year in a row**
- **Achieved PRIME status by ISS ESG Corporate Rating and a Silver Medal by EcoVadis, placing us in the top 20% and top 15% of companies assessed, respectively**
- **Launched Workiva Carbon to help customers better track, manage, and report greenhouse gas (GHG) emissions**
- **Earned a 91% global engagement score in the Great Place To Work® Trust Index™ Survey[1]**
- **Named one of Fortune 100 Best Companies to Work For® for the sixth consecutive year[2] and one of PEOPLE magazine's top 100 Companies that Care**

While this full report serves as a transparent account of our achievements over the past year, it also provides an outline of the ambitious new targets we have set for the next three years. These targets are aligned with the UN Sustainable Development Goals and represent the areas in which we believe we can add the most value to business and society.

I invite you to explore this report to learn more about our impact and progress in the areas of environmental stewardship, social responsibility, and corporate governance.

Julie Iskow

President and Chief Executive Officer

Recognition and Partnerships

Received an **AAA** rating in the MSCI ESG Ratings assessment, signifying industry-leader status in managing significant ESG risks and opportunities[1]

Listed as 2024 Fortune **100 Best** Companies to Work For®

Received ISS ESG PRIME rating, ranking in **top 20%** of all companies assessed

Achieved CDP **Gold** Accredited Provider status project in 2024[2]

Named a **Leader** by G2 users across all aspects of assured integrated reporting, including Sustainability Management, Financial Close Management, and Audit Management

Recognized by PEOPLE Magazine and Great Places to Work® as one of **100 companies** who display "remarkable care for their people, their local communities, and the world at large"[3]

Awarded Ecovadis **Silver Medal**, representing placement in the top 15% of assessed companies for sustainability practices

WORLD ECONOMIC FORUM

Associate Centre **Partner** and active participant in Forum's CFO and CSO communities

[1] The use by Workiva of any MSCI ESG Research LLC or its affiliates ("MSCI") data, and the use of MSCI logos, trademarks, service marks or index names herein, do not constitute a sponsorship, endorsement, recommendation, or promotion of Workiva by MSCI. MSCI services and data are the property of MSCI or its information providers, and are provided 'as-is' and without warranty. MSCI names and logos are trademarks or service marks of MSCI.

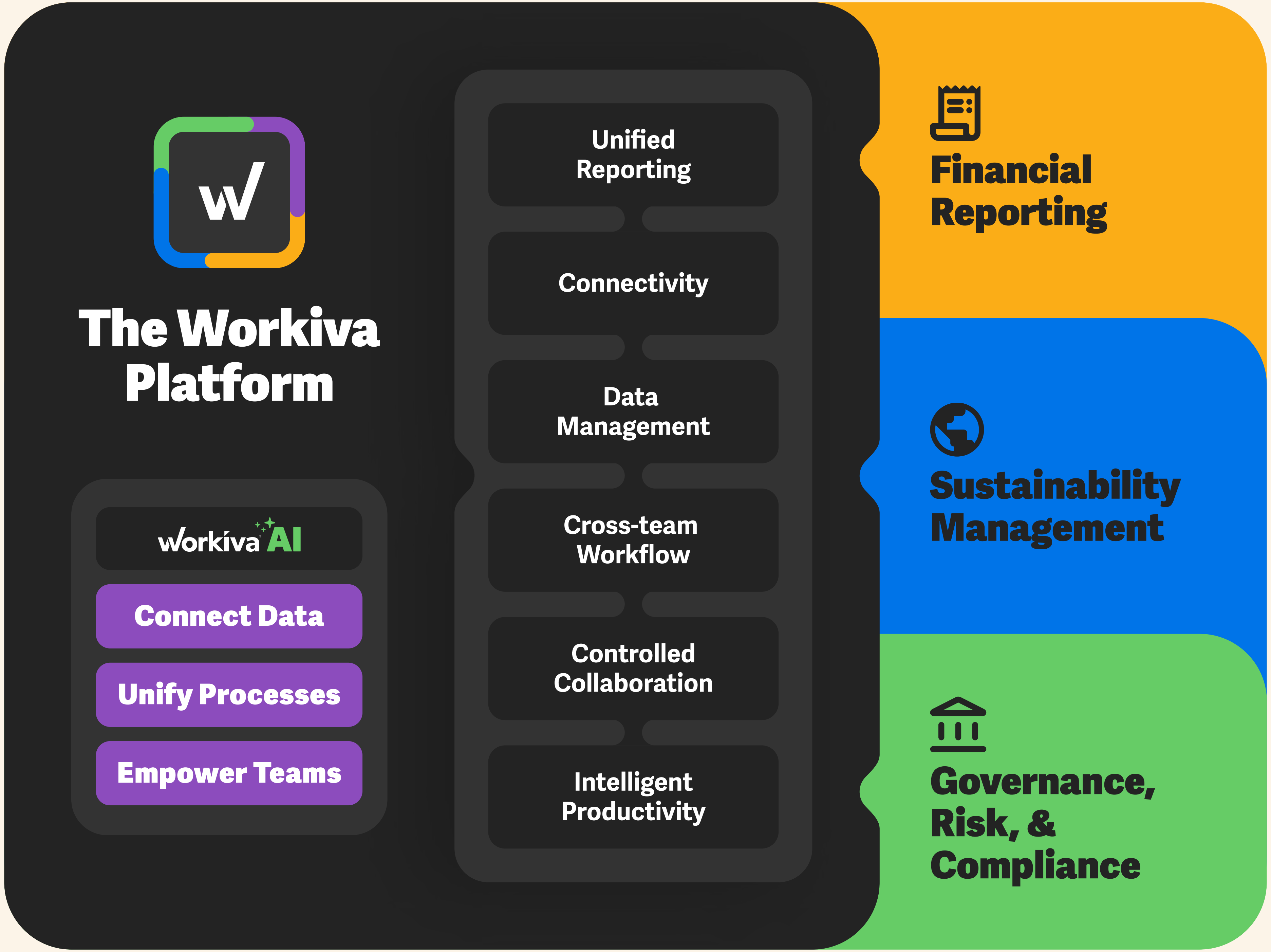
[2] Workiva has been an accredited provider since 2021.

[3] PEOPLE's Companies That Care Logo® is a registered trademark of TI Gotham, Inc, a Dotdash Meredith company. Used under license. From **https://www.greatplacetowork.com/companies-that-care** ↗.

About Workiva

Workiva powers transparency, accountability, and trust. Finance, accounting, sustainability, risk, and audit teams from 6,300+ organizations worldwide rely on Workiva for their mission-critical work. We transform how customers connect data, unify processes, and empower teams in a secure, audit-ready, AI-powered collaborative platform.

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



Workiva by the numbers

as of December 31, 2024

Customers love Workiva	Global reach	Serious about innovation
6,300+ customers	**20** offices across NA, EMEA, APAC, plus remote teams	**86** patents and counting
$738+M in revenue	**85%+** of the 500 largest corporations by total revenue are customers	**95+** customer advisory board members
97%* gross retention rate	**200** advisory and technology partners worldwide	**23%** revenue invested in R&D (non-GAAP)

*The methodology for calculating our gross retention rate can be found in the Key Performance Indicators section on page 49 of our 2024 Form 10-K ↗.

Workiva's Sustainability Journey and Progress

Driven by accountability and trust, our annual Sustainability Report showcases both our achievements and areas for future improvement.

2014–2018

- Published annual Corporate Social Responsibility (CSR) reports

2020–2021

- Launched a digital sustainability reporting page & data center (workiva.com/about/our-sustainability ↗) on our website
- Produced first Workiva Sustainability Highlights & Executive Summary
- Developed our United Nations Sustainable Development Goals (UN SDG ↗) Index
- Established Sustainability Task Force

2022

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

2023

- Published our first annual Impact Report
- Received limited assurance on select sustainability data from Apex Companies, LLC
- Released first Sustainable Accounting Standards Board (SASB ↗) Index and Global Reporting Initiative (GRI ↗) Index
- Disclosed our Climate Transition Plan ↗
- Submitted our first public response to CDP questionnaire

Notable successes in 2024

- Met or exceeded projections for our 2024 sustainability targets
- Received approval of our near-term emissions reduction science-based targets with the SBTi
- Launched Workiva Carbon, which enables customers to track, manage, and report GHG emissions in alignment with global climate regulations, while simplifying management of net-zero targets aligned with global sustainability guidelines
- Leveraged Workiva AI for sustainability management and report creation for the second year in a row
- Maintained and improved scores with multiple rating agencies, including a rating of AAA in the MSCI ESG Ratings assessment, Silver medal with Ecovadis, Prime status with ISS ESG Corporate Rating, and a B score from CDP on climate
- Maintained strong sustainability governance through our Sustainability Task Force, and set new three-year sustainability targets for 2025–2027

Our Sustainability Approach and Strategy

Workiva is committed to advancing sustainable business practices that we believe help create long-term stakeholder value and drive performance with purpose. We leverage sustainability insights to inform decision-making, reduce risk, and increase business resilience. Our sustainability strategy includes materiality assessments, stakeholder engagement, and dynamic goals and initiatives.

Sustainability materiality assessment[1]

We conducted our first sustainability materiality assessment in 2021 with key internal and external stakeholders, including our company founders, executives, employees, investors, customers and suppliers. Through our sustainability materiality assessments, we identify and prioritize topics based on their impact on our business and our own impact on the environment and society. A full description of this materiality assessment and stakeholder engagement process is found in our **2022 Impact Report ↗**.

We recognize stakeholders' priorities evolve over time and can be impacted by both internal and external trends. Thus, we've conducted annual pulse checks, taking into account evolving sustainability reporting expectations and industry best practices while maintaining alignment with our **company values and principles ↗**. These pulse checks are valuable for assessing the evolving landscape of sustainability topics and lead to periodic updates on Workiva's material sustainability issues.

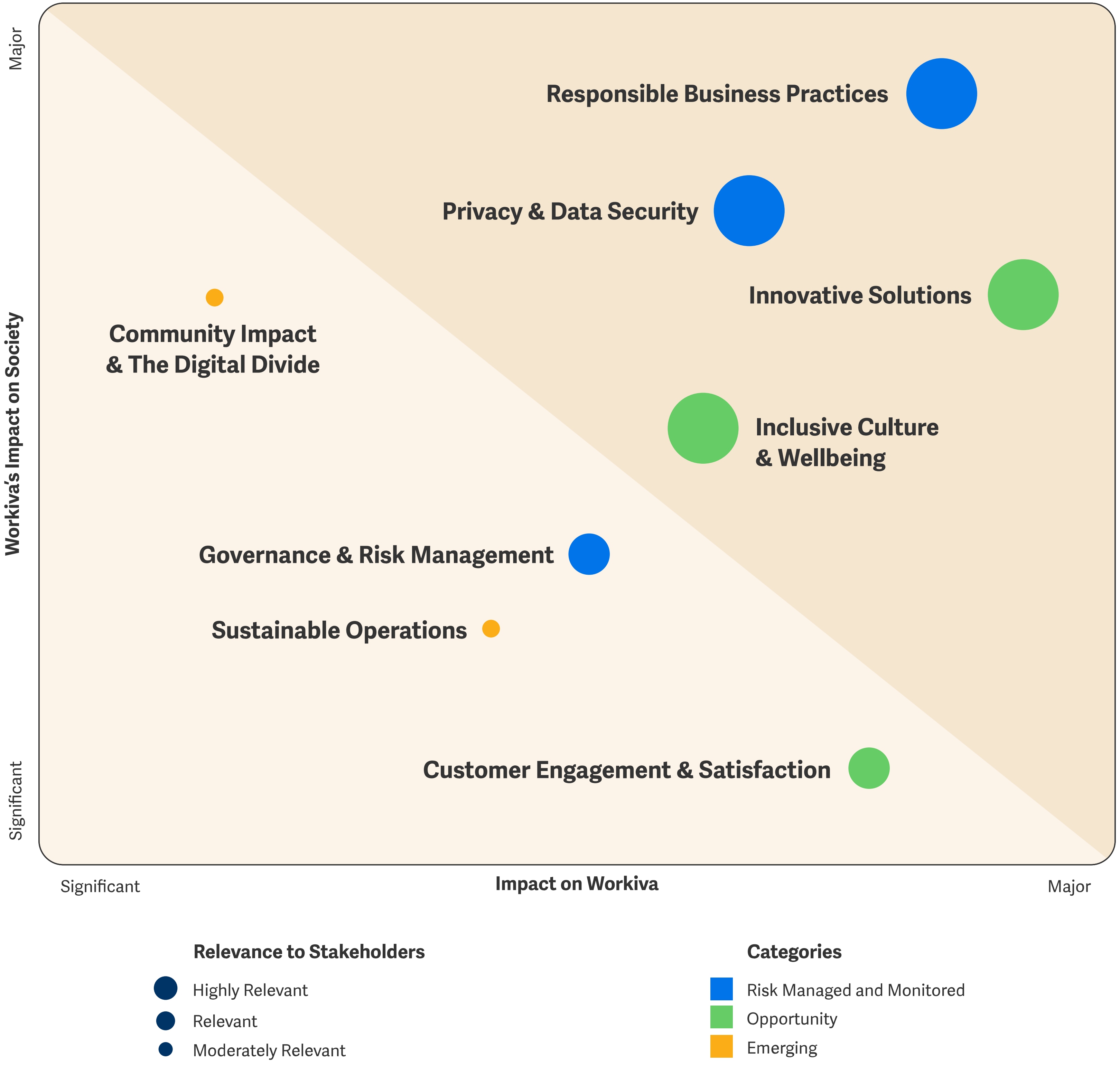
During the most recent materiality pulse check conducted by our Sustainability Task Force, "Diversity, Equity & Inclusion" and "Employee Experience, Culture, & Wellbeing" were combined into a single material issue called "Inclusive Culture & Wellbeing" to best align with our new public targets related to People & Philanthropy.

We will continue to conduct pulse checks to ensure we are best suited to deliver on stakeholder impact and business value.

Definitions for our material sustainability issues are found in the **Appendix ↗** of this report.

Material issues are interconnected

While we reference our material sustainability issues and targets as standalone topics throughout this report, we view them as naturally interconnected. When we strive for excellence in privacy and data security, we are also delivering on customer engagement and satisfaction. Sustainable Operations overlaps with Responsible Business Practices and Governance and Risk Management as Workiva seeks to comply with sustainability regulations. We embrace the interconnected systems of our sustainability priorities with the intent to achieve change and create long-term value.



[1] In conducting our assessment of sustainability issues, we referenced third-party frameworks that refer to "material" topics to reflect issues of importance to us and our stakeholders. Used in this context, these terms are distinct from, and should not be confused with, the terms "material" and "materiality" as defined by or construed in accordance with securities law or used in the context of financial reporting.

Stakeholder engagement

Workiva actively listens to and learns from our stakeholders, which helps us drive continuous improvement of our sustainability strategy and outcomes. We collaborate with a broad set of stakeholders within our value chain, including employees, customers, partners, investors, suppliers, non-governmental organizations (NGOs), government, and industry associations. Our engagement with stakeholders may range from ad hoc touchpoints to quarterly meetings, depending on the topic.

