



Environmental Policy

Version: 2.0

Effective: December 19, 2024

Last approved date: October 22, 2026

Approved by: General Counsel

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 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 Sustainability team at ESG@smartsheet.com.

Website: Policy Portal and Legal Documents

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1. Purpose

Smartsheet Inc. (collectively with its subsidiaries, “Smartsheet” or the “Company”) recognizes that business activities can have environmental impacts and is committed to minimizing those impacts and managing climate-related risks. This Environmental Policy (“Policy”) establishes the principles and framework that guide our approach to environmental stewardship, sustainability performance, and continuous improvement across our operations.

Smartsheet's sustainability strategy focuses on advancing transparency and meaningful climate action to support the well-being of people and the planet while creating long-term value for our business and stakeholders. As a global software company, we are committed to operating responsibly and reducing the environmental footprint of our operations. Because our business is primarily delivered through digital services and cloud-based technology, our most significant environmental impacts are associated with energy consumption and the use of third-party data center infrastructure. Accordingly, our environmental stewardship efforts focus on the areas most relevant to our business, including increasing the use of renewable energy, reducing greenhouse gas emissions, and supporting more sustainable operations.

2. Scope

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

3. Definitions

Term	Definition
Science-Based Targets initiative (SBTi)	The Science Based Targets initiative (SBTi) is a globally recognized organization that establishes methodologies and criteria for corporate greenhouse gas emissions-reduction targets. A target is considered science-based when it is aligned with the latest climate science and supports the Paris Agreement goal of limiting global warming to 1.5°C above pre-industrial levels.
Scope 1, 2, and 3 greenhouse gas (GHG) emissions	Categories used to classify the different types of emissions associated with company activities: • 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 applicable environmental laws and regulations globally.

4.2. Governance

4.2.1. Board oversight

Smartsheet's Board of Directors is responsible for periodically reviewing Smartsheet's programs, strategy, and public disclosures addressing corporate responsibility and sustainability, including environmental, social, and corporate governance matters;

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 Sustainability function within the Risk & Governance team. This includes assessing Smartsheet's environmental impact, setting corporate climate goals, developing emission reduction strategies, and performing sustainability reporting to ensure compliance to relevant global climate disclosure regulations and voluntary frameworks. The Risk & Governance team falls within the Legal organization.

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.
- Maintaining and publicly disclosing environmental performance targets, including our validated SBTi-approved commitment to reduce GHG emissions.

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 lower emissions and conserve natural resources in our operations.
- Achieving 100% renewable electricity to match electricity consumption of our global offices annually.

5. Roles and Responsibilities

Role	Description of Responsibilities
Board of Directors	Reviews Smartsheet's programs, strategy, and public disclosures on corporate responsibility and environmental sustainability.
General Counsel	Responsible for effectuating, through the Risk & Governance Team, the Purpose of this Policy. Serves as executive sponsor of this Policy, oversees its periodic review, and escalates material environmental and sustainability-related matters to the Senior Leadership Team and the Board of Directors as appropriate.
Risk & Governance Team	Reports directly to the General Counsel. Provides expertise, guidance, and oversight related to management of risk, including climate-related issues. Monitors applicable environmental and sustainability laws and regulations and coordinates with business functions responsible for operation compliance. 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

[Smartsheet's legal documents 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
2.0	10/22/2026	Risk & Governance, Legal	Revised to reflect new governance structure since PE

Version	Date	Author	Description of Changes
			acquisition and approved climate targets since last publication.