



## **Upwork Global Environmental Policy**

Upwork Inc. and its subsidiaries (“Upwork,” “we,” or “our”) recognize climate change and environmental degradation as an existential threat, and we seek to be part of the solution. We will continue to incorporate sustainable practices into our operations, identify environmental opportunities within our business strategy, and foster environmental awareness among our team members. We are committed to setting—and working to achieve—robust environmental performance targets. In 2020, we committed to operating as a carbon-neutral company and have achieved carbon neutrality since 2019. Going forward, we’re working to reduce our emissions and offset those we cannot avoid in order to reach net-zero emissions every year. We continue to seek ways to increase resource use efficiency, decrease waste, and protect the natural world.

### **Compliance**

Upwork follows the law and will comply with all applicable environmental laws and regulations.

### **Oversight**

The Nominating and Governance Committee of Upwork’s Board of Directors is responsible for overseeing Upwork’s environmental strategy and performance. The day-to-day management of our environmental programs is the responsibility of our ESG Task Force, a cross-departmental committee made up of senior leaders and subject matter experts across the company.

### **Transparency**

We will disclose our environmental commitments and the quantitative data relevant to our environmental performance through annual reporting. We will maintain transparency on the environmental risks and opportunities that affect our business and our environmental oversight and governance programs. We will disclose information about our environmental targets and progress toward those targets and strive to align our environmental disclosures with internationally accepted standards and frameworks. This includes reporting our emissions to

CDP and following the recommendations of the Task Force on Climate-Related Financial Disclosures (TCFD) and the Science-Based Targets Initiative (SBTi).

### **Carbon Neutrality**

We have achieved carbon neutrality since 2019 and are committed to doing so every year. We will reduce our carbon footprint through operational improvements and direct purchase of renewable power, and offset the greenhouse gas emissions we cannot avoid. Upwork is committed to purchasing high-quality Renewable Energy Credits (RECs) and offsets that are verified and meet international standards for additionality.

### **Resource Efficiency and Waste**

We will focus on improving efficiencies in our resource utilization whenever possible. This includes taking steps to measure and reduce our consumption of natural resources and avoiding the use of unnecessary or inefficient goods and services. We will effectively manage office equipment—including electronics and [electronic waste](#)—and will reduce waste to landfill by reusing, recycling, or composting the products we purchase. Among other resources, we are committed to minimizing our use of electricity and natural gas, transportation fuels, and water.

### **Effective Management**

We will develop and maintain internal management systems to effectively track, evaluate, and improve our environmental performance. Upwork is committed to setting targets and objectives, measuring progress toward those objectives, and seeking continual improvement. Environmental objectives and targets will be evaluated on an annual basis to ensure they remain appropriate and achievable.

### **Employees**

Upwork's policies and commitments are nothing without the understanding, buy-in, and cooperation of our employees. We are committed to raising environmental awareness among our workforce and encouraging them to incorporate our environmental goals into their day-to-day work. We will engage employees in programs designed to celebrate and protect the natural environment.

### **Business Partners**

We will engage our suppliers, clients, and other business partners to decrease environmental risks and negative impacts across our supply chain and value chain. This includes consideration of environmental factors when procuring goods and services and assessing the environmental performance of our suppliers. We seek opportunities to collaborate with our suppliers, customers, and other business partners on sustainability initiatives to bolster any shared environmental goals.

For further information about our environmental programs and performance, visit Upwork's ESG Reports Hub at [www.upwork.com/about/our-impact/reports-hub](https://www.upwork.com/about/our-impact/reports-hub).

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