	Stakeholders	Our Approach to Dialogue	Frequency	Intermediate Outcomes	Material Sustainability Issues
Internal	Employees	We engage in employee listening through two annual surveys: the Great Place to Work Trust Index Survey and our internal Tell Us More survey. We support employees through ongoing dialogue, including periodic manager check-ins, town halls, all-company meetings, and quarterly all-company meetings. This "always listening" approach allows Workiva to consider employee feedback in real time and be agile to shifting demands.	**Ongoing**	Workiva achieved a **91%** global engagement score in the **2024 Great Place to Work** Trust Index Survey and an **84%** Inclusion & Belonging score in our **2024 Tell Us More Survey.**	• Inclusive Culture & Wellbeing • Sustainable Operations
External	Communities	We engage with community groups and NGOs in ad hoc and/or quarterly meetings. Workiva executives serve on various community boards, coalitions, and associations to support common priorities and receive feedback on key initiatives. We work with NGOs to support programs that have a long-term impact on closing the digital divide and on sustainability more generally.	**Quarterly**	In 2024, we **partnered with nine community-based organizations through Code.org** focused on **narrowing the digital divide** for all K–12 students with a focus on increasing participation by young women and underrepresented groups.	• Community Impact & The Digital Divide • Sustainable Operations
	Customers & Partners	We use technology to drive change, gathering feedback throughout the customer and partner life cycle to capture sentiment and facilitate continuous improvement. Our customer success team partners with platform users to understand their business objectives and offer best practices for the use of our software. The Workiva Community provides a forum for feedback and engagement while our Customer Advisory Boards focus on three industry disciplines: financial reporting, sustainability, and governance, risk, and compliance. We also facilitate broader conversations and host education and training workshops at global events throughout the year. These include roadshows, user groups, virtual roundtables, and our annual user conference, Amplify.	**Ongoing**	Our gross retention rate was 97% and our net retention rate was 112% as of December 31, 2024. Our methodology for calculating these values may be found under the Key Performance Indicators section on p. 49 of our **2024 Form 10-K ↗**.	• Customer Engagement & Satisfaction • Innovative Solutions • Privacy & Data Security
	Government & Industry Associations	We contribute to policy discussions geared toward advancing transparency and protection of data, and driving digital inclusion and economic growth. We closely interact and collaborate with key business and industry bodies that strive for progress in these areas on a regional, national, and global level.	**Quarterly**	In 2024, we strengthened existing engagements and established partnerships with new organizations to support our sustainability targets and informed policy efforts. We remain committed to the **UN Forward Faster Initiative** through the UNGC, are active members of the **World Economic Forum**, and engaged with stakeholders during **Climate Week NYC** and during **COP29**.	• Community Impact & The Digital Divide • Governance & Risk Management • Responsible Business Practices • Sustainable Operations
	Investors	Our Sustainability Management solution is an important component of our differentiated customer offerings. We have regular discussions with stockholders and the investment community as part of our approach to sustainability strategy, policies, and targets. This includes hosting several investor roadshows throughout the year and an annual Investor Day during Amplify.	**Ongoing**	Educated investors on the sustainability management market, including customer needs and purchasing trends and how sustainability creates long-term business value. Responded to rating agencies, achieving an **AAA in the MSCI ESG Ratings assessment**. These engagements informed our sustainability materiality assessment and disclosure strategy.	• Governance & Risk Management • Innovative Solutions
	Suppliers	We work with suppliers to support transparency, sustainability, diversity, and ethical business practices through our **Supplier Code of Conduct ↗**.	**Ad hoc**	Our **Supplier Code of Conduct** outlines basic requirements for all Workiva suppliers globally, including vendors, contractors, consultants, and other third-party companies which constitute Workiva's supply chain.	• Inclusive Culture & Wellbeing • Responsible Business Practices • Sustainable Operations

Sustainability target refresh

Our priority topics through 2024 were divided into four areas for which we set our sustainability targets: Innovation, Environment, People, and Philanthropy. We met or exceeded our **2024 sustainability targets ↗**.

Our sustainability strategy is continuously evolving. Beginning in 2025, we combined our People and Philanthropy targets into a single workstream, creating three focus areas: Innovation, Environment, and People & Philanthropy. Each of these areas includes refreshed targets that we aim to achieve by the end of 2027, unless otherwise indicated, and are described in further detail in their respective sections of this report.

With the evolution of our sustainability strategy, alignment to the UN SDGs has adapted accordingly. Our UN SDG alignment is shown alongside the refreshed targets as well as with our **material sustainability issue definitions ↗**.

Aligning with evolving regulations and frameworks

Workiva took several steps in 2024 to prepare for our voluntary alignment with new sustainability frameworks, including the European Sustainability Reporting Standards (ESRS) for the Corporate Sustainability Reporting Directive (CSRD), ISSB standards, and additional regulations in the state of California.

These actions included an initial ESRS gap assessment, training with an external consulting firm on regulatory changes, preliminary discussions with the Sustainability Task Force regarding a double materiality assessment, and the publication of a **report ↗** pursuant to the California Voluntary Carbon Market Disclosure Act.

ESRS

CSRD

ISSB

State of CA

Transparency of corrections or restatements of information

We are continuously refining our sustainability data and calculations to deliver trustworthy information for our stakeholders. Workiva may make retrospective changes to previously reported values as a result of improvements or changes to our data collection and reporting. These restatements may be made due to availability of new information, changes in calculation or estimation methodology, or correction of calculations or other errors.

In this report, previously reported scope 3 emissions values and categories have been updated or added based on what we have subsequently determined to be more accurate calculation methodologies and updated emissions factors.

GHG accounting methodology and restatements ↗

Future focus areas

Workiva is committed to continuous improvement in sustainability. We developed robust systems to manage, collect, and report scope 1, 2, and 3 emissions material to our organization. We will continue to increase completeness of documentation and internal controls pertaining to data collection, analysis, and reporting; leverage the Workiva Sustainability Management solution; and increase use of Workiva AI to power performance and increase team efficiency and disclosure quality.

As a software and services business, Workiva products and services are primarily digital. Certain potential impacts such as waste generation, water usage, or our impact on biodiversity may not be materially relevant to our business at this time. However, we acknowledge the importance of these topics as a global corporate citizen and will continue to evaluate our financial and sustainability impact in these areas, in alignment with best-in-class industry practices.

We also recognize the importance of transparency, authenticity, and accountability in line with our corporate values. Our disclosures and stakeholder engagement remain top of mind as we continue to evaluate and proactively prepare for the future of sustainability reporting.

Companies are seizing the opportunity to improve their sustainability disclosures, effectively making assured integrated reporting the gold standard in corporate disclosure.

—Paul Dickinson, a member of Workiva's Advisory Council and the Founder and Strategic Advisor of CDP

Memberships, coalitions, and associations

In 2024, we took a focused and deliberative approach to strengthening our existing engagement and establishing partnerships with new organizations to support our sustainability targets and informed policy efforts. Some of these entities may operate under Internal Revenue Code ("IRC") section 501(c)(4). By law, these entities are permitted to use a portion of membership dues for political activities. Some of the groups to which the company belongs may engage in political activities.

Global

- IFRS Taxonomy Consultative Group ↗
- IFRS Sustainability Alliance ↗
- UN Global Compact ↗
- UN Global Compact CFO Coalition for the SDGs ↗
- CDP's Network of Gold Accredited Partners ↗
- World Economic Forum ↗
- XBRL® International[1] ↗

Regional

- Boston College Center for Corporate Citizenship ↗
- EFRAG Digital Reporting Consultative Forum (DRCF) ↗
- Data Foundation ↗
- UN Global Compact USA Network ↗
- XBRL® United States ↗

State

- Ames Regional Economic Alliance ↗
- Greater Des Moines Partnership ↗
- Iowa Business Council ↗
- Technology Association of Iowa ↗

[1] XBRL® is a trademark of XBRL International, Inc. All rights reserved. The XBRL™/® standards are open and freely licensed by way of the XBRL International License Agreement.

Collaborating for global impact

We are committed to fostering collaborative efforts by engaging in meaningful dialogues with a diverse range of stakeholders, including other companies, NGOs, and academic institutions. By leveraging the strengths and expertise of these varied groups, we strive to create comprehensive strategies that not only address the reduction of GHG emissions but also enhance our collective ability to adapt to the impacts of climate change.

Workiva was the first software as a service (SaaS) company to join the United Nations' CFO Coalition for the SDGs. Our CFO, Jill Klindt, works alongside other global CFOs to guide companies to align their sustainability commitments with credible corporate finance strategies to create real world impact.

Workiva was also one of the first 130 "early movers" to join the UN's Forward Faster initiative, which aims to increase accountability and transparency by having companies publicly commit to five action areas where businesses can make the biggest impact by 2030: living wage, gender equality, climate, water, and sustainable finance.

Workiva is an Associate Centre Partner of the World Economic Forum and is a member of both the Centre for Nature & Climate and the Centre for Financial and Monetary Systems. The company actively participates in the Forum's CFO and Chief Sustainability Officer (CSO) communities, contributing to key discussions and initiatives in these areas.

In the second half of 2024, during Climate Week NYC and during the 29th annual Conference of the Parties to the UN Framework Convention on Climate Change (COP29), we engaged with regulators, customers, partners, media, and business executives.

Informed policy for business and stakeholder value

We believe Workiva has a distinct perspective that allows us to contribute to evidence-based discussions, and we engage policymakers and leaders globally to promote innovation through new technologies. We are committed to transparency regarding the positions we support and our engagement with government and industry leaders.

We prioritize and advance issues that affect our stakeholders and our business, in accordance with all applicable laws, rules, and regulations in the jurisdictions in which we operate. We collaborate with local and international organizations, including NGOs, industry associations, and academic institutions, to lead and contribute to dialogue in areas such as:

- **Transparency and data protection**
  - Development of financial, risk, and sustainability reporting data and disclosures
  - Advancement of practical policies for the creation and use of accessible, trustworthy data
- **Digital inclusion and economic growth in technology**
  - Growth and sustainability of the technology industry
  - Enhancement of a highly skilled, global workforce in the SaaS industry
  - Access to high-performance internet connectivity for a digital workforce and educational experience

As an example, in 2024 Workiva submitted a **response** ↗ to the UK's Financial Reporting Council's discussion paper on the future of digital reporting, which addresses changes in the regulatory landscape and considers the impact of the Economic Crime and Corporate Transparency Act 2023.

Political activity

As a company, Workiva does not endorse any candidates for public office or make political contributions to candidates, political committees, or organizations that are formed solely to influence elections. We carefully consider the best interests of the company and our stakeholders when contemplating any and all forms of political engagement. Workiva is committed to transparent and accurate reporting with respect to our engagement with government officials.

Our most recent U.S. federal lobbying disclosures can be found on the **U.S. Senate lobbying disclosure** ↗ database.

Employee activity

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

Eligible employees are permitted, but not required, to donate to the Workiva Inc. Data Fund, a political action committee (PAC) that may make direct candidate campaign contributions. All Workiva Inc. Data Fund contributions are voluntary donations and all activities are subject to applicable U.S. federal election laws. In 2024, the Workiva Inc. Data Fund did not make any contributions. Information about the PAC's activity can be found on the U.S. **Federal Election Commission's website** ↗.

Sustainability Governance

Workiva company values shape how we conduct business every day, guided by our sustainability governance groups, high standards for ethical business conduct, and compliance practices. Workiva remains committed to conducting business in accordance with the laws and regulations that apply to us and to advancing sustainable business practices that we believe help create long-term stakeholder value.

Governance Structure

Workiva's sustainability strategy is anchored by a robust governance structure of internal and external stakeholders, including:

- General oversight by and accountability to the Nominating and Governance Committee of our Board of Directors (the "Board"). Our Board committee charters include responsibilities relating to sustainability oversight as applicable to our committees. Detailed descriptions of the duties and responsibilities of each of our committees can be found in our Corporate Governance Guidelines and Committee Charters, available on our **website** ↗, as well as in the "Board Meetings and Committees" section of our most recent **proxy statement** ↗
- A Sustainability Task Force led by our CFO to ensure forward progress of our sustainability targets, and committed to alignment with the United Nations SDGs and other frameworks. Our Sustainability Task Force is appointed by our president and CEO, and is comprised of executives responsible for the oversight of various priority sustainability issues
- An external Advisory Council comprised of a group of experts who are knowledgeable about global sustainability regulation, strategy, practices, and reporting. Leveraging the expertise of our Advisory Council helps us develop relevant products and take actions that are innovative and socially responsible and meet the demands of our stakeholders

Workiva's sustainability strategy and targets are tied to our broader business objectives and embedded throughout our business operations. Our Sustainability Workstreams (working groups dedicated to executing on our Innovation, Environment, and People & Philanthropy targets) and Sustainability Disclosure Group are staffed by subject matter experts and stakeholders throughout the company who help to drive programs and operations to achieve key results.

Workiva's governance structure and practices are designed to enable effective oversight of sustainability-related business risks and opportunities, which are incorporated in our enterprise risk management assessment.

Workiva Inc. Board experience and expertise in sustainability issues

Our Nominating & Governance Committee considers a background in sustainability to be one area of importance when evaluating and recommending director nominees to our Board. Our Directors' and Officers' survey asks each of our new, existing, and nominee members of our Board and Executive team to detail their experience and expertise on a variety of topics, including sustainability. **More than half of our Board members have direct experience in sustainability.** A description of the various skills our directors possess can be found in our most recent **proxy statement** ↗. The table below includes information with respect to our Board of Directors as of June 2025.

	Cybersecurity	Governance	Human Capital Management	International	Risk and Financial Mgmt	Sales and Marketing	Senior Leadership	Sustainability	Technology/ SaaS	
 **Michael M. Crow, Ph.D.** President, Arizona State University		✓	✓	✓		✓	✓	✓	✓	7/9
 **Robert H. Herz** President, Robert H. Herz LLC		✓		✓	✓		✓	✓		5/9
 **Julie Iskow** President and Chief Executive Officer, Workiva Inc.	✓	✓	✓	✓	✓	✓	✓	✓	✓	9/9
 **Astha Malik** Chief Business Officer, Braze, Inc.		✓	✓	✓		✓	✓	✓	✓	7/9
 **David S. Mulcahy** President, MABSCO Capital, Inc.		✓	✓	✓	✓	✓	✓			6/9
 **Suku Radia** Retired Chief Executive Officer, Bankers Trust Company		✓		✓	✓		✓			4/9
 **Martin J. Vanderploeg** Former Chief Executive Officer, Workiva Inc.	✓	✓	✓	✓	✓	✓	✓	✓	✓	9/9

Sustainability Task Force

EXECUTIVE CHAIR

Jill Klindt
EVP & Chief Financial Officer

Emily Forrester
SVP & Chief People Officer

David Haila
EVP & Chief Technology Officer

Yasser Mahmud
EVP & Chief Marketing Officer

Mandi McReynolds
Chief Sustainability Officer

Marisa Pettorossi
Senior Director of Sourcing & Procurement

Prashanthi Ravanavarapu
VP of Product Management

Mike Rost
SVP & Chief Strategy Officer

Erik Saito
SVP, Global Strategic Advisory

Junko Swain
SVP & Chief Accounting Officer

Brandon Ziegler
EVP & Chief Legal & Administrative Officer

Advisory Council

Paul Dickinson

Founder and Strategic Advisor CDP, co-founder of Climate Week NYC, named to Time's 100 Most Influential Climate Leaders in Business for 2023 list, and co-host of the *Outrage + Optimism* podcast with Christiana Figueres and Tom Rivett-Carnac

Amelia Pan

Managing Director, Strategic Advisory at PJT Partners, Expert in Residence for Extraordinary Women on Boards, and former Partner at Brunswick and former host of *The ESG Agenda* podcast

Diana Tidd

C-Suite Executive and on the Emeritus Board of Women in ETFs U.S. and the Board of West Africa Village Education (WAVE), Stanford Women on Boards member, Former MSCI Chief Responsibility Officer and Global Head of Index

Paul Druckman

Non-Executive Chairman of World Benchmarking Alliance Board, Board Trustee for Accounting for Sustainability (A4S), Advisory Council Member of Integrated Reporting and Connectivity Council for IFRS Foundation, Former President ICAEW, and former Chairman of UK Accounting Standards and Board member of the Financial Reporting Council

Tensie Whelan

Distinguished Professor of Practice, NYU Stern Director, Center for Sustainable Business, Advisory Board Member of Glenmede, Nespresso, and Edelman Climate Advisory Committee

Data oversight and collection

The Audit Committee of our Board of Directors oversees the company's financial reporting and disclosure process. This responsibility includes reviewing and discussing with management and the company's Internal Audit department any risks, controls, and procedures relating to the company's public disclosures of sustainability and human capital data in its securities filings.

The Audit Committee charter can be found on our **Corporate Governance website ↗**.

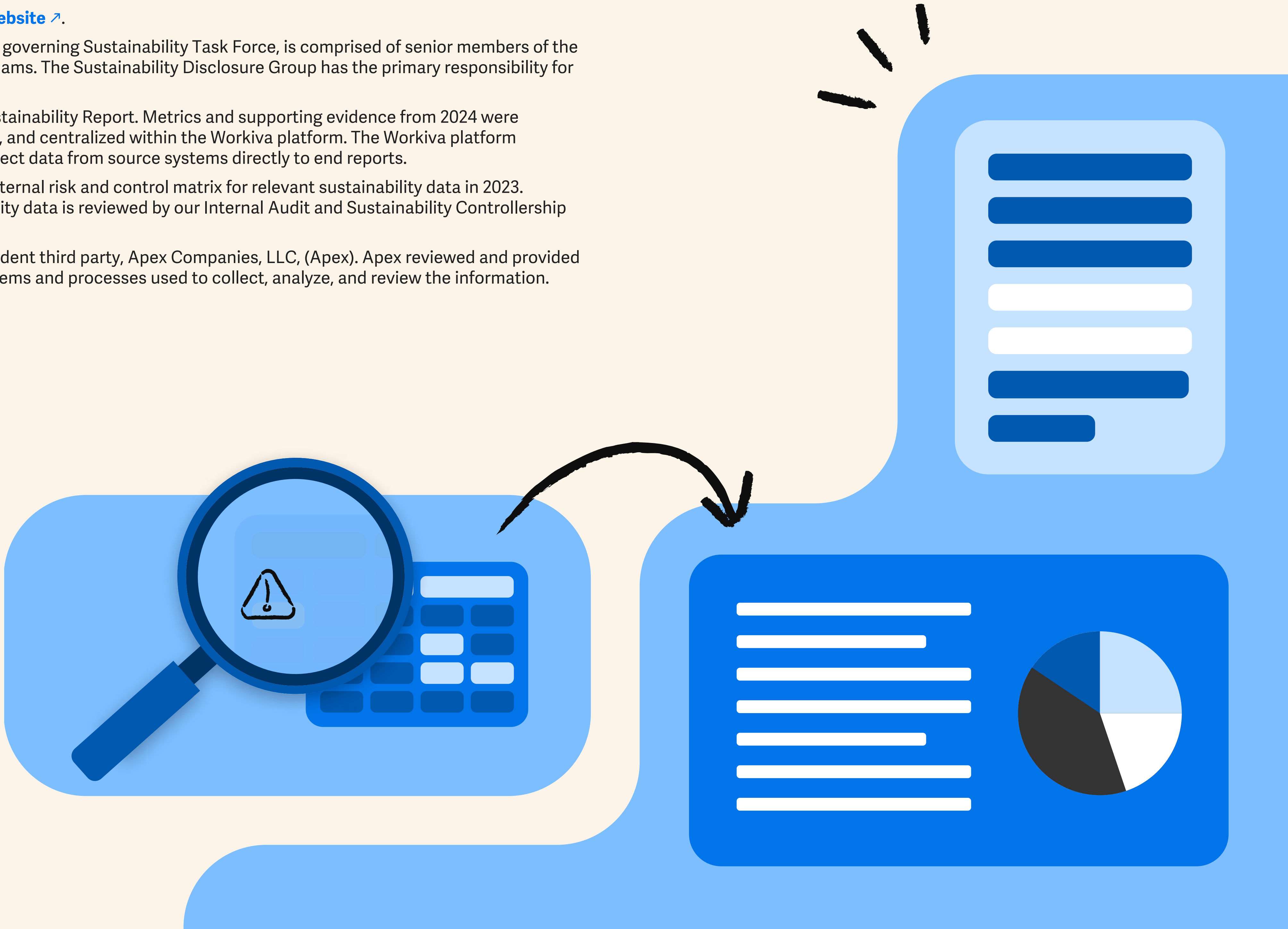
Workiva's Sustainability Disclosure Group, a working group of the company's governing Sustainability Task Force, is comprised of senior members of the Legal, Finance, Accounting, Internal Audit, Global Sustainability, and other teams. The Sustainability Disclosure Group has the primary responsibility for preparation and review of all sustainability disclosures.

