



Code of Conduct

Living Our Values Every Day



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A message from our CEO.

January 2024.

At Workday, integrity is the foundation for everything we do. In fact, it's one of our company's core values. We say what we mean and mean what we say. We are committed to doing the right thing, acting with integrity, and treating others with respect.

The Code of Conduct helps us understand how to operate our business ethically, with integrity, so we can focus on our other core values: providing a great work environment for employees, providing outstanding service to customers, delivering innovative products and services, having fun at work, and achieving long-term profitability. It is our public affirmation that we, as members of the Workday community, are committed to conducting business ethically and with integrity.

Our commitment to integrity extends to how we treat each other and our customers, partners, suppliers, communities, and shareholders. As you act for our company, remember that you are not just at work, you are at Workday. We expect everyone at Workday to read and commit to following the Code. Refer to the Code when you have questions, and if something is unclear, speak up. Your manager, the People & Purpose team, and the Workday Integrity team are here to help. Our independent and confidential [Speak Up](#) reporting tool is also available for asking questions or reporting concerns.

Together, let's continue to make Workday a place where we are proud and excited to work.



Carl Eschenbach



Introduction.

This Code of Conduct (the “Code”) describes Workday core values and expectations for how you act when conducting business on behalf of Workday. At Workday, we are committed to acting ethically and conducting business in compliance with all applicable laws. Although the Code does not explicitly address every issue or situation you may encounter at Workday, it contains the guidelines, rules, and principles that must be followed when you are acting on behalf of Workday. We expect all employees and board members (collectively, “Workmates”) to know and follow this Code. Failing to comply with the Code could put you, your colleagues, and Workday at risk and, accordingly, could result in disciplinary action and even dismissal.

Workday core values.

Our core values are our guiding principles. They provide a framework for leadership, daily decisions, and employee satisfaction. Our values are more than aspirations; they define who we are:



Employees



Customer Service



Innovation



Integrity



Fun



Profitability

Everyone’s responsibilities.

Workmates are responsible for recognizing ethical issues and doing the right thing in all business activities. Familiarize yourself with all Workday policies and the applicable Employee Handbook (or other company policies). These describe

in greater detail expectations for how Workday employees should act at work. Follow the controls that apply to you and your role, even if you feel pressured to do otherwise. From time to time, issues may arise where the right ethical choice isn’t clear. Seek guidance if you have questions or concerns. Report concerns if you see something that doesn’t seem in line with the Code or our values.

People leaders’ responsibilities.

If you are a people leader, lead by example and always demonstrate the highest standards of behavior. Create an environment where team members understand their responsibilities and feel comfortable raising issues and concerns without fear of retaliation. If an issue is raised, take prompt action to properly address the concerns and correct problems that arise.

Ensure that Workmates under your supervision understand the Code and that at Workday, conducting business ethically is most important, even if behaving ethically means sacrificing a desirable business outcome.

Making Good Decisions

Before taking a business action, ask yourself the following questions:

- Is the action legal, ethical, and socially responsible?
- Does the potential conduct comply with the spirit of the Code and Workday values?
- Would Workday be embarrassed if the behavior were to become known internally or publicly?
- Might another person have helpful input?

We speak up—and raise our hands.

When in doubt, reach out! There are many resources to help you follow the Code or report a concern about any potential violations of the Code. The following teams are available to ensure that your question, issue, or concern is addressed in a timely and meaningful manner:

Managers and senior leadership are available to answer questions and are generally most familiar with Workday guidelines that apply directly to the business activities within your organization.

The Workday Integrity Team helps promote an organizational culture of ethical behavior and compliance with the law. In addition, they can help explain and interpret this Code and provide guidance about how to conduct business ethically on behalf of Workday.

integrity@workday.com

People & Purpose can explain and answer questions about employment, benefits, and workplace issues. For general questions on P&P programs, you can submit your question or request to P&P on [Service Hub](#).

Report workplace issues to ask.peoplepurpose@workday.com.

Our confidential Speak Up tool is available 24 hours a day, seven days a week. It is independent, secure, and confidential. In most regions, Workmates can choose to remain anonymous, but are encouraged to identify themselves and to provide as much information as possible so Workday can conduct an efficient and effective investigation of the reported issue.

Speak Up Online: speakup.workday.com

Speak Up Helpline: 800-325-9976 (for calls outside the United States, visit speakup.workday.com)

Workmates may contact the Audit Committee of the Workday Board of Directors about any concerns within the company. They may use the Speak Up tool and indicate the concern is for the Audit Committee, or report issues to:

Generalcounsel@workday.com

