

workiva Supplier Code of Conduct

Workiva Inc., and its subsidiaries (collectively, “**Workiva**”) is committed to conducting its business in an ethical, legal and socially responsible manner. This Workiva Supplier Code of Conduct (“**Code**”) defines the basic requirements for Workiva suppliers, vendors, contractors, consultants, and all other third-party companies which constitute Workiva’s supply chain (each, a “**Supplier**”). This Code is based on our values, commitments, and internal requirements which we adhere to for all of our daily activities. Suppliers are expected to fully comply with this Code and all applicable laws, rules, and regulations of the countries in which they operate and in turn apply a similar code of conduct to their own suppliers.

Compliance with the Law

Supplier shall conduct its business activities in the following ways:

In full compliance with the applicable laws and regulations of the United States, all countries in which Supplier is operating, and any other applicable laws;

Supplier shall ensure that products, services and shipments adhere to all applicable international trade compliance laws, rules and regulations;

In a way which distinguishes Supplier’s ethical standards and establishes controls to satisfy them; and

In compliance with all laws and regulations on bribery, corruption, and prohibited business practices.

Ethics

Supplier will uphold the highest standards of ethics to promote honesty and integrity in their business operations, including by:

Not offering or accepting any form of bribery, corruption, extortion, or embezzlement;

Not making illegal payments directly or indirectly;

Implementing monitoring and enforcement procedures to ensure compliance with anti-corruption laws;

Not provide gifts, or offers of gifts, to Workiva employees to influence business decisions; and

Respecting intellectual property rights, and conducting technology and know-how transfers in a manner protecting intellectual property rights.

No Tolerance for Discrimination; Equal Opportunity

Workiva does not tolerate any form of discrimination in the workplace. Workiva is committed to diversity and inclusion in the work environment, and therefore expects Supplier to:

Promote equal employment and business opportunities irrespective of race, religion, age, nationality, skin color, gender, gender identity, disability, pregnancy, marital status, political affiliation, military status, or sexual orientation; and

Commit to actively support women, minority and small disadvantaged owned businesses.

Labor, Human Rights, and Wages

Workiva is committed to upholding the human rights of workers and treating them with dignity and respect. This applies to all workers, including temporary, migrant, student, contract, direct employee, and any other type of worker. Further, Workiva seeks to prohibit violent behavior including mental cruelty, harassment, discrimination, gestures, language, physical contact, and exploitation. As a result, Supplier shall ensure:

It does not use child, forced, or involuntary labor, of any kind;

It does not exceed maximum number of work hours as governed by local laws;

No person under the age of 15 (or 14 where the law of the country permits), shall be employed;

Fair compensation and compliance with all applicable wage laws, including, but not limited to those relating to minimum wages, overtime hours and all applicable regulations;
Employees have the right of free association and to join employee organizations or trade unions;
All employees are treated with respect and dignity; and
Adherence to all individuals' privacy and rights.

Health and Safety

Supplier will integrate the following health and safety management requirements into business processes to provide workers with a healthy and safe work environment:

Provide employees with a safe and healthy environment to conduct their work; and
Implement reasonable and effective occupational health and safety measures.

Environmental protection

Supplier shall develop, implement, and maintain environmentally responsible business practices, such as seeking ways to conserve natural resources and energy, reduce waste and the use of hazardous substances, and minimize adverse impacts on the environment by:

Operating in accordance with all applicable laws, regulations, and standards with regard to environmental protection; and
Ensuring all required environmental permits and registrations are obtained, maintained, and kept current, and their operational and reporting requirements are followed.

Protect Workiva's information, assets, and interests

Workiva expects its Supplier to protect Workiva's reputation and any information or property we entrust to Supplier. Accordingly, Supplier will:

Protect any of Workiva's confidential information to which they have access, including its intellectual property, trade secrets, or financial information;
Safeguard any property belonging to Workiva while under Supplier's control; and
Avoid any situations that may adversely affect Workiva's business interests or reputation.

Management System

Supplier is expected to adopt or establish a management system to track and carry out these responsibilities. The management system will be designed to ensure Supplier's operations:

Comply with applicable laws and regulations;
Conform with this Code;
Identify and mitigate operational risks related to this Code; and
Facilitate continual improvement.

Record Keeping

Supplier must maintain documentation necessary to demonstrate compliance with this Code and must provide Workiva with access to that documentation upon Workiva's request.

Reporting Violations

Supplier shall promptly report questionable behavior, concerns, or potential or actual violations of this Code upon learning of same, and implement a corrective action plan to cure the non-compliance within a specified time period. Supplier should contact ethics@workiva.com or by mail/courier at Workiva Inc., 2900 University Blvd., Ames, Iowa 50010, Attn: Legal Department. Workiva will not tolerate any retribution or retaliation taken against any individual who has, in good faith, sought out advice or has reported questionable behavior or suspected violations of this Code.

Supplier shall promptly respond to requests for information from Workiva, or an authorized third party working on Workiva's behalf, regarding matters covered by this Code. Violations of this Code will require the prompt establishment of corrective action plans or training. Failure to meet the corrective action plan may affect Supplier's standing with Workiva, may lead to disqualification from future opportunities with Workiva and may result in the termination of the Workiva's business relationship with Supplier. Workiva reserves the right to hold Supplier responsible for reasonable costs of investigating non-compliance and appropriate remediation resulting from a Supplier's non-compliance.

This Code is intended to facilitate improved communications by informing current and potential Suppliers of Workiva's standards, and ethical expectations of its Suppliers generally. Questions regarding this Code should be directed to ethics@workiva.com.