We used our own Sustainability Management solution to create our 2024 Sustainability Report. Metrics and supporting evidence from 2024 were collected from subject matter experts and systems throughout the company, and centralized within the Workiva platform. The Workiva platform enables reporting teams to verify the data source and approvers and to connect data from source systems directly to end reports.

To mitigate risks related to data collection and reporting, we developed an internal risk and control matrix for relevant sustainability data in 2023. Testing of controls began in 2024 and will continue through 2025. Sustainability data is reviewed by our Internal Audit and Sustainability Controllership teams using the Audit Binder feature within the Workiva platform.

Select sustainability data within this report has been reviewed by an independent third party, Apex Companies, LLC, (Apex). Apex reviewed and provided limited assurance on select sustainability data, as well as the underlying systems and processes used to collect, analyze, and review the information.

2024 Apex Limited Assurance Statement ↗



Responsible Business Practices and Risk Management

Workiva is committed to the highest standards of ethical, moral, and legal business conduct. Our corporate values define the character of our company and are the foundation of the culture of Workiva.

Our principles describe the actions and behaviors that we expect from one another. Together, these values and principles define who we are as a company and are reflected in the world by way of our products, services, partnerships and through every single connection we make.

Workiva's values and principles reaffirm our commitment and dedication to sustainable growth, reducing our environmental footprint, and integration of sustainability into our business operations and strategy.

Learn more about our corporate values and principles on our **website** ↗.

Our values

Win as a team

There are no lone heroes here—we chase goals, break barriers, and conquer challenges together.

Make a positive impact

We bring our best selves to do our best work and take action to positively affect the world around us.

Innovate fearlessly

We didn't get to where we are by following the status quo. We operate with appropriate urgency and build transformational products.

Amaze our customers

Simplifying the complex is our specialty, and our commitment to delight beyond expectation is what sets us apart.

Do the right thing

There are always choices, but with compassion, clarity, and confidence, we make the right calls to fulfill our commitments.

Our principles

Accountability

Fulfill your commitments and take ownership of your actions.

Communication

Engage in the open and candid exchange of information, ideas, and feedback.

Respect

Treat others with dignity and set one another up for success.

Empathy

Put yourself in another person's shoes to understand their point of view.

Collaboration

Leverage each other's strengths to deliver the best outcome.

Inclusion

Uphold a diverse community where everyone belongs.

Trust

Believe in each other's capabilities and positive intentions.

A culture of accountability and respect

The Workiva Code of Conduct outlines the policies and principles that guide us in our daily work together. It explains what to expect on a company level and what is expected of each of us.

In addition to our Code of Conduct, we have policies, standards, and guidelines to direct suppliers, vendors, contractors, consultants, and all other third-party companies that constitute Workiva's value chain on conducting business in an ethical, legal, and socially responsible manner.

100%

Employees who completed annual Code of Conduct training

Workiva Code of Conduct ↗

Supplier Code of Conduct ↗

Read more about the Workiva Supplier Code of Conduct and our **value chain ↗**.

Employee grievance mechanisms

Our anonymous whistleblower reporting system, administered by Lighthouse Services (an independent third-party provider), is for reporting serious violations of company policies or Code of Conduct that may amount to unlawful activity, including (but not limited to) allegations of financial fraud or misstatement, violation of internal controls, harassment or discrimination, misuse of confidential information, unethical business practices, or conflict of interest.

Ethics@workiva.com is an internally administered inbox that is reserved for employees to submit questions or concerns relating to our policies or our Code of Conduct. This reporting system is not anonymous.

We aim to provide protections to anyone who reports concerns or possible violations in good faith. Workiva does not tolerate retaliation against any person who reports or participates in an investigation of a possible violation of our policies.

Commitment to human rights

In accordance with the principles outlined in the United Nations Global Compact on human rights, labor standards, and environmental protection, we maintain our Enterprise Human Rights Policy ↗ and Modern Slavery Statement ↗. Both incorporate our Supplier Code of Conduct by reference, demonstrating our commitment to upholding these standards and principles within our business operations and across our entire supply chain. This commitment reflects our ongoing efforts to promote ethical practices and respect for human rights in every aspect of our corporate activities. We seek to observe the following principles in our business and throughout our supply chain:

- **Human rights**
  - Support and respect the protection of internationally proclaimed rights within the realm of our influence
  - Ensure that we are not complicit in human rights abuses
- **Labor**
  - Uphold the freedom of association and the effective recognition of the right to collective bargaining
  - Eliminate all forms of forced and compulsory labor
  - Effective abolition of child labor
  - Elimination of discrimination in respect of employment and occupation
- **Environment**
  - Support a precautionary approach to environment challenges
  - Undertake initiatives to promote greater environmental responsibility
  - Encourage the development and diffusion of environmentally friendly technologies
- **Anti-corruption**
  - Work against corruption in all its forms, including extortion and bribery

Security and data privacy

Security is critical to our reputation and trust with customers and protecting their data is a top priority. We understand the immense responsibility that comes with safeguarding our customers' sensitive data and utilize numerous measures to ensure data security and privacy. Our multifaceted approach to identify and address security risks, including policies, procedures, monitoring, and our incident response program, applies to Workiva operations worldwide.

The Workiva platform is a closed, secure ecosystem where customer data is stored in secure facilities, on secure servers, and within secure applications. We have no data centers located on-site at our office locations. Instead, Workiva utilizes Amazon Web Services (AWS) as our cloud IaaS (infrastructure as a service) and platform as a service (PaaS) provider. We perform an annual third-party risk assessment of AWS to review the third-party audit test of their data center security.

Our program is governed by enterprise policies derived from the National Institute of Standards and Technology and the International Organization for Standardization (ISO) industry standards.

Security is part of all phases of product development. Code pertaining to session management, access control, APIs that perform cross-platform calls, authentication, input validation, output encoding, secure transmission, audit logging, file uploads, XSS/CSRF protection, or encryption/hashing is subject to security review, either by our Information Security (InfoSec) team or by developers trained and authorized in code security review. Code changes and additions are tracked, reviewed, and approved by security release tooling. The InfoSec team trains developers on how to write code that is resilient to common web-based attacks, and conducts penetration testing that looks for OWASP Top 10 issues and more. Significant care is taken during the design and prototyping phases of any feature set to identify architecture and implementation that may require security consideration. New feature sets requiring security consideration are subject to code review and approval prior to production release.

Workiva complies with applicable data protection laws regarding the collection, use, and processing of personal information, including the EU General Data Protection Regulation (GDPR) and the California Consumer Privacy Act (CCPA).

Workiva has published privacy policies for our public website and services (Workiva platform). Workiva is an active participant of the EU-US Data Privacy Framework (DPF), the UK Extension to the EU-US DPF, and the Swiss-US DPF, as verified by TRUSTe. Workiva's certification can be found at **dataprivacyframework.gov ↗**. Our **Privacy Policy ↗** is reviewed and updated as needed to align with our privacy practices. The policy explains how Workiva collects, uses, and shares personal information.

Cybersecurity

While our InfoSec team is tasked with ensuring that adequate and ongoing discovery and management of risk is integrated with our enterprise risk management program, both the full Board and Audit Committee exercise oversight to risks relating to information security. The Chief Information Security Officer (CISO) regularly informs the CEO, Chief Legal Officer, Chief Information Officer, and in-house data privacy counsel of cybersecurity risks and incidents to keep senior management abreast of our cybersecurity posture and potential risks facing Workiva. Furthermore, significant cybersecurity matters and strategic risk management decisions are escalated to the Board.

The Board receives regular briefings from our CISO on our information security program, including current and developing trends of importance and the industry at large, mitigation strategies for the risks and threats, and the results of continuous monitoring and regular third-party testing of our information security posture.

Workiva is subject to SEC disclosure obligations regarding its cybersecurity risk management and strategy, governance, and material cybersecurity incidents and would be required to disclose material cybersecurity incidents on a Form 8-K. As reported in our **2024 Form 10-K ↗**, we have not encountered any incidents from cybersecurity threats to date that have materially affected or are reasonably likely to materially affect our business.

More information about our Security & Privacy policies and programs can be found on our website at **workiva.com/security ↗**.

Security training

Workiva mandates security education for all individuals with system access, including employees and contractors. This training covers policies, standards, confidentiality, privacy, physical and system security, acceptable use, social engineering, and more. Employees must complete either General or Technical Security Awareness training annually, depending on their role. New hires must complete the relevant training within five days of their start date.

AICPA SOC

ISO 27001 Certified

GDPR

Our security and data privacy services have earned several security-related certifications—a testament to the many ways we strive to protect customer information and data. A full list of our current compliance certifications, memberships, and incident reports can be found at **workiva.com/security ↗**.

100%

Active employees completed Security Awareness Training in 2024

Product Responsibility

We develop technology responsibly

Workiva takes an ethical and sustainable approach to the creation and use of technology. We take into consideration the potential social, environmental, and economic impacts of our products throughout their life cycle. We believe technology should be developed and used in a way that respects privacy, promotes inclusivity, and aligns with the low-carbon economy.

Workiva AI is transforming workflows with efficiency, insights, and assurance. By integrating AI into the core of our platform, we're increasing the speed and quality of our customers' most important work, all within the secure, controlled, and governed Workiva user experience. Uniquely tailored to financial reporting, governance, risk, and compliance, and Sustainability Management solutions, Workiva AI empowers our customers around the globe to augment team efficiency, improve the quality of insights, and enhance reporting assurance every day.

Workiva is committed to the responsible and ethical application of AI and Machine Learning (AI/ML) technologies. Our company policy, which outlines the principles and requirements for AI/ML use within Workiva, applies to all employees, contractors, partners, and third parties interacting with or utilizing AI/ML systems on behalf of the organization. We are guided by principles of fairness, transparency, accountability, and respect for privacy and security in our use of AI/ML. This includes aligning with the internationally recognized ISO 42001 AI Risk Management Framework in 2025, so policies and practices governing our application of AI, both internally and within our products, meet this standard.

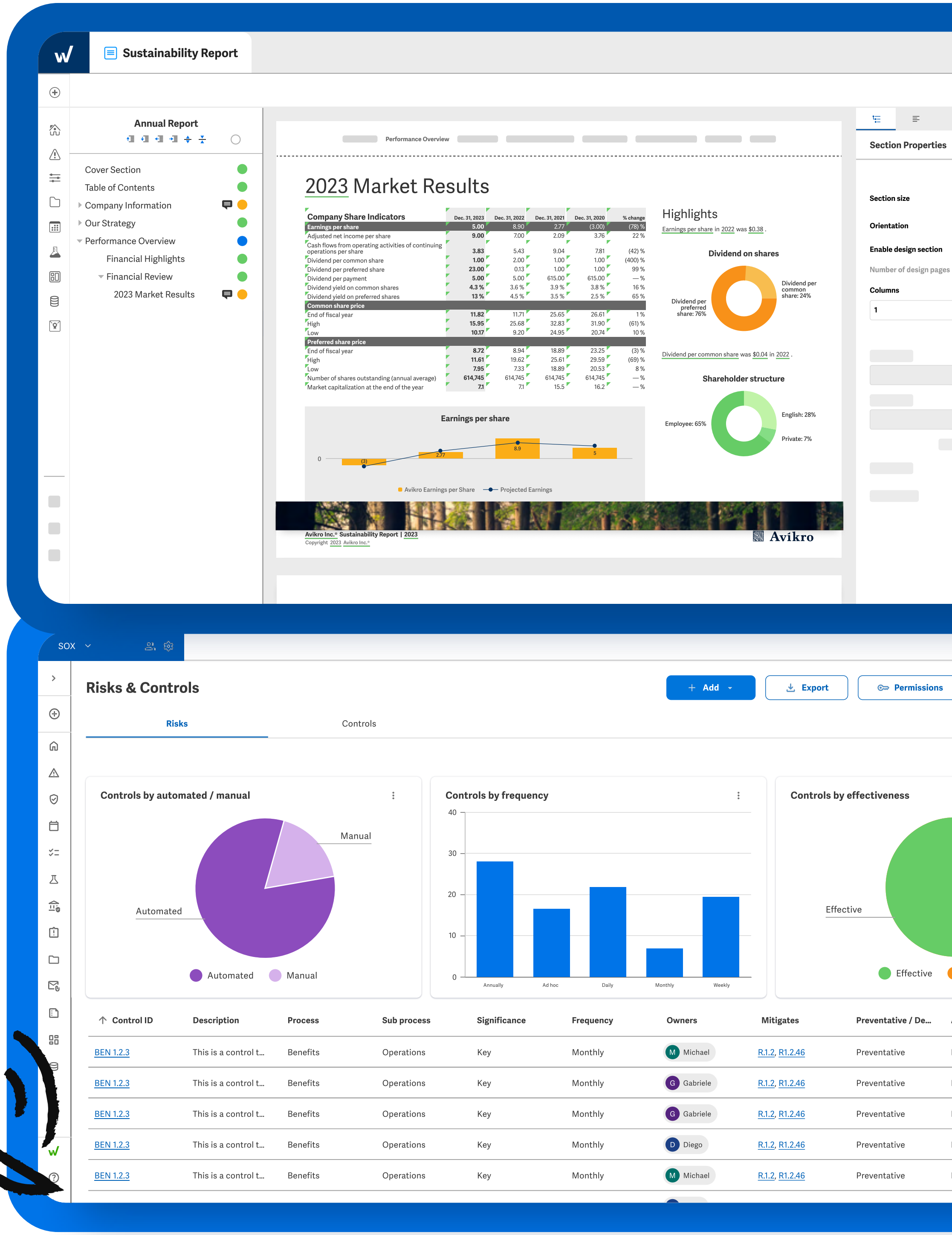
Data security and privacy are paramount. All data, including customer inputs and AI-generated responses, are encrypted during transmission. Importantly, customer data is not used to train or tune the large language models (LLMs) employed by Workiva AI.

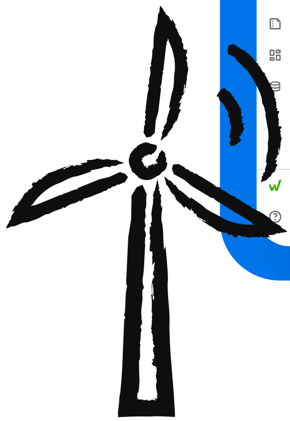
Our commitment to responsible implementation includes ensuring that AI-generated content is never produced without explicit user action, awareness, review, and acceptance. We collaborate closely with our LLM providers to implement robust safeguards for a safe and responsible generative AI experience. These safeguards include content filtering and anchoring to prevent the processing or generation of inappropriate or sensitive content, and to limit incorrect or misleading results. Workiva customers retain the option to opt out of generative AI capabilities at any time.

Workiva's stewardship extends to our user community through the provision of training content, examples, and webinars aimed at generating more tailored responses and promoting the safe and responsible use of generative AI. We also advocate for responsible AI implementation within the broader AI community, including at the World Economic Forum's AI Governance Summit.

