DocuSign Environmental Policy

At DocuSign, our goal is to promote environmental sustainability throughout our business globally, including our operations, our sourcing practices, and our products.

Specifically, we are committed to:

- Measuring major greenhouse gas emissions from our operations to inform emission-reduction strategies.
- Engaging employees, customers, partners and suppliers in our efforts to reduce our environmental impacts.
- Complying with or exceeding the requirements of environmental legislation and regulations where we do business.
- Building and enhancing digital products that reduce the physical resources required by our employees and customers to conduct business.

The following highlights our efforts to manage environmental impacts across key areas of our business.

**Real Estate**

- Prioritize site selection with better environmental profiles, such as specific amenities to help reduce environmental impacts and proximity to public transportation.
- Consider environmental sustainability in the design and construction of work spaces to minimize environmental impacts.
- Evaluate the environmental profile of the materials, furniture and fixtures we buy, favoring suppliers and products that have better environmental performance (assuming they meet our business requirements.)

**Facilities Management**

- Invest in alternative work arrangements such as hoteling and flex workspace that have financial, environmental, and employee benefits.
- Procure environmentally preferable office products such as recycled paper and sustainable cleaning products.
- Reduce office waste through reduction, recycling, and composting programs.
- Increase our sourcing of sustainable, healthier foods and beverages for our offices; minimize packaging in the sourcing of our food and beverages, where possible.

**Data Centers**

- Procure the most energy-efficient servers and equipment that meet our business requirements.
- Include environmental criteria in the consideration of new co-location facilities and in renegotiated leases through the RFP process, where possible.
- Responsibly manage (reuse, recycle, properly dispose of) all leased and owned IT equipment at the end of their useful lives with DocuSign.
• Prioritize data centers that can be managed remotely and/or with the support of locally-based personnel, when such arrangements meet performance requirements.

**Employees**

• Provide our employees with opportunities to manage their environmental impacts, including helping them to reduce business and commuter travel.
• Engage employees in environmental sustainability through our employee green team network globally.
• Provide opportunities through our DocuSign IMPACT integrated philanthropy program to promote employee engagement with environmental organizations and initiatives that support our local communities.

**Travel & Events**

• Engage our travel and event suppliers (hotels, conference centers, rental cars agencies) to share our environmental policy and identify greener choices for our travel and events.
• Reduce business travel where feasible through the use of technologies such as videoconferencing.
• Look to minimize environmental impacts of our events, by including environmental considerations in RFP’s and contracts, where possible, and show preference to those suppliers that can meet our business requirements in environmentally preferable ways.

**Sourcing**

• Include environmental criteria in our vendor selection process, giving preference to vendors with better environmental performance, where possible.
• Include our environmental expectations in master service agreements and contracts with vendors, where relevant.

**DocuSign Products**

• Enable customers to become more sustainable through the use of our digital products, thus reducing their use of paper and other associated physical resources (such as those necessary for the transportation and shipping of paper documents) in their businesses.