

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 commitments 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.

Baseline Year: 2022 (1/1/2022 – 12/31/2022)	
Additional Details relating to the Baseline Emissions calculations.	
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.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	1,138
Scope 2	5,667
Scope 3	Scope 3 Total - 48,940 Waste – 242 Business Travel - 5,527 Employee Commuting – 5,178 Downstream T&D – 149 Upstream T&D - not relevant due to the nature of our operations. <i>Upstream Lease Assets</i> – 110 <i>Fuel and Energy Related Activities</i> – 2,182

	<i>Purchased Goods and Services – 35,552</i>
Total Emissions	55,744

Current Emissions Reporting

Reporting Year: 2023 (1/1/2023 – 12/31/2023)	
EMISSIONS	TOTAL (tCO_{2e})
Scope 1	746
Scope 2	2,875
Scope 3	Scope 3 Total - 48,339 Waste – 177 Business Travel – 4,992 Employee Commuting – 4,410 Downstream T&D – 181 Upstream T&D - not relevant due to the nature of our operations. <i>Upstream Lease Assets – 40</i> <i>Fuel and Energy Related Activities – 1,709</i> <i>Purchased Goods and Services – 32,840</i>
Total Emissions	51,961

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:

- Completed and published our second Environmental, Social, and Governance Report which included carbon emissions results for 2023
- Aligned with our Board of Directors and executive leadership on oversight of our ESG initiatives
- Achieved ISO 14001 certification for environmental management best practices at certain subsidiaries
- Implemented a usage monitoring initiative for contractors that aims to reduce energy consumption during hours where systems are not being used
- Equipped certain locations with e-recycling options
- Completed third-party sustainability evaluation through EcoVadis

Since 2022, the Baseline Year, Hyland has undertaken multiple initiatives in an effort to reduce our carbon footprint:

- Powered our headquarters by carbon neutral natural gas and 100% renewable electricity via carbon offsets and renewable energy credits
- Leveraged a distributed workforce, which further reduces our footprint
- Phased out offices that are not core to our customer-facing operations
- Eliminated corporate private aircraft and divested real estate that was not essential to customer facing operations

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

- Providing appropriate training and resources to employees in furtherance of these priorities
- Maturing our data to enable Hyland to make more informed decisions regarding our environmental footprint
- Developing a detailed roadmap for reaching our Net Zero Commitment
- 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 standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

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) Standard³.

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.:

Signed by:

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Jitesh S. Ghai

Hyland Officer & Board Member

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March 25, 2025 | 10:36:19 EDT

Date:

¹**Hyland Carbon Reduction Plan**

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

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