Environmental impact of AI

While concerns about the energy consumption of AI are valid, it's important to consider the broader context. Our AI solutions are powered by leading providers like Microsoft[1] and Google[2], which are at the forefront of sustainable cloud computing. These providers are heavily invested in renewable energy, employ cutting-edge data center efficiency technologies, and are committed to carbon neutrality. Furthermore, our focus is on developing AI tools that drive sustainability for our customers, enabling them to optimize resource usage, reduce waste, and operate more efficiently. We believe that by prioritizing energy efficiency, leveraging renewable energy, and focusing on sustainable applications, we can work to establish AI as a powerful force for positive environmental impact.





[1] Microsoft is a registered trademark of the Microsoft group of companies in the United States and/or other countries.

[2] Google is a trademark of Google LLC.

Managing sustainability risks and opportunities

We are committed to continuously monitoring risks through strong reporting and disclosure practices, and believe doing so will enable us to mitigate potentially costly disruptions, optimize resources toward areas with the highest potential impact, and supports the ability to make informed strategic business decisions. Demonstrating a robust risk management process strengthens our reputation of trust and transparency with stakeholders and safeguards the company's financial health. Our risk monitoring ensures overall risk management is aligned with the company's strategic objectives and supports long-term sustainability and business objectives.

Our enterprise risk management (ERM) program reviews and considers top risks of the company. Sustainability-related risks are considered as part of our bi-annual enterprise risk assessment and enterprise risk strategy. Our Enterprise Risk Management Committee determines the nature of risks and decides on the appropriate actions to take while maintaining alignment within risk management roles and responsibilities.

A summary of business risk factors can be found in our **2024 Form 10-K** ↗ filing under "Risk Factors."

More information about climate-related risks and opportunities can be found in **Workiva's Climate Transition Plan** ↗.

Our full Board, assisted by committees, exercises risk oversight at Workiva. Committees take the lead in discrete areas of sustainability risk oversight when appropriate:

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

Our Board is comprised of a majority of independent directors, which provides an effective balance with the members of executive management who serve as directors while allowing for open communication between management and our Board. Our current leadership structure supports the risk oversight function of the Board. Management is responsible for overseeing the risks that Workiva faces every day.

Additionally, our Sustainability Task Force, led by our CFO, helps monitor and manage risks and opportunities related to sustainability.

For more information, visit our **Corporate Governance** ↗ web page.

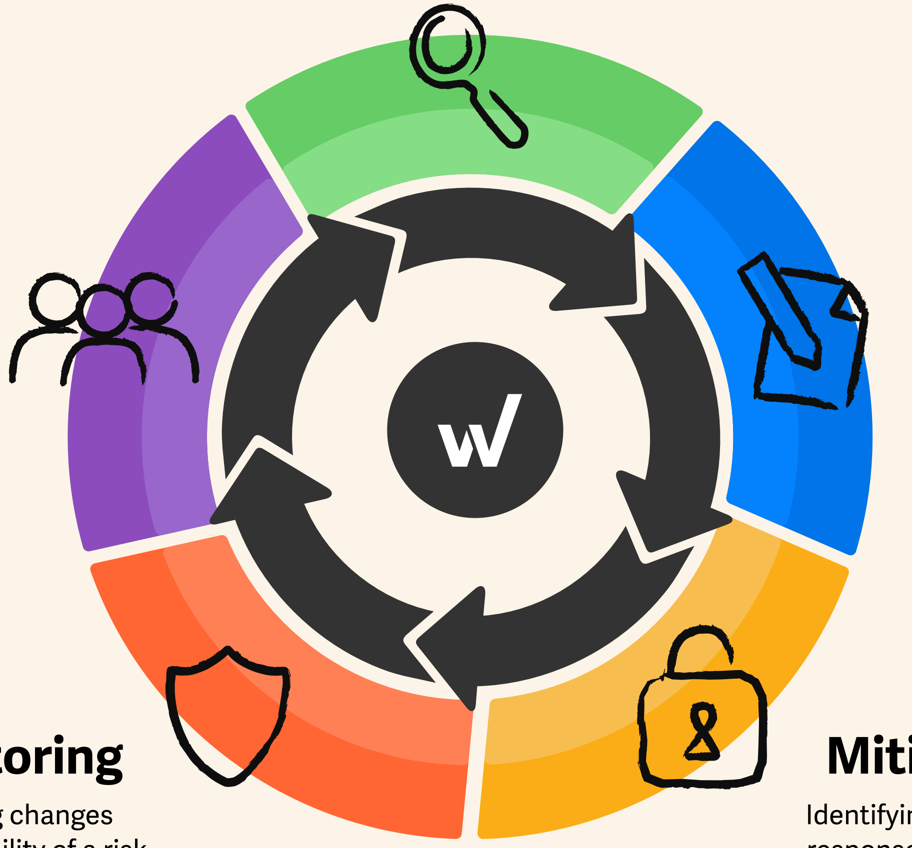
ERM process

Identification

Identifying risks affecting the organization

Reporting

Communicating risk information to stakeholders



Assessment

Applying quantitative & qualitative methods to assess the magnitude of risk exposures

Monitoring

Monitoring changes in the probability of a risk occurring or impact of risk should it occur

Mitigation

Identifying & executing responses to minimize the probability of a risk occurring

Workiva's multi-stage ERM approach ensures we are executing a consistent and systematic approach to identify, assess, prioritize, mitigate, monitor, and report on material business and operational risks.

Upholding excellence in our value chain

Workiva is committed to conducting its business in an ethical and socially responsible manner. As a provider of SaaS products and services that are hosted in the public cloud, we have a relatively limited supply chain.

At the request of some customers, we subcontract business reporting elements to a global provider of these services. While our supply chain may be less complex than that of other industries, we recognize the need to hold our suppliers to the same high standards to which we hold ourselves.

The Workiva Supplier Code of Conduct is reviewed annually, and is another component of our overall risk management strategy. In our **Supplier Code of Conduct ↗**, we outline the basic requirements for all Workiva suppliers globally, including vendors, contractors, consultants, and other third-party companies that constitute Workiva's supply chain. These provisions address topics including labor, human rights and wages, health and safety, environmental requirements, ethics, and management systems. These topics further promote environmental protection and responsible business practices throughout our value chain.

Our Supplier Code of Conduct, or terms that meet or exceed the requirements in the code, are incorporated into our supplier contracts.

Procurement activities are centralized and managed by Workiva's Strategic Sourcing & Procurement (SS&P) team. Our procurement process is conducted in an open and competitive environment to benchmark pricing and ensure costs remain fair and reasonable while maintaining quality of service. We consider competitive price, quality, timeliness, and excellent service alongside suppliers' socially and ethically responsible business practices when evaluating proposals and third-party spend.

Building on efforts we began in 2023, we focused on formalizing an on-site audit checklist, provided human rights training to team members conducting audits, and enhanced our supplier diversity initiatives.

In 2024, Workiva partnered with Supplier.io as a mechanism to research and expand our supplier portfolio and measure the impact of sourcing with small, diverse, and sustainable suppliers. Additionally, the SS&P team helped educate and raise awareness with suppliers to ensure they were categorized accurately for future recognition.

Our internal team is committed to maintaining active engagement with suppliers through the Workiva Carbon supplier survey, which is one of the advantages of implementing Workiva Carbon as part of our sustainability strategy. This tool allows us to efficiently and reliably gather emissions data from our supply chain, enabling our SS&P team to identify suppliers to collaborate with on emissions reduction initiatives. Additionally, it enhances our ability to accurately track scope 3 emissions and address potential supplier-related risks.

Development

Sourcing & procurement

Key stakeholders

Suppliers and employees

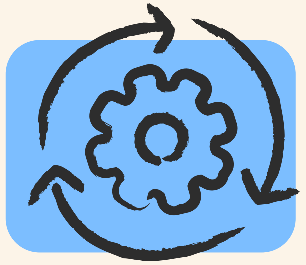
Key activities

- Supplier identification and management
- Spend and performance analysis, including data integration
- Build strong partnerships with critical suppliers
- Supplier risk assessments and on-site audits
- Supplier Code of Conduct adherence
- Internal stakeholder and supplier engagement

Material sustainability issues impacted[1]

Responsible Business Practices, Sustainable Operations, Privacy & Data Security, Governance & Risk Management, Inclusive Culture & Wellbeing

Operations



Key stakeholders

Employees and investors

Key activities

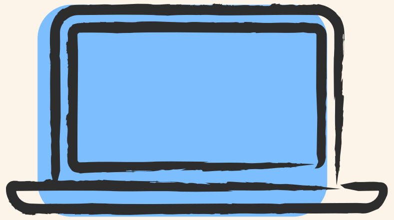
- Organizational design
- Workforce planning, recruitment, and selection
- Employee development
- Compensation and benefits
- Risk evaluation
- Compliance and regulation
- Facilities operation

Material sustainability issues impacted

Inclusive Culture & Wellbeing, Governance & Risk Management, Innovative Solutions, Privacy & Data Security, Responsible Business Practices, Sustainable Operations

Delivery

Products & services



Key stakeholders

Customers and partners

Key activities

- Product strategy
- Research and development
- Product discovery, prototype, testing, and delivery
- Testing, marketing, and sales generation
- Business development

Material sustainability issues impacted

Customer Engagement & Satisfaction, Innovative Solutions, Privacy & Data Security

Customers & community engagement

Key stakeholders

Customers and partners, communities, and government and industry associations

Key activities

- Customer advocacy, engagement, and value optimization
- Training and education
- Employee philanthropy and volunteerism
- Building industry relations and global partnerships

Material sustainability issues impacted

Community Impact & The Digital Divide, Customer Engagement & Satisfaction, Governance & Risk Management, Innovative Solutions, Privacy & Data Security, Responsible Business Practices, Sustainable Operations

[1] In conducting our assessment of sustainability issues, we referenced third-party frameworks that refer to "material" topics to reflect issues of importance to us and our stakeholders. Used in this context, these terms are distinct from, and should not be confused with, the terms "material" and "materiality" as defined by or construed in accordance with securities law or used in the context of financial reporting.

Workiva's 2024 Sustainability Targets

The information in this section reflects sustainability targets that were established in FY 2022, and the status updates below reflect actions taken during FY 2024 and incorporates sustainability data from Sustain.Life, Inc., which the company acquired in June 2024.

Innovation

Status: **Exceeded**

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

- Increased our customer count across platform solutions to **6,300+ customers**
- Sponsored a **Sustainability Pro Group** with **1,100+** sustainability professionals
- Provided **education and training** at Amplify, our annual user conference, for **2,100+ partners and companies**
- Produced sustainability podcast with listeners and viewers from **170+ different countries**

Environment

Status: **On Track**

Reduce our combined absolute scope 1 and 2 GHG emissions by 95.4% and our scope 3 emissions intensity by 67% by 2034, using 2019 as the baseline, and progress toward carbon net-zero emissions across our value chain by 2040.

- Achieved **operational net-zero**[1] **across scope 1, 2, and 3** upstream leased asset emissions through reduction initiatives and the implementation of a REC and offset purchase program[2]
- Updated reduction targets to conform with requirements for approval from **SBTi**
- **Replaced 418 fluorescent light bulbs** with LED bulbs as part of an energy efficiency project in our largest facility, with an estimated annual reduction in energy consumption of 17,403 kWh[3]

Philanthropy

Status: **On Track**

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

- Engaged **73% of employees** in giving and/or volunteering
- Workiva Day of Service resulted in **7,800+ hours** of time volunteered by our employees to **160+ organizations,** equating to more than **$260,000 of value given back to our communities**[4]
- **Partnered with nine community-based organizations in 2024, through Code.org ↗** focused on **narrowing the digital divide** for all K–12 students with a focus on increasing participation by young women and underrepresented groups

People

Status: **Exceeded**

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

- Achieved **91% employee engagement score** in the Great Place To Work Trust Index Survey
- **100% of active employees** completed a version of workplace inclusion training since its first launch in 2021
- Achieved **46% employee participation** in seven Business Employee Resource Groups (BERGs), available to all global employees

[1] Our determination that we achieved operational net-zero emissions in 2024 is based on our calculation of our scope 1, 2, and 3 emissions, which consist of scope 1 stationary combustion and fugitive emissions, scope 2 purchased electricity, and scope 3 upstream leased assets.

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

[3] This project began in November 2023.

[4] Workiva calculated value of volunteer time utilizing the **Value of Volunteer Time report ↗** from Independent Sector and the Do Good Institute.

Innovation

We recognize the importance of integrating sustainability into our product development processes to drive meaningful environmental and social impact. Our commitment to innovation in sustainability is reflected in continuous efforts to enhance our platform and develop new solutions that empower our customers to achieve their sustainability goals and accelerate productivity with support from AI.

9 INDUSTRY, INNOVATION AND INFRASTRUCTURE

10 REDUCED INEQUALITIES

12 RESPONSIBLE CONSUMPTION AND PRODUCTION

13 CLIMATE ACTION

17 PARTNERSHIPS FOR THE GOALS

Drive performance with purpose

Workiva powers transparency, accountability, and trust for finance, accounting, sustainability, risk, and audit teams from 6,300+ organizations worldwide. Workiva is the only AI-powered Sustainability Management platform that unifies financial and non-financial data to reduce inefficiencies, streamline reporting, and ensure alignment with global disclosure requirements.

We know that consistent, accurate, timely, and traceable data needs to be reliable and reusable throughout multiple business processes. When companies have better data, they can drive better decision-making. Organizations worldwide use the Workiva Sustainability Management solution as it provides an effective platform to help manage, collaborate, and disclose sustainability information to stakeholders.

Amazing our customers and helping them simplify their complex business problems is our specialty. It's what sets us apart from our peers. Our platform offers integrated solutions for sustainability reporting that combine financial and non-financial data, ensuring that sustainability metrics are centralized and included as part of a holistic view of organizational performance. Leveraging the Workiva platform, customers can streamline their reporting processes, enhance data accuracy, and increase transparency in their disclosures.

Our innovation efforts focus on addressing customer feedback and reducing friction in the user experience. Establishing and maintaining strong relationships with customers allows for candid dialogue and assessments, helping us identify areas for improvement and prioritize the development of features that meet their needs. We adhere to a disciplined process for tracking, developing, and releasing new innovations that are designed to have immediate and broad applicability, a strong value proposition, and a high return on investment for both Workiva and our customers.

Sustainability Management represents a potential opportunity for growth, and we plan to continue to accelerate our efforts to meet these increasing needs as we collectively drive toward a more sustainable future.

New regulations coupled with demands for assurance and consistency mean sustainability, financial reporting, risk, audit, and controls are converging—each one is reliant on the others. All large companies should be transitioning to software that provides assured integrated reporting as soon as possible. Technology is often referred to as 'an enabler' in business, but companies will soon discover that good technology is essential.

—Andie Wood, VP of Regulatory Strategy, Workiva

We're excited to enter a new phase of sustainability innovation with refreshed targets

By the end of 2027, we commit to enable more companies, customers, cities, governments, and stakeholders on their sustainability management journey by:

- Delivering 30 new or improved innovations that allow customers to fulfill reporting and disclosure needs while also focusing on initiatives and actions that drive global impact and long-term business value
- Accelerating climate innovation and customer decarbonization by increasing the share of Workiva Carbon customers who publicly disclose their verified emissions by 25%, while driving a measurable reduction in total carbon emissions managed through the platform
- Empowering 30% of Workiva customers to leverage the power of Workiva AI to improve the accuracy, efficiency, and impact of strategic business decisions

Driving growth via the Workiva Sustainability Management solution

At Workiva, holistic sustainability management is about performance and outcomes, not just processes. We believe it's important for organizations to understand sustainability in business terms, creating a common language that unites teams and clarifies the impact, risks, and opportunities of sustainability efforts on the organization and the world.

As the reporting landscape becomes increasing complex, the need to centralize financial and non-financial data and for teams to collaborate while ensuring a single source of truth is accelerating. Global regulations are driving some of this shift and organizations are also publishing voluntary sustainability disclosures to demonstrate progress to stakeholders. Thus, the need for assured integrated reporting is only growing stronger.

According to a 2024 study commissioned by Workiva and conducted by Forrester Consulting, 70% of financial, sustainability, and governance leaders see assured integrated reporting platforms as pivotal to increasing collaboration, providing assurance, and effectively communicating value.[1]

The Workiva platform helps organizations prepare beyond compliance with reporting frameworks and regulations through materiality and readiness assessments. These assessments help companies understand the reciprocal impacts between their business and external factors. Incorporating a double materiality assessment (DMA) and a corresponding disclosure readiness assessment, into regular analysis of sustainability issues allows companies to proactively mitigate risks and enables leaders to make adjustments to company strategy and public disclosures. The Workiva platform has a repeatable methodology and built-in process transparency, making auditing of DMA activities easier.

The Workiva platform is purpose-built to ultimately translate data into both insight and audit-ready disclosures. Our Sustainability Management solution enables organizations to manage the increased rigor of adhering to global regulations and voluntary frameworks and standards, including GRI, SASB, TCFD, ISSB, CSRD, and CDP.

These frameworks and standards continue to evolve and remain critical to companies' sustainability disclosure strategies. Companies can rely on the Workiva platform to drive impact and value creation through streamlined compliance of data, processes, and controls aligned with the reporting requirements.

