

## Hyland Carbon Reduction Plan

Hyland Software, Inc., and its affiliated companies and branches (“Hyland”) have established this Carbon Reduction Plan (the “Plan”) to establish a path for Hyland to achieve Net Zero Emissions by the year 2050. The Plan results, in part, from the July 2023 Hyland ESG Policy (the “ESG Policy”) as we seek to further extend our Core Values by monitoring Hyland’s impact on the environment. This Plan is intended to provide the framework for Hyland’s continued path towards environmental improvements on its journey towards Net Zero Emissions.

*Hyland is committed to achieving Net Zero emissions by 2050.*

### Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that Hyland has produced in the past prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

<b>Baseline Year: 2022 (1/1/2022 – 12/31/2022)</b>	
<b>Additional Details relating to the Baseline Emissions calculations.</b>	
2022 is the first year that emissions data has been collected and serves as Hyland’s base year. The calculations provided for 2022 are consistent with the Greenhouse Gas Protocol and were completed with Watershed, which is a third-party carbon accountant retained by Hyland to support the Plan.	
<b>Baseline year emissions:</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	1,138
<b>Scope 2</b>	5,667
<b>Scope 3</b>	<b>Scope 3 Total - 48,940</b> <b>Waste – 242</b> <b>Business Travel - 5,527</b> <b>Employee Commuting – 5,178</b> <b>Downstream T&amp;D – 149</b> <b>Upstream T&amp;D - not relevant due to the nature of our operations.</b>

	<i>Upstream Lease Assets – 110</i> <i>Fuel and Energy Related Activities – 2,182</i> <i>Purchased Goods and Services – 35,552</i>
<b>Total Emissions</b>	55,744

### Current Emissions Reporting

<b>Reporting Year: 2022 (1/1/2022 – 12/31/2022)</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2e</sub>)</b>
<b>Scope 1</b>	1,138
<b>Scope 2</b>	5,667
<b>Scope 3</b>	<b>Scope 3 Total - 48,940</b> <b>Waste – 242</b> <b>Business Travel - 5,527</b> <b>Employee Commuting – 5,178</b> <b>Downstream T&amp;D – 149</b> <b>Upstream T&amp;D - not relevant due to the nature of our operations.</b> <i>Upstream Lease Assets – 110</i> <i>Fuel and Energy Related Activities – 2,182</i> <i>Purchased Goods and Services – 35,552</i>
<b>Total Emissions</b>	55,744

Hyland’s current emissions reporting year and baseline reporting year are 2022. Emissions will be calculated annually.

### Targets for Emissions Reductions

As part of the Plan, Hyland will work to establish more detailed targets for achieving long-term carbon reduction to support Net Zero Emissions by 2050. We will accomplish this, in part, through initiatives encompassed in the ESG Policy. These initiatives include waste management and sustainability programs and company-wide policies to reduce Hyland’s environmental impact and waste consumption. Hyland’s approach to minimizing environmental impact and managing environmental risks also includes waste reduction through

managing the use of water, paper and plastic products, recycling programs and energy management. We prioritize sustainable business practices across our global operations in order to help reduce both Hyland's and our customers' environmental footprint.

## Carbon Reduction Projects

Since 2022, the Baseline Year, Hyland has completed the following environmental management measures and projects.

- Completing and publishing our Inaugural 2023 Environmental, Social, and Governance Report which included carbon emissions audit results for 2022
- Aligning with our Board of Directors and executive leadership to oversee our ESG initiatives
- Achieving ISO 14001 certification for environmental management best practices at certain subsidiaries.
- Powering our headquarters by carbon neutral natural gas and 100% renewable electricity via carbon offsets and renewable energy credits
- Having a distributed workforce, which further reduces our footprint
- Phasing out offices that are not core to our customer-facing operations
- Eliminating corporate private aircraft and divested real estate that was not essential to customer facing operations
- Implementing a usage monitoring initiative for contractors that aims to reduce energy consumption during hours where systems are not being used
- Equipping certain locations with e-recycling options

In the future we hope to implement further measures such as:

- Providing appropriate training and resources to employees in furtherance of these priorities
- Establishing a Carbon Disclosure Statement for external publication to report Climate-related disclosures and emissions (Scope 1 and 2 Emissions)
- Developing a detailed roadmap for reaching our Net Zero Commitment
- Completing third-party sustainability evaluation, e.g., EcoVadis
- Exploring additional sustainability programs, e.g., recycling expansion

## Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard<sup>1</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>2</sup>.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>3</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of Hyland Software, Inc.:



Printed Name

Hyland Officer & Board Member

...William A Priemer.....

Date: 2/15/2024.....

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<sup>1</sup><https://ghgprotocol.org/corporate-standard>

<sup>2</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>3</sup><https://ghgprotocol.org/standards/scope-3-standard>