



Environmental Policy

Version: 1.0

Effective: December 19, 2024

Last approved date: December 19, 2024

Approved by: Chief Legal Officer

Summary: The Environmental Policy demonstrates Smartsheet's focused initiatives to improve our environmental sustainability efforts and address climate risk in our business operations.

Applies to: Smartsheet's and its subsidiaries' personnel worldwide, including employees, officers, directors, and other individuals employed by or acting for or on behalf of Smartsheet (e.g., independent contractors) (collectively, "**Smartsheet Representatives**").

Responsible office: Questions about this policy should be directed to the ESG team at ESG@smartsheet.com.

Website: [Policy Portal](#)

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1. Purpose

Smartsheet Inc. (collectively with its subsidiaries, “Smartsheet” or the “Company”) acknowledges the impact of our business on the environment and is committed to mitigating this risk. As part of this commitment, we have established this Environmental Policy (“Policy”) to guide our approach in improving our sustainability performance and managing climate-related risks associated with our business activities.

2. Scope

This Policy is applicable to all business units and functions within Smartsheet globally.

3. Definitions

Term	Definition
ESG (Environmental, Social, and Governance)	ESG is a broad term that encompasses a range of corporate responsibility practices, performance metrics, and initiatives. It includes environmental efforts such as reducing greenhouse gas emissions, social practices such as improving workforce diversity and employee benefits, and corporate governance measures covering a company’s practices and policies on business conduct.
Scope 1, 2, and 3 greenhouse gas (GHG) emissions	Categories used to classify the different types of emissions associated with company activities: <ul style="list-style-type: none"> ● Scope 1 Emissions: Direct emissions from owned sources (e.g. emissions from combustion in company-owned vehicles). ● Scope 2 Emissions: Indirect emissions from energy use (e.g. emissions from electricity usage). ● Scope 3 Emissions: All other indirect emissions that occur in both upstream (suppliers) and downstream (customers) of the value chain (e.g. emissions from producing purchased goods and services, business travel, waste disposal, and use of sold products).

4. Policy

4.1. Compliance

Smartsheet commits to complying with all applicable environmental laws and regulations.

4.2. Governance

4.2.1. Board oversight

The Nominating and Corporate Governance Committee of Smartsheet's Board of Directors is responsible for: 1) periodically reviewing Smartsheet's programs, strategy, and public disclosures addressing corporate responsibility and sustainability, including environmental, social, and corporate governance matters; 2) reviewing and assessing with management Smartsheet's performance, risks, controls, and procedures related to corporate responsibility and sustainability; and 3) overseeing Smartsheet's engagement efforts with shareholders and other key

stakeholders, including non-governmental organizations and key environmental, social, and governance ratings agencies. The Audit Committee of our Board of Directors is responsible for overseeing disclosure controls and procedures relating to public disclosure of environmental, social and governance metrics included in Smartsheet's public reports. Both committee charters are published publicly on Smartsheet's investor relations [website](#).

4.2.2. Management responsibility

The day-to-day management of Smartsheet's environmental strategy and program, including accountability for climate-related issues, is led by the ESG function within the Risk & Governance team. This includes assessing Smartsheet's environmental impact, setting corporate climate goals, developing emission reduction strategies, and performing disclosure reporting to ensure compliance to relevant global ESG regulations and voluntary frameworks. The Risk & Governance team is headed by Smartsheet's Chief Legal Officer (CLO), who also leads the ESG Steering Committee, which is composed of cross-departmental senior executives across the Company.

4.3. Transparency

We are committed to making information about our environmental practices publicly available. We will promote transparency and accountability through the following measures:

- Annual reporting on our Scope 1, 2, and 3 GHG emissions.
- Tracking and disclosing other environmental impacts of our operations, including electricity consumption and waste production.
- Monitoring applicable environmental laws and regulations to ensure compliance.
- Performing regular internal reviews to assess environmental risks and opportunities impacting our business.

4.4. Action

Additionally, we are dedicated to implementing the following environmental sustainability initiatives:

- Operating our business in an environmentally responsible manner where relevant and feasible.
- Leveraging our employees, technology, and resources where possible to drive positive environmental impact within our communities.
- Pursuing appropriate opportunities to increase renewable energy usage, lower emissions, and conserve natural resources in our operations.

5. Roles and Responsibilities

Role	Description of Responsibilities
Nominating and Corporate Governance Committee of the Board of Directors	Reviews Smartsheet’s programs, strategy, and public disclosures on corporate responsibility and environmental sustainability.
Chief Legal Officer (CLO)	Sponsors the ESG Steering Committee.
ESG Steering Committee	Composed of interdepartmental senior executives across the company. Reviews our internal processes and proposals to provide guidance on ESG strategy.
Risk & Governance Team	Reports directly to the CLO. Provides expertise, guidance, and oversight related to management of risk, including climate-related issues. Develops and enforces policies, procedures, and standards to ensure quality assurance and compliance. Conducts assessments and generates reports to evaluate the effectiveness and adequacy of risk management practices.

6. Enforcement

Intentional or unintentional violations of this Policy are of material concern to Smartsheet. Any Smartsheet Representative’s failure to adhere to this Policy may result in revoked access or privileges or an inability to properly perform such Smartsheet Representative’s duties at Smartsheet. A Smartsheet Representative who violates this Policy may be subject to disciplinary action, which may include termination of employment, legal action, or referral for criminal prosecution. Smartsheet Representatives should report suspected or actual violations of this Policy by other Smartsheet Representatives to his or her supervisor or Compliance Officer immediately without fear of any form of retaliation in accordance with the [Whistleblower and Complaint Policy](#).

7. References

[Charter of the Audit Committee of the Board of Directors](#)
[Charter of the Nominating and Corporate Governance Committee of the Board of Directors](#)
[Smartsheet’s investor relations website](#).
[Whistleblower and Complaint Policy](#)

8. Review and Revision History

Version	Date	Author	Description of Changes
1.0	12/19/2024	Risk & Governance, Legal	Initial publication