Increasing sustainability intelligence

Technology innovation remains critical to driving progress in sustainability. As global regulations and standards for non-financial disclosures evolve, so must investments in sustainable technologies.

The Workiva platform has transformed our own disclosure and sustainability journey by connecting sustainability and financial data with carbon accounting management, as well as enabling us to audit and assess sustainability risks, all in a single platform.

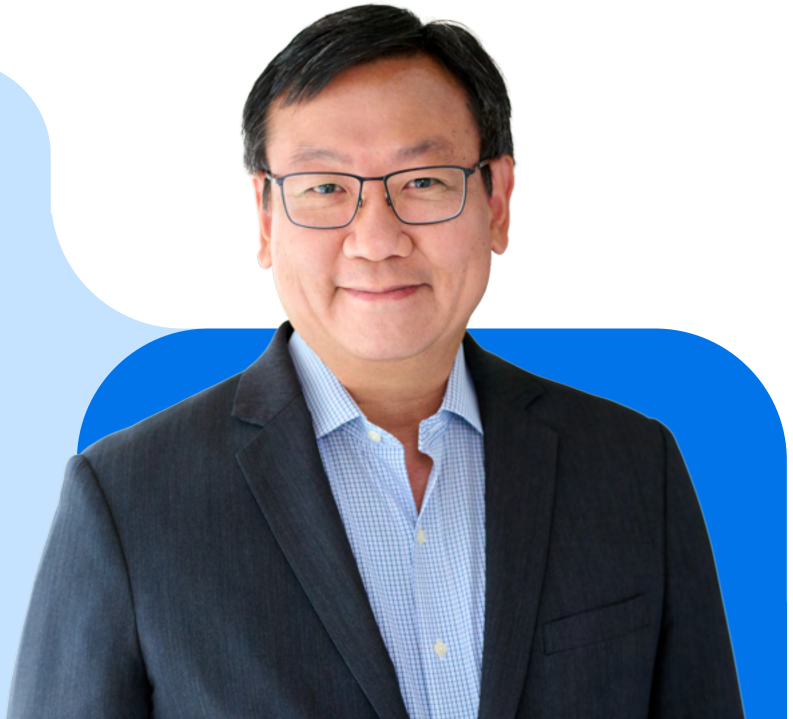
Using the Workiva Sustainability solution, we conducted and documented our sustainability materiality assessments, tracked progress against our sustainability targets, and collaborated with internal and external stakeholders on data and disclosures. **This is the second sustainability report where we used Workiva AI to accelerate productivity, analyze peer reporting, and generate disclosure content.**

In 2024, we also leveraged Workiva Carbon for GHG accounting of scopes 1, 2, and 3 emissions, tracking our emissions across facilities and locations using externally validated emissions factors. We linked this data to our enterprise sustainability workspace for further validation, reporting, and disclosure. Workiva Carbon helped us automate utility data collection and calculate scope 3 emissions for purchased goods and services using a spend-based approach with published commodity emission factors as well as supplier-specific emission factors derived from publicly reported CDP data.

We work closely with our internal Finance and Audit teams to report and validate our disclosures, including with our sustainability controller to increase the rigor of internal controls for our sustainability data, and to prepare for third-party data verification for limited assurance over select sustainability data.

Innovation is key because it lets us tackle challenges with fresh perspectives and practical solutions. It helps break down barriers, sparks new ideas, drives smarter processes, and enables technologies that help us reduce emissions, use resources more efficiently, and discover sustainable solutions we couldn't have imagined just a few years ago. But perhaps most importantly, innovation brings people and ideas together, empowering us to address these challenges collaboratively and create meaningful, lasting change. It's the driving force that turns sustainability goals into real, impactful action.

—Erik Saito, SVP, Global Strategic Advisory, Workiva



[1] *Accelerate Sustainable Value Creation with Assured Integrated Reporting* ↗ is a November 2024 commissioned study conducted by Forrester Consulting on behalf of Workiva.

Workiva Carbon

The introduction of Workiva Carbon reinforces our commitment to sustainability leadership and instills trust in customers who may confidently rely on Workiva for comprehensive sustainability management.

Workiva Carbon combines the technology and expertise from our 2024 acquisition of Sustain.Life, Inc. with the power of the Workiva platform. It helps organizations measure, manage, and report carbon emissions, including data from third-party supply chain partners.

When coupled with the Workiva Sustainability Management solution, companies can establish their sustainability strategy, set science-based emissions reduction targets, collect key business data, calculate critical metrics, measure progress, and report results—all within the Workiva platform.

As an audit-ready solution, Workiva Carbon provides the following benefits:

- Scope 1, 2, 3 emissions, centralized—Track and manage emissions data with speed, scale, and accuracy. Leverage system integrations and automated calculations to streamline complex scope 1, 2, and 3 inventories. Reduce manual errors, scale across global operations, and gain confidence with rigorous data governance and access to thousands of externally validated emissions factors that cover 240+ countries and territories
- Accelerate decarbonization and build long-term business resilience—Turn ambition into action with science-based targets and credible decarbonization plans. Identify and model reduction pathways, assess supply chain risks, and engage suppliers through a centralized platform. Visualize progress against global warming scenarios and track performance to drive measurable climate impact
- Cross-team work with full transparency—Share, leverage, and link the same set of trusted data to deliverables across business functions, including sustainability, accounting, finance, audit, risk, legal, and more, without the risks associated with manual work
- Report with confidence—Automatically align emissions data to voluntary frameworks as well as mandated disclosures that are always audit-ready, thanks to rigorous data governance and internal controls, including the CSRD and California's Climate Corporate Data Accountability Act (SB-253) and Climate-Related Financial Risk Act (SB-261). When Workiva Carbon is leveraged with the full Workiva platform, it enables customers to also report progress in alignment with global sustainability standards and disclosures such as the SBTi, the GHG Protocol, and CDP

From our earliest conversations with the team at Workiva, we knew that they saw the same opportunity we did—to drive transparency, and along with that, raise the standards for corporate operations.

—Annalee Bloomfield, VP of Solutions – Sustainability, Workiva

A large, industrial supplier specializing in automation solutions and services, Caltrol ↗ used to manually track energy data in spreadsheets. Since implementing Workiva Carbon, they've streamlined and organized the company's tracking processes, enhancing reporting transparency for both upstream and downstream partners.

Caltrol also no longer relies on external consultants as Workiva Carbon enables them to calculate the business impact of their sustainability management program. They utilize environmental and emissions data to prove cost savings and efficiencies that enable the entire organization to focus on sustainable business expansion.

Making these changes has not only reduced the company's environmental impact but also strengthened its market position. Caltrol's commitment to automating sustainability resulted in tangible benefits for its operations, employees, and customers, setting a strong foundation for future growth and innovation in the industrial automation sector.

"Whenever possible, we leverage Workiva's integrations with systems that simplify data collection by reducing manual intervention. We have now generated three years of sustainability reporting data and the software serves as the backbone of ensuring data accuracy."

—Bill Flader, Lead Project Manager, Caltrol Inc.

The Greenhouse Gas Protocol (GHG Protocol) divides emissions into three scopes:

SCOPE 01

BURN

DIRECT

Direct emissions from sources owned or controlled by a company

Examples:
Fuel used to power company equipment

SCOPE 02

BUY

INDIRECT

Indirect emissions from the energy purchased and used by a company in buildings and production processes

Examples:
Heating and cooling for company buildings

SCOPE 03

BEYOND

INDIRECT

All emissions not already covered in scopes 1 and 2, arising from upstream and downstream operations—accounts for a majority of a company's emissions

Examples:
Purchased goods and services, business travel, operational waste, investments

Workiva AI

Teams are being asked to do more with fewer resources, while also balancing the complex pace of change to global reporting regulations. Workiva is committed to leveraging advanced technologies such as generative AI to enhance our sustainability solutions and help teams navigate this landscape.

In 2023, we launched Workiva AI for early access customers to accelerate productivity and augment workflows. In the second half of 2024, we formally introduced Workiva AI to the broader marketplace, enabling customers to manage their sustainability data more efficiently and effectively, while remaining grounded in security, transparency, control, and context.

Workiva AI supports the full spectrum of financial and non-financial reporting, sustainability, audit, risk, and compliance activities required in today's increasingly regulated and highly competitive landscape. Workiva AI fits seamlessly into each customer's unique workflow to augment a team's expertise and provide users with more bandwidth for critical thinking, discussion and analysis, and timely decision-making.

This dynamic environment helps enable higher-quality reporting, increased efficiency across teams and an opportunity to innovate, test, and learn. Customers can leverage a persona-based prompt library with pre-crafted prompts, contextualized responses based on reference files in their own Workiva workspace, and chat-based access to a Workiva-specific support knowledge base for quick tips and how-tos.

Use of Workiva AI simplifies the complex work across companies and provides employees with the opportunity to move onto more rewarding work, faster. CEOs recognize AI's potential to increase efficiency and productivity, upskill the workforce for future readiness, and increase organizational innovation as reported in **KPMG's 2024 CEO Outlook** ↗, which aggregates viewpoints from more than 1,300 global CEOs.

In a **PWC Global Investor Survey** ↗ from 2024, two-thirds of investors and analysts said they expect the companies in which they invest to achieve productivity gains from generative AI in the year ahead.

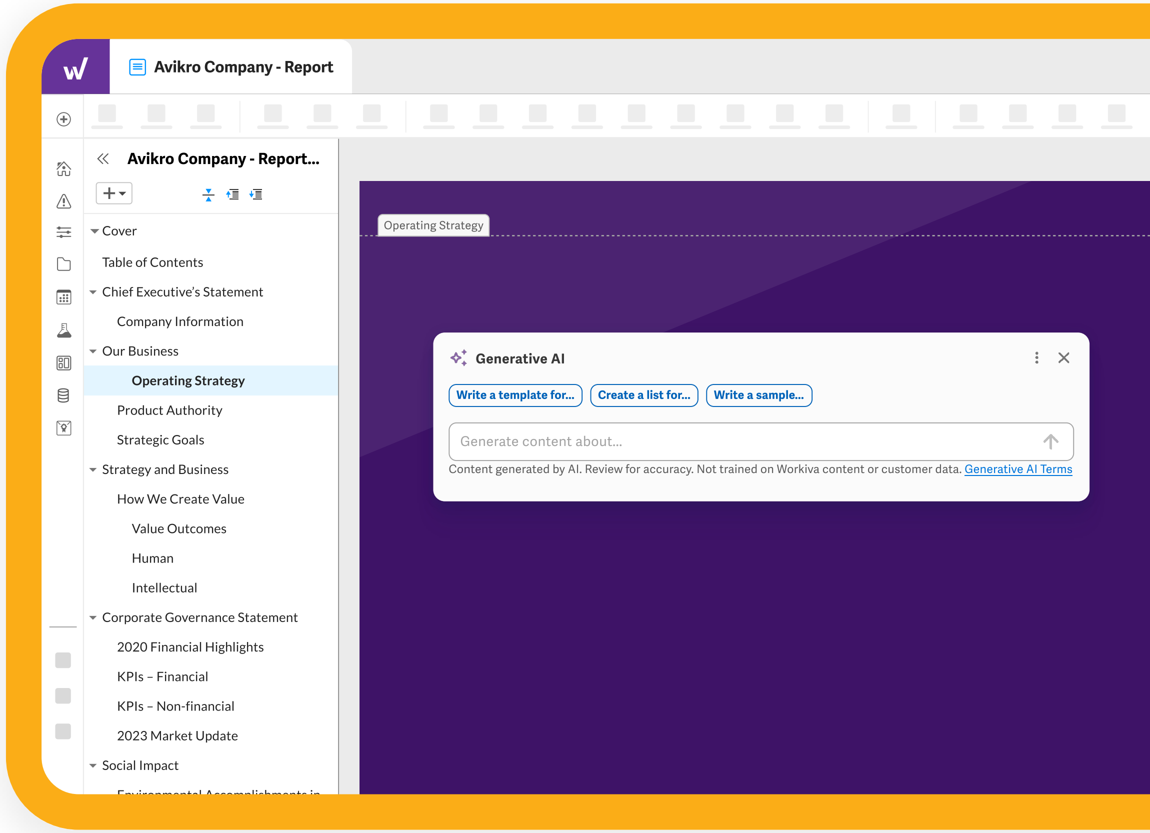
Jill Klindt, Workiva EVP, CFO, and Executive Chair of our Sustainability Task Force, agrees, "More often, CFOs and their finance, sustainability, audit, risk, and legal teams find that investing in secure, practical, and responsible AI to transform organizational processes and enhance collaboration can strengthen stakeholder and investor confidence."

We support these sentiments and aim to boost productivity and streamline workflows, enabling teams to deliver high-quality results while maintaining strict data security and building AI capabilities in a way that requires human oversight. Workiva AI is powered by the world's leading models, and backed by our company commitment to secure, responsible data stewardship. **Customer data is private and never used to train the models.**

Workiva AI

It's really been a game-changer for us. Not only has Workiva AI increased the productivity of our teams but it has also improved the clarity, effectiveness, and quality of the communication to all of our stakeholders. Workiva AI has allowed us to provide high-quality summaries in a fraction of the time, allowing for faster and more informed decision-making across the board.

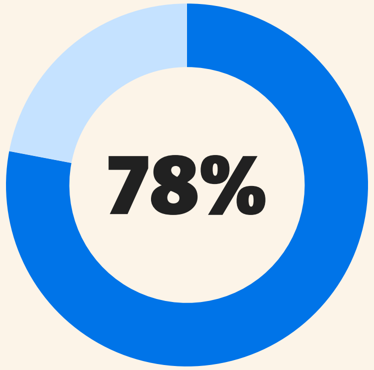
—Heather Holding, ERM & Chief Privacy Officer, Best Egg



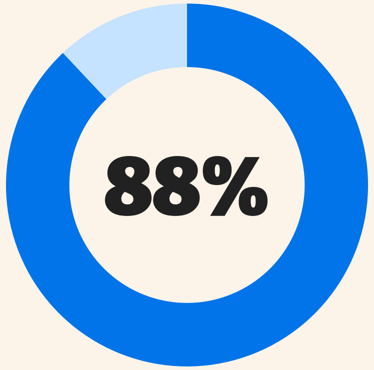
Enhancing capabilities to lead through change

Despite a complex and constantly evolving regulatory and disclosure landscape, we continue to create innovative solutions for our stakeholders.

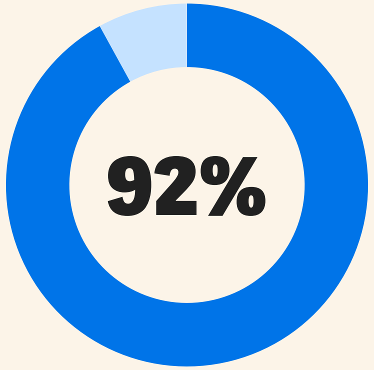
Workiva's third annual **2024 Sustainability Practitioner Survey ↗** polled more than 2,000 people involved in corporate reporting, including finance and accounting, sustainability, risk, and internal audit professionals across North America, Europe, and Asia. The findings validate Workiva's commitment to support the evolution of assured integrated reporting.



of respondents now say three or more internal teams are involved in their company's sustainability reporting processes, up from 71% in the 2023 Practitioner Survey.



believe integrated reporting will have a positive impact on a company's long-term value creation.



of companies are investing in technology to improve collaboration among reporting teams.

Additionally, Workiva commissioned an independent study with Ascend2 in 2024, which included responses from 1,600+ C-suite executives and vice presidents in finance and accounting, sustainability, internal audit, and legal departments across the Americas, Europe, and Asia, as well as 222 institutional investors across the United States, Canada, United Kingdom, and Ireland. The results were published in our **2025 Executive Benchmark on Integrated Reporting ↗** and further reinforced our strategic direction and confirmed companies are moving ahead with disclosing emissions regardless of political developments; integrating financial and sustainability data creates value beyond compliance; and secure AI and integrated controls are key.

These findings underscore the importance of accurate reporting and further emphasize companies' efforts to prioritize non-financial reporting as a way to promote confidence and transparency for stakeholders.

Partnering for impact and education: Expanding the sustainability conversation

We're leading the way in sustainability management with technology that integrates financial and non-financial data. As such, we're uniquely positioned to bring together practitioners—from customers and partners to regulators and industry experts—to engage in discussions about policy, product development, and implementation. We help our stakeholders understand the ever-changing world of sustainability, using our expertise as both a solution provider and cross-functional partnership builder to spread the word about important sustainability topics.

In 2024, Workiva connected with 200+ executives during UN engagements, including with UNGC Peer Learning Groups where Workiva leaders facilitated discussions on navigating the evolving role of sustainability reporting. Additionally, we continue to facilitate broader conversation and promote education and awareness through our Sustainability Pro Group, education and training workshops at Amplify, webinars, blogs, several podcasts, and via our global sustainability practitioner survey.

- ***ESG Talk* ↗**: Our podcast for sustainability insights featured weekly candid conversations with sustainability leaders to transform complex sustainability topics into simple, practical opportunities for business and society. With listeners and viewers from more than 180 countries, *ESG Talk* regularly appeared in the top 10 results of Google searches for "ESG podcast" in 2024 and was in the top 10% of all podcasts based on downloads. We had the opportunity to record live episodes in conjunction with numerous events, bringing the conversation directly to our audience (and expanding our listenership) in Denver, Colorado, for Workiva Amplify, New York City for Climate Week, and Baku, Azerbaijan for COP29. In 2025, we will merge this podcast with our show *Off the Books* to evolve into coverage of topics for a C-suite audience. This new podcast will explore the intersection of sustainability, finance, audit, and risk.
- **Sustainability Pro Group ↗**: This community meets quarterly, facilitating discussions on timely sustainability topics and sharing best practices among more than 1,100 members who are involved in overseeing or preparing sustainability reports for their organizations.

Read more about our **memberships, partnerships, and event participation ↗**.

86 **We added 10 new innovation patents in 2024, bringing our total to 86**

2,190 **companies participated in Workiva Amplify**

23% **revenue invested in R&D (non-GAAP)**

Environment

We embed sustainability into our business and collaborate with global climate leaders who share our conviction that businesses should collectively champion a healthier planet and more sustainable future.

12 RESPONSIBLE CONSUMPTION AND PRODUCTION

13 CLIMATE ACTION

17 PARTNERSHIPS FOR THE GOALS

Our commitment to a healthier planet

We believe in taking meaningful action to address climate change and remain committed to responsibly reducing our environmental impact, promoting sustainable practices in our operations, and helping other companies meet their own targets through use of the Workiva Sustainability Management solution.

As a global SaaS company, Workiva has limited direct carbon emissions. We take responsibility for our own environmental footprint by taking actions to reduce our emissions and support systemic changes.

Science-based targets

In 2024, Workiva's near-term company-wide GHG emissions reduction target was approved by the SBTi ↗, a global body focused on encouraging companies across the world to reduce GHG emissions by half, before 2030, and to achieve net-zero emissions before 2050.

Our new environmental targets align with a 1.5°C warming scenario of global temperature rise, as compared to pre-industrial levels. Because of our SBTi approved targets, our baseline data from 2019 has been restated in this report. Going forward, annual progress is and will continue to be measured and reported against the restated 2019 baseline year.

Workiva's absolute scope 1 and 2 GHG emissions target of a 95.4% reduction by 2034 (from a 2019 baseline) is 140 $tCO2_e$. Workiva's scope 3 GHG emissions intensity, emissions divided by gross profit, target of 67% reduction by 2034 (from a 2019 baseline) is 0.000026 $tCO2_e$ per dollar.

In alignment with the SBTi, we've updated our environmental targets and commit to:

- **Reducing absolute scope 1 and 2 GHG emissions by 95.4% by 2034 (from a 2019 baseline)**
- **Reducing scope 3 GHG emissions intensity by 67% by 2034 (from a 2019 baseline)**
- **Progressing toward carbon net-zero across our value chain by 2040**

Expanding our emissions profile

A majority of our GHG emissions are attributed to scope 3. The incorporation of Workiva Carbon into our GHG emissions methodology in 2024 allowed us to conduct a deeper analysis of our scope 3 emissions categories and facilitated more accurate data collection.

In 2024, Workiva expanded its scope 3 calculations and improved data accuracy across several categories, including:

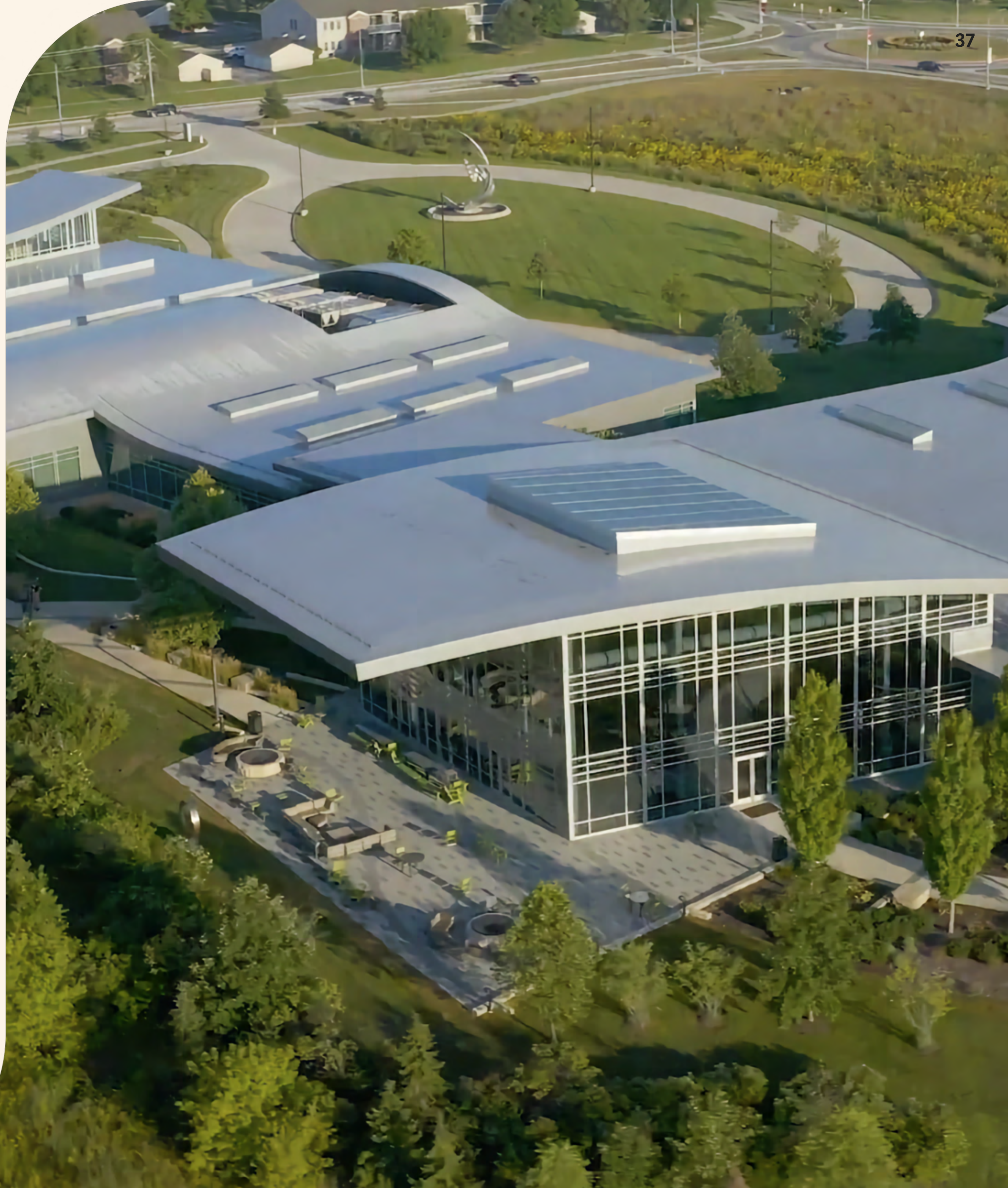
- **Category 1:** Newly calculated results based on spend and supplier-specific data (where available), incorporating previously reported data server emissions
- **Category 2:** Newly calculated results based on spend and supplier-specific data (where available)
- **Category 3, Category 4, and Category 5:** New categories included for a more complete scope 3 footprint
- **Category 7:** Expanded calculations to include remote employees by using Workiva Carbon; Well-to-Tank (WTT) emissions have also been incorporated to align with SBTi reporting requirements

Learn more about Workiva's **GHG accounting methodology ↗** in the Appendix.

Emissions[1] (Metric Tons CO_2e)	2019 Baseline	2022	2023	2024	2034 Target
Scope 1	383	297	258	209	
Scope 2: Location based	2,669	2,170	1,686	1,648	
Scope 2: Market based	2,669	0	0	0	
Total Scope 1 & 2 Emissions (Market based)	3,052	297	258	209	140
Scope 3: Total Reported	16,892	15,414	17,857	19,722	
Category 1: Purchased goods & services[2]	5,602	6,728	8,010	9,108	
Category 2: Capital Goods[2]	166	208	214	154	
Category 3: Fuel- and Energy-Related Activities[2]	528	445	347	337	
Category 4: Upstream Transportation & Distribution[2]	91	134	83	126	
Category 5: Waste generated in operations	23	23	18	16	
Category 6: Business Travel	6,854	3,851	5,644	6,274	
Category 7: Employee Commuting[2]	2,804	3,255	2,863	3,093	
Category 8: Upstream Leased Assets	824	770	678	613	
Scope 3: Emissions intensity (Metric Tons CO_2e per \$)	0.000079	0.000038	0.000038	0.000035	0.000026

[1] Select environmental data in this table received limited assurance by Apex Companies, LLC. *2024 Apex Limited Assurance Statement ↗*

[2] Due to improved data accuracy for scope 3 emissions, data from 2019 has been restated and received limited assurance by Apex Companies, LLC. *2019 Apex Limited Assurance Statement ↗*



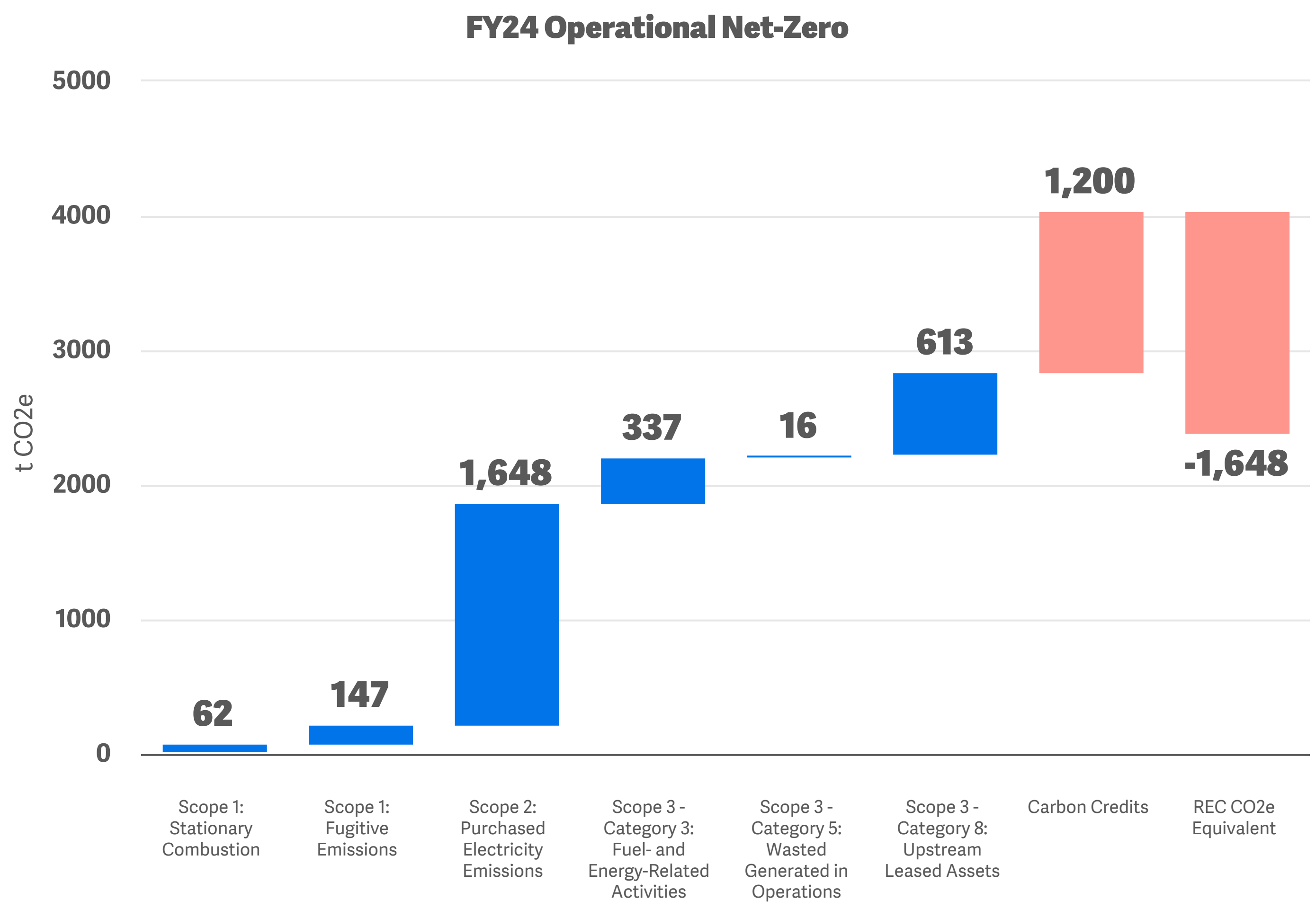
Achieving operational net-zero

In 2024, Workiva achieved operational net-zero emissions across scopes 1, 2, and select scope 3 categories as shown below.

We retired 1,200 metric tons in purchased carbon credits to offset our scope 1 and scope 3 emissions, and purchased 4,000 megawatts worth of Renewable Energy Certificates (RECs) for purchased electricity to reach net-zero.

Before using carbon offset credits or RECs, we attained a 39% reduction in scope 1 and scope 2 (location based) actual emissions compared to the 2019 baseline year.

Our operational net-zero achievement is calculated based on leased operations at our headquarters in Ames, Iowa. This methodology includes total scope 1 (stationary combustion and fugitive emissions), scope 2 purchased electricity emissions, and scope 3 categories 3, 5, and 8. (Scope 3 categories 1, 2, 4, 6, and 7 are excluded.)



Renewable energy certificates (RECs) and offsets

As part of our ongoing emissions reduction strategy, we accelerated RECs and carbon credit offsetting initiatives, where we consider them to be acceptable, in line with Greenhouse Gas Protocol accounting standards.

We remain committed to minimizing emissions at the source and using renewable sources of electricity, where available. We also invest in high-quality RECs and carbon credits to address our current direct and indirect emissions.

To ensure the integrity of our purchases, we apply the following criteria when selecting projects:

- **RECs:** Must be unbundled and generated from eligible sources such as biomass (including biogas), geothermal, solar, hydro, and wind. All RECs must be Green-e® Certified, and come from facilities or projects established within the last 15 years
- **Carbon offsets:** Must be issued under one of the following recognized standards: Climate Action Reserve (CAR), Verified Carbon Standard (VCS), American Carbon Registry (ACR), or Gold Standard (GS)

Each year, we purchase RECs and carbon offsets based on projected emissions and electricity use, then retire them accordingly. Any differences between forecasted and actual data are reconciled the following year.

In 2024, we retired 1,200 metric tons in purchased carbon credits, which were generated by the ILTF/NICC & Blackfeet Nation Forest Carbon Project. The carbon credits are retired on the **American Carbon Registry ↗** (ACR). The ACR, established in 1996, operates a leading, transparent system for the issuance, transfer, and retirement of independently verified carbon credits. The Blackfeet Nation project spans 69,010 acres of forest on Montana's eastern slope of Glacier National Park. Its primary goal is to enhance carbon storage while delivering tangible benefits to the Blackfeet community, including job creation and cultural co-benefits funded through carbon revenue.

We also use RECs to neutralize our market-based scope 2 emissions from purchased electricity. In 2022, Workiva launched its REC and carbon offset purchasing program to support our target to reducing emissions. As such, the scope 2 market-based values are reflected as 0 in the table at left.

In 2024, we retired 4,000 megawatt-hours worth of RECs, all generated in Iowa, where our headquarters are located and scope 2 electricity usage is centralized. These RECs originated from the Golden Plains Wind Project in Winnebago and Kossuth counties in Iowa, and were retired through M-RETS, a trusted environmental attribute certificate (EAC) platform that tracks a wide range of verified renewable energy generation commodities.

Learn more about Workiva's **GHG accounting methodology ↗** in the Appendix.

Carbon offset credit and REC data received limited assurance by Apex Companies, LLC. **2024 Apex Limited Assurance Statement ↗**

Energy consumption

Lower energy consumption directly reduces operating costs and contributes to our sustainability target progress by helping us lower our overall emissions. Our Ames, Iowa, location was designed with features to minimize environmental impact, including skylights to maximize natural light, floor-to-ceiling windows with automated, energy-efficient shades, and state-of the-art water conservation systems.

At this location, we've introduced small changes to collectively drive impact. HVAC adjustments to facilitate energy reduction and adjustments to lighting during non-peak hours on evenings and weekends have both played a role in this effort.

	2019 Baseline	2022	2023	2024
Total Energy Consumption (MWh)	6,437	5,778	4,776	4,661
Total Electricity Consumed (MWh)	5,319	4,770	3,940	3,850
Total Natural Gas Consumed (MMBTU)	3,818	3,443	2,856	2,768

Waste

Workiva's waste generation data is limited to our Ames office building and represents approximately 0.08% of our overall scope 3 emissions.

We still attempt to reduce waste whenever possible by offering recycling of glass, plastics, paper, and cartons in our office locations (based on local and municipal recycling guidelines), and providing e-waste disposal for end-of-life personal computers and related hardware.

In 2024, we recycled nearly 800 items of e-waste, which totaled approximately 4,310 pounds across our global locations.

Further, our staff kitchens utilize compostable plates, cups, and cutlery, and we supply Workiva employees and guests with reusable cups to use whenever possible.

Additionally, some of our office locations, including our Ames headquarters, leverage on-site composting of food and coffee grounds. In Ames, this compost is used in the on-site garden, which generates produce for the staff to use when creating new recipes for the cafe.

Conscientious cleaning to minimize waste

In July 2024, the facilities team in Ames implemented a **Tersano** ↗ cleaning system to transform tap water into Stabilized Aqueous Ozone (SAO®). An all-in-one cleaner, disinfectant and deodorizer, SAO eliminates up to 90% of chemicals used in cleaning. After sanitizing a surface, SAO reverts back to water and oxygen, leaving no environmental impact.

After only 6 months of using Tersano, Workiva saved 78 kg of plastics and 3,235 liters of chemicals from entering the environment.

In 2024:

669 TCO2e
saved by HVAC efficiency efforts

418
fluorescent light bulbs were replaced with more energy-efficient LED bulbs

17,403 kWh[3]
estimated annual reduction in energy consumption

39%
reduction in energy consumption (electricity and natural gas)
compared to our 2019 baseline year

11.4%
of the electricity provided by the City of Ames to the Ames office location came from renewable sources (wind and solar)[1]

[1] *Renewable electricity data, including electric mix attributable to Workiva, was provided by the City of Ames and has not been verified by an independent third party as part of Workiva's data assurance process.*

Biodiversity and habitat restoration in our own backyard

Our business operations can impact biodiversity through land use, resource consumption, and pollution. Protecting biodiversity safeguards vital ecosystem services that underpin our operations, such as clean water and stable climates.

Workiva recognizes this interconnectedness and continues to promote the importance of biodiversity conservation for long-term planetary resilience.

At our Ames, Iowa, headquarters, native prairie plants and bioswales help filter pollutants and reduce storm water runoff.

Our facilities team conducts an annual prairie burn for ecosystem rejuvenation. This prescribed, controlled fire maintains prairie health, stimulates new growth, and reduces the spread of invasive species.

Workiva is also involved in efforts to address stream bank erosion and streambed instability along a creek that winds through the Ames property and empties into the Skunk River, a 93-mile-long tributary of the Mississippi River. In spring of 2024, we partnered with **Drake University Environmental Science & Sustainability ↗** students to explore options to address this erosion. The students' capstone project and analysis led our facilities team to initiate a test plot using native grasses to protect the stream banks while providing the students with a hands-on learning experience to apply their education.

Water

Workiva does not use water widely in our operations. However, we recognize its importance as a consideration in our overall environmental sustainability mindset. Efficient water management can help companies reduce operating costs. Our water consumption has decreased 23% since 2021.

We do not consume or withdraw water from regions with High or Extremely High Baseline Water Stress designations, as we do not have operations in locations that experience water stress. We track our water usage and consumption as shown in the table below and respond annually to CDP water disclosures.

	2020	2021	2022	2023	2024
Water Withdrawal (m^3)	14,160	14,509	12,669	12,379	11,127

Climate Transition Plan

Our Climate Transition Plan describes our emissions reduction pathway, consistent with a 1.5°C climate ambition. This overview of our GHG emissions reduction targets and actions intended to achieve these targets is aligned with recommended transition plan elements of TCFD and CDP. In May 2024, TCFD was absorbed by the International Sustainability Standards Board (ISSB), the standard-setting body within the International Financial Reporting Standards (IFRS) Foundation. We retained TCFD-alignment for our Climate Transition Plan due to certain climate regulations, including, but not limited to, California bills AB-1305 and SB-261, which allow for equivalent reporting from TCFD. We expect future reports to also align with IFRS S2 and ESRS climate disclosure and reporting expectations.

CDP Element	TCFD Pillar	Workiva Climate Transition Plan
Governance Demonstrates that an organization has board-level oversight of the Climate Transition Plan and that there are defined governance mechanisms in place to ensure implementation of the plan.	**Governance**	**Governance ↗** Board-level oversight and dedicated executive management and engagement are important in steering business strategy toward a 1.5°C aligned trajectory. The Nominating & Governance Committee of Workiva's Board of Directors provides oversight of our sustainability and climate-related strategies as disclosed in its charter. Additionally, our Sustainability Task Force, created in 2021, supports the Nominating & Governance Committee in the development, execution, and oversight of our long-term sustainability strategies and targets in alignment with the company's business values, decisions, and ethics.
Risks & Opportunities Should outline an organization's process for addressing identified climate-related risks and maximizing substantive climate-related opportunities.	**Risk Management**	**Managing sustainability risks and opportunities ↗** Climate-related risks are assessed in Workiva's sustainability materiality assessment, which is grounded in stakeholder engagement, taking into consideration the perspectives of employees, customers, and industry peers to identify potential risks to the business. Workiva considers potential risks and opportunities related to climate change and our business to help inform our company and sustainability strategy. These potential risks and opportunities have helped inform our strategies around a carbon reduction plan, renewable energy targets and SBTs for GHG emissions reduction. To further inform our strategy and planning, Workiva conducted a climate-related risk scenario analysis in 2022. This exercise validated and refined many of the initiatives we have established both on the operational and business sides of our company. Potential risks and opportunities are addressed at regular meetings of Workiva's Sustainability Task Force, with reports to and oversight by the Nominating & Governance Committee of the Board of Directors as matters arise.
Targets Should contain time-bound, verified science-based targets in line with the latest climate science. Organizations should set near-term SBTs to halve emissions by 2030 and should also set a net-zero long-term target by 2050 at the latest.	**Metrics & Targets**	**Environment targets ↗** **GHG accounting methodology ↗** In 2024, the SBTi approved Workiva's near-team targets in alignment with 1.5°C carbon reduction targets. These targets support our pathway and transition plan to a low-carbon future for our business operations. We strive to reduce our environmental impact while complying with all applicable laws and regulations.
Scope 1, 2, and 3 Targets Accounting with Verification Accompanied by an annual scope 1, 2, and 3 emissions inventory that is complete, accurate, transparent, consistent, relevant, and verified by a third party.		**2024 Apex Limited Assurance Statement ↗** Our scope 1, 2, and 3 targets, progress, and emissions inventory are disclosed annually on our **website ↗** and through frameworks such as CDP, and in the **Environment section ↗** of this report. Third-party review and limited assurance for Workiva's calculated GHG emissions reported for the 2024 calendar year was completed by Apex Companies, LLC.

CDP Element	TCFD Pillar	Workiva Climate Transition Plan
Scenario Analysis Underpinned by robust scenario analysis to identify potential substantive climate related risks and opportunities.	Strategy	Workiva views climate scenario analysis as a strategic process to identify climate-related risks and sustainable growth opportunities, and serves as a valuable tool to help inform, develop, and refine our climate action plan. **Climate scenario analysis details**: In 2022, Workiva undertook its first climate-related scenario analysis exercise to assess the resilience of our climate change response strategies. Based on the risks and opportunities assessment, Workiva focused on a transition risk scenario where global warming is limited to 1.5°C above pre-industrial levels, in alignment with Workiva's 1.5°C carbon reduction target with the SBTi. To build the scenario, Workiva reviewed common climate scenarios developed by the Intergovernmental Panel on Climate Change (IPCC) and Network for Greening the Financial System (NGFS). **Focal questions and results:** Features were selected from the relevant IPCC scenarios to craft a future environment that targets transition risks and opportunities that may impact Workiva's business and operations. This included an assessment of the policy, technological, and market dynamics of a 1.5°C future. The key assumptions incorporated to describe the scenario attributes were a high-level path for a carbon tax, the institution of mandatory disclosures, and 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 sustainability strategy should be made to address potential impacts. The analysis identified potential impacts such as increased operating costs for data centers, investment costs to support emissions reductions, and the cost and potential of adapting products and services to meet stricter low-carbon standards and increased customer demand. As a result of the scenario analysis, Workiva finalized and submitted its near term GHG emissions reduction commitment to the SBTi in 2023 and received approval in 2024. We also aligned our sustainability risk management process with our enterprise risk management workstream. These actions enabled Workiva to refine processes, educate teams, and begin to assess the company's overall strategy within the context of an unknown climate future. For more information on this scenario analysis, see our **2022 TCFD Index ↗**.
Financial Planning As part of its strategy to achieve net-zero, an organization should outline time-bound financial planning details of its transition.		Workiva sees significant opportunity as climate reporting continues to evolve. In early 2022, we announced that we would strategically invest in our people, technology, partners, and go-to-market strategy in order to capture the significant sustainability market opportunity. Our investment in the Workiva Sustainability Management solution continues to bolster our growth and includes the launch of Workiva Carbon in 2024. Our investments in **innovative product solutions** ↗ enable customers to track, report, and disclose both financial and non-financial data. In 2024, we continued use of **RECs and a carbon credit offset ↗** purchase program, investing more than $30,000. **Building improvements ↗** to support more efficient HVAC and LED lighting solutions in our facilities began in 2023 and continued through 2024.
Value Chain Engagement & Low-Carbon Initiatives Include time-bound actions to decarbonize business processes (and those of its value chain), with time-bound KPIs. This includes three distinct elements: 1. value chain engagement; 2. increasing share of revenue from low-carbon products and services; and 3. implementing emissions reduction initiatives for its direct and indirect operations.		**Value chain engagement**: In 2024, Workiva engaged in information-gathering discussions with suppliers regarding their efforts to advance renewable energy and environmental initiatives to determine their impact on our value chain. We continue to evaluate our technology and service partners by their climate change engagement and ability to influence their clients' sustainability reduction impact. Together, these suppliers and partners enable Workiva to progress toward our own company's climate targets while helping customers with their climate reporting processes. **Increasing share of revenue from low-carbon products and services**: The modular nature of Workiva products and services promotes code reuse, minimizing the need for redundant code and reducing the overall amount of code written. This leads to less waste in terms of time, effort, and resources spent on development. We anticipate this efficiency may result in lower-carbon solutions for our customers, aligning with green coding principles that emphasize energy-efficient software and reduced environmental impact. While Workiva does not publicly disclose the proportion of total revenue attributable to any specific product or service, Sustainability Management has quickly become one of the fastest-growing products in our portfolio. We believe investments in sustainability and more efficient, low-carbon solutions will bolster our ability to capture the significant sustainability market opportunity. **Implementing emissions reduction initiatives for direct and indirect operations**: In 2024, Workiva achieved **operational net-zero emissions** across scope 1 and 2 and select scope 3 emissions (as described earlier in this report) through a combination of reduction initiatives and the implementation of a REC and offset purchase program.
Policy Engagement Demonstrate that an organization's public policy engagement aligns with its climate commitments and strategy.		**Collaborating for global impact ↗** Our environmental impact extends beyond our own emissions. We engage in discussions with other companies, NGOs, academic institutions, and other stakeholders to propose initiatives that would collectively limit global warming and work together to adapt to the impacts of climate change.

People and Philanthropy

We are better together, and we've built our culture, programs, and benefits to fuel innovation and inspire our employees to be their best selves and do their best work. We want everyone to feel welcome and respected at work. We like teamwork, appreciate differences, and believe in treating people fairly.

3 GOOD HEALTH AND WELL-BEING

8 DECENT WORK AND ECONOMIC GROWTH

9 INDUSTRY, INNOVATION AND INFRASTRUCTURE

10 REDUCED INEQUALITIES

17 PARTNERSHIPS FOR THE GOALS

Targets achieved and renewed

Our initial People targets were to drive high workforce engagement and trust by maintaining a greater than 90% employee engagement score, encouraging 100% employee participation in workplace inclusion training, and reaching 40% employee participation in our Business Employee Resource Groups before 2025.

With the achievement of these targets, moving forward, we have combined our People and Philanthropy targets to continue to promote a culture where all employees feel valued and supported at Workiva.

As we continue to build a top-performing, highly engaged workforce, by 2027, we commit to:

- Maintaining a company-wide employee engagement score above 90% and placement on the Fortune Top 100 Best Companies to Work For® list
- Achieving 70% employee participation in philanthropic programs
- Creating a workplace where inclusivity thrives, all voices are heard, and all employees have equal access to resources and opportunities
- Increasing transparency in employment practices, especially those related to compensation

Culture connects us

We've been on the Fortune **100 Best Companies to Work For®** list since 2019 and attribute our success to our values-based culture. By staying true to our company values, we've become a stronger and even more innovative team. As we scale, we know that continuing to develop our workforce is essential to our growth. Innovation flourishes when people feel welcomed, valued, respected, and heard.

Additional recognition ↗

FORTUNE 100 BEST COMPANIES TO WORK FOR® 2019

FORTUNE 100 BEST COMPANIES TO WORK FOR® 2020

FORTUNE 100 BEST COMPANIES TO WORK FOR® 2021

FORTUNE 100 BEST COMPANIES TO WORK FOR® 2022

FORTUNE 100 BEST COMPANIES TO WORK FOR® 2023

FORTUNE 100 BEST COMPANIES TO WORK FOR® 2024

FORTUNE 100 BEST COMPANIES TO WORK FOR® 2025

Connected wellbeing

At Workiva, individuals from various backgrounds and with unique experiences are welcomed and empowered to flourish. We believe that when everyone feels they belong, they can contribute their best, leading to richer, more innovative outcomes for all. Our commitment is to ensure every person feels valued and supported, enabling them to thrive and reach their full potential.

Although we take an "always listening" approach to consider and address employee concerns and suggestions in real time, Workiva formally solicits employee feedback twice annually through our Great Place to Work Trust Index Survey and our Tell Us More Survey. In the 2024 Great Place to Work Trust Index Survey of all employees, 91% of global employees said that Workiva is a great place to work. On the Tell Us More Survey, we received an Inclusion & Belonging score of 84%. This score includes employee sentiment on "I feel like I belong at Workiva" and "I can be my authentic self at work."

Our approach to benefits covers more than just healthcare: quarterly all-company wellbeing days off, free mental health access for all employees, 12 weeks of paid parental leave for U.S. full time employees, and financial education resources are just a few of the ways we support all aspects of wellbeing for our team. Benefits we offer are reflective of the priorities of our employees and the feedback we receive through both formal and informal channels.

Wellbeing is more than just physical health—it also includes mental health, lifestyle, and social habits. We recognize the importance of providing support in case of illness, and we strive to create a compassionate and safe workplace for expression, addressing stress causes and symptoms, and providing tools and support for all Workivians. Additionally, we offer comprehensive health, dental, and vision care plans, and life and disability insurance to all full-time employees.

Our global **Work Where You Work Best ↗** policy enables and supports employees to work from home or an office around the globe at whatever frequency they choose. Workiva also offers several measures meant to expand employees' location flexibility, including the ability to relocate to another area within their country of residence at will, work outside of their country of residence for up to 25 business days per year, and request to relocate to another country where Workiva operates. All new employees receive a one-time remote work allowance upon hire to offset setting up home office expenses.

Inclusion and belonging at Workiva

Because we understand that employee needs and expectations are always evolving, we continue to prioritize making enhancements that employees have told us would help them the most. Over the last year, we've expanded well-being time off, launched a redesigned manager training program, and implemented a market-aligned job architecture to strengthen our compensation and career development practices...and the list could go on.

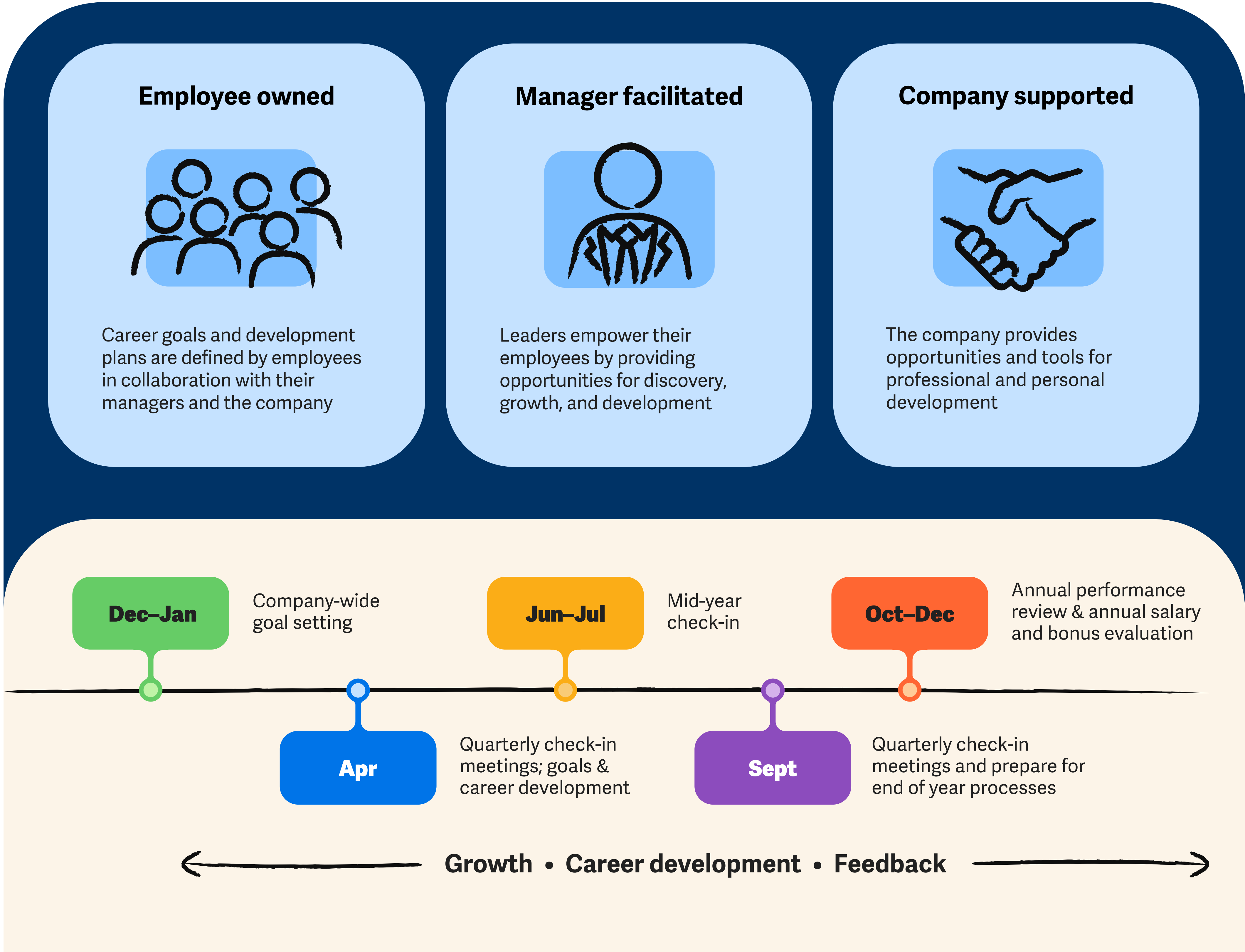
—Emily Forrester, SVP & Chief People Officer, Workiva

Talent pipeline, optimization, and performance

Workiva seeks candidates who bring new skills and experiences, and a drive for success to help our teams thrive. Building a strong talent pipeline involves partnering with organizations that expand access to career opportunities and collaborating internally to create a welcoming, supportive hiring experience. We continuously collect feedback throughout the interview process to identify opportunities to remove barriers and ensure fair access to opportunities. Our goal is to build a workforce equipped to meet the evolving needs of our customers, communities, and business.

Workiva offers year-round and summer-only paid internships in several locations, focusing on attracting and developing top early talent and as a pathway to potential future opportunities. Interns gain real-world experience working alongside Workiva teams, with flexible work hours to fit student schedules. Interns are fully immersed in all technical and operating processes at Workiva, as we believe they directly impact the success of our organization. Workiva hosted more than 150 interns across North America and APAC in 2024.

Workiva's performance and feedback processes are focused on connecting employee growth and development to Workiva's objectives through goal-setting, regular feedback conversations between employees and their managers on performance and career development, and rewards and recognition. The cycle begins in January with the kickoff of the company-wide goal setting process followed by a quarterly check-in in April and a mid-year check-in in July/August, and wraps up with the annual performance and compensation review process at the end of the year. In addition to our annual cycle, employees are encouraged to provide Anytime Feedback in Workday to others for praise, recognition, and/or to provide constructive feedback. This feedback is also used by employees and managers during the Mid-Year Check-In and the Annual Performance Review process to help inform development conversations and pay decisions. Workiva uses a pay for performance philosophy to recognize and reward employees based on their level of performance for the year, which ensures fair and equitable pay outcomes for all employees. As part of our commitment to pay equity and compensation transparency, all U.S. job postings include the hiring salary range.



Room to grow

Our employee development programs focus on business-critical technical and professional skills that support current and emerging business needs, while our management development programs prepare employees to lead dynamic teams, develop strategic leadership skills, and navigate change. Upskilling individual, team, and organizational capability is critical for Workiva to remain competitive in the marketplace.

We believe employees own their careers, and we support their career development with resources, tools, and experiential learning to facilitate their personal and professional growth. Our Career Development Catalog is our employees' gateway to development opportunities at Workiva. We've curated Learning Paths to provide a comprehensive learning experience tailored to support employee and manager performance at various stages of their careers. Our training opportunities include in-person, virtual, and hybrid workshops as well as asynchronous online courses. We seek to continuously improve and expand our learning offerings, and in 2024 we updated trainings across the business as well as continued Manager Essentials training—a required 20-hour program focused on essential skills for frontline managers: managing teams, coaching, and leading through change.

100%

of active employees completed some form of skills-based training during the year (as of December 31, 2024)[1]

15 hours

of training, on average, completed per full-time employee in our internal learning system

[1] Skills-based training is defined as any training offered that was not required of employees for annual or new hire compliance purposes. Required training includes Code of Conduct, Security Awareness, Anti-Corruption and Bribery, and Securities Trading trainings.

Giving back

We believe our mission to power transparent reporting for a better world starts in our own communities. Workiva's annual Day of Service and 16 hours of paid volunteer time off annually, empower our teams to give back to their communities and make a positive impact.

In 2024, Workiva launched two new volunteering programs: the Make a Positive Impact program, allowing up to two weeks of paid volunteer leave for qualifying projects, and Code for Good, a skills-based volunteering partnership with Code.org. Using Workiva's volunteer time off days and our Workiva Day of Service, employees have reported volunteering for more than 400 organizations, including clearing trash from local canals in Amsterdam, preparing food with Meals from the Heartland in West Des Moines, Iowa, and removing brush from the Foal Farm Animal Rescue Centre near London.

In addition to providing time off, we incorporate philanthropy into many of our annual events. For example, at our 2024 Workiva Amplify annual conference, our Platform Innovations Research Lab engaged with customers in the Amplify Hub to collect feedback on their user experience. For every activity a customer participated in, Workiva donated $25 to our philanthropic partner Code.org to support their work to make computer science education accessible to all. More than $3,000 was raised at the event.

[1] Select 2024 giving data received limited assurance by Apex Companies, LLC. **2024 Apex Limited Assurance Statement ↗**

[2] Workiva calculated value of volunteer time utilizing the **Value of Volunteer Time report ↗** from Independent Sector and the Do Good Institute. Methodology for this estimate can be found **here ↗**.

2024 giving by the numbers[1]

$335K+
corporate donations to causes

73%
of employees engaged in giving and/or volunteering

23,000+
volunteer hours, valued at more than $800,000[2]

400+
organizations impacted[2]

Throughout our multi-year partnership with Code.org, Workiva has:

- Made ongoing financial contributions to support Code.org's mission and key initiatives
- Donated in-kind design and consultation services to support Code.org's annual State of Computer Science Report. The annual report is produced by Code.org and its partners and is circulated to state legislators, staff at State Departments of Education, and the larger computer science education community
- Volunteered for activities such as Hour of Code, a global opportunity to introduce students of all ages to computer science through fun, interactive tutorials
- Donated laptops to teachers and classrooms in need
- Translated Code.org courses into other languages to make them globally accessible
- Donated our software engineers' time to help Code.org advance its technology platform

> Volunteering creates an atmosphere of kindness and collaboration, and being surrounded by people with a shared mission is so motivating. I loved being a part of something bigger than myself.

—Maxo Jean Pierre, Talent Acquisition Advisor, Workiva

About this Report

Workiva's 2024 Sustainability Report provides information about our performance on sustainability topics and contains data and disclosures that cover the period from January 1 through December 31, 2024, unless otherwise stated.

In this Sustainability Report and our sustainability disclosures on the sustainability section of our website, we use the terms "material" and "materiality" to refer to Workiva's assessment of sustainability priorities to reflect the sustainability issues of importance to us and our stakeholders. Used in this context, these terms are distinct from, and should not be confused with, the terms "material" and "materiality" as defined by or construed in accordance with securities law or used in the context of financial statements and reporting. Our financial disclosures for this period can be found in our **2024 Annual Report on Form 10-K ↗**. This 2024 Sustainability Report covers all of Workiva's operations included in its 2024 financial statements, including the acquisition of Sustain.Life, Inc., unless otherwise stated.

The topics covered in this 2024 Sustainability Report have been identified through our stakeholder engagement process and sustainability materiality assessments and take into consideration frameworks such as the Global Reporting Initiative (GRI), the Sustainability Accounting Standards Board (SASB), the International Sustainability Standards Board's (ISSB) International Financial Reporting Standards (IFRS), and the Corporate Sustainability Reporting Directive's (CSRD) European Sustainability Reporting Standards (ESRS).

Our sustainability programs and reporting are also aligned with relevant United Nations Sustainable Development Goals (UN SDGs). The applicable UN SDG icons are displayed in each section of the report, and a consolidated framework index can be found at the end of this document with our material sustainability issues.

Reporting aligned with applicable frameworks and standards is found in **Our Data Center ↗**.

Questions?

Contact corporatesustainability@workiva.com ↗

Appendix

How we define our material sustainability issues

The Issue	Definition	SDG Alignment	Section of this Report
Governance & Risk Management	Workiva's governance structure and practices that enable effective oversight of strategy and risk management, including oversight of sustainability-related business risks and opportunities, and ensuring diverse representation and perspectives across the Board and executive leadership team.	10, 12, 16	Workiva's Sustainability Governance ↗ Managing Sustainability Risks and Opportunities ↗
Community Impact & The Digital Divide	The ways in which Workiva supports communities and gives back, including nonprofit partnerships, philanthropic grants, and sponsorships, with an aim to close the digital divide for historically marginalized communities.	9, 10, 16, 17	People and Philanthropy ↗
Customer Engagement & Satisfaction	The ways in which Workiva listens to our customers, the degree to which customers are satisfied with Workiva products and services, and the likelihood that they will continue to use and recommend them to their peers.	9, 16	Stakeholder Engagement ↗ Innovation ↗
Inclusive Culture & Wellbeing	Workiva's practices around fairly recruiting, rewarding, and retaining top talent that will enable the company to grow and best serve its customers while providing an encouraging and enriching work environment with development opportunities, competitive benefits, and engaging experiences. This includes Workiva's commitment to supporting employees and their ability to perform their roles to their greatest capacity by providing the resources and support to improve their emotional, social, physical, and financial wellbeing both in their work and home lives. This also encompasses Workiva's efforts to not only increase representation across gender, race, ethnicity, ability or disability, veteran status, age, expertise/background, etc., but also to ensure equal access to opportunities and that employees feel a sense of belonging where they can be themselves and voice their unique perspectives.	3, 8, 9, 10, 17	People and Philanthropy ↗
Innovative Solutions	Workiva's ability to foster long-term, sustainable growth, acquire new customers, and remain competitive through the creation of innovative solutions that drive transparency and trust for customers.	9, 10, 12, 13, 17	Innovation ↗
Privacy & Data Security	Workiva's practices, policies, and procedures related to data and sensitive information being collected, analyzed, stored, shared, and transferred in a secure manner to protect from unwanted and unauthorized access.	16	Security and Data Privacy ↗
Responsible Business Practices	Workiva's practices relating to operating legally, ethically, and with integrity, including core values, code of conduct, human and labor rights, and responsible operations.	16	Managing Sustainability Risks and Opportunities ↗
Sustainable Operations	Workiva's approach to operating sustainably and efficiently (e.g., efficient use of energy, reduction of carbon footprint, effective waste management practices).	12, 13, 17	Environment ↗

GHG accounting methodology

Workiva's GHG emissions were calculated using Workiva Carbon following the Greenhouse Gas Protocol and the EPA Inventory Management Plan guidelines. The calculations apply 100-year Global Warming Potentials from the Intergovernmental Panel on Climate Change Sixth Assessment Report and utilize the most current emission factors available at the time of reporting. These factors may change over time.

Workiva applies an operational control approach to define its organizational boundary. Our 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 scope 2 emissions. The Ames facility has the largest square footage and employee population, making it the primary focus for direct emissions tracking. Our scope 1 data evaluated Stationary Combustion (natural gas utility) and estimated Fugitive Emissions (refrigerants). Due to lack of operational or financial control, emissions from other Workiva office locations are included in Scope 3—Category 8: Upstream Leased Assets.

Workiva's scope 3 emissions cover our global operations. Scope 3 categories were identified based on analysis of relevance and data availability. Emissions intensity is calculated as the total of reported Scope 3 emissions divided by gross profit.

Category 1: Purchased goods and services

- Emissions are calculated using a spend-based methodology, incorporating supplier-specific data where available and includes previously reported data server emissions (e.g., AWS and Google Cloud)

Category 2: Capital Goods

- Emissions are calculated using spend-based methodology and supplier-specific data (where available)

Category 3: Fuel- and Energy-related Activities

- Account for emissions not included in Scope 1 or 2 calculations
- Includes upstream emissions from electricity generation and natural gas consumption

Category 4: Upstream Transportation & Distribution

- Emissions are calculated using a spend-based methodology

Category 5: Waste generated in operations

- Uses an average-data method based on waste treatment pathways (e.g., landfill, recycling, etc.)

Category 6: Business Travel

- Emissions are calculated using a spend-based approach and applying Environmentally-Extended Input-Output (EEIO) factors for air, rail, and car travel
- Hotel stays are excluded from this category as required by SBTi and deemed optional by GHG protocol
- Hotel stays are not included in the scope 3 emissions calculation as are deemed immaterial

Category 7: Employee Commuting

- Emissions are estimated using employee survey data, accounting for commuting distances, working days, and transport modes
- Calculations were expanded in 2024, using Workiva Carbon, to include remote employees
- Calculations include Well-to-Tank (WTT) emissions, which align with SBTi reporting requirements

Category 8: Upstream Leased Assets

- Includes emissions from all traditional leased office spaces where Workiva lacks operational control
- Excludes co-working spaces
- Energy use estimates apply Energy Star or Enerdata site Energy Use Intensity (EUI) factors and regional grid emission factors

Review and assurance

An independent third-party, Apex Companies, LLC, reviewed Workiva's emissions data and calculation methodology and provided limited assurance. Apex validated the accuracy of the reported GHG emissions and the underlying systems and processes used for data collection, analysis, and review following our internal review in conjunction with Internal Audit, Finance, and sustainability controllership teams.

2024 Apex Limited Assurance Statement ↗

Restatement of data

Due to improved data accuracy and integration with Workiva Carbon for scope 3 emissions, select environment data from 2019 has been restated. All restated data for 2019 (our baseline year) has been independently verified by a third-party, Apex Companies, LLC, to ensure accuracy and consistency of data in alignment with our SBTi approved targets.

2019 Apex Limited Assurance Statement ↗

Additional details may be found in the **transparency of corrections or restatements of information ↗** section of this report.

Forward-Looking Statements

About Workiva

Workiva Inc. (NYSE: WK) powers transparency, accountability, and trust. Finance, accounting, sustainability, risk, and audit teams from 6,300+ organizations worldwide rely on Workiva for their mission-critical work. We transform how customers connect data, unify processes, and empower teams in a secure, audit-ready, AI-powered collaborative platform. Learn more at **workiva.com** ↗.

Forward-looking statements

This presentation includes forward-looking statements. All statements contained in this presentation other than statements of historical facts, including any statements regarding our future results of operations and financial position, our business strategy and plans, and our objectives for future operations, are forward-looking statements. The words “may,” “will,” “could,” “would,” “should,” “expect,” “plan,” “assume,” “anticipate,” “intend,” “believe,” “estimate,” “predict,” “potential,” “outlook,” “guidance,” “target,” “goal,” “project,” “continue to,” “confident,” or the negative of those terms, and similar expressions are intended to identify forward-looking statements. These forward-looking statements are subject to risks and uncertainties and are based on our assumptions as to the macroeconomic, political, and regulatory environment today, and reflect our best judgement based on factors currently known to us. It is not possible for management to predict all risks, nor can we assess the impact of all factors on our business. Workiva cautions that these forward-looking statements are not guarantees of future performance. Please refer to documents filed with the Securities and Exchange Commission, including the company’s annual reports filed on Form 10-K and quarterly reports on Form 10-Q, and any amendments thereto for a discussion of certain important risk factors that relate to forward-looking statements contained in this presentation that may cause our actual results to differ materially. All forward-looking statements are made as of June 18, 2025, and reflect only our current expectations. We undertake no obligation to update or revise these statements to conform to actual results or revised expectations.

Note on non-financial reporting

Note that many of the standards and metrics used in preparing this Sustainability Report continue to evolve and are based on management assumptions believed to be reasonable at the time of preparation, but should not be considered guarantees. In addition, historical, current, and forward-looking sustainability-related statements were not prepared in accordance with U.S. generally accepted accounting principles (U.S. GAAP) and may be based on standards for measuring progress that are still developing, internal controls and processes that continue to evolve, and assumptions that are subject to change in the future. Except for certain specifically identified environmental and social data, we have not obtained any third-party assurance for other data provided in this document. The information and opinions contained in this document are provided as of the date of this document and are subject to change without notice. Workiva does not undertake any obligation to update or revise any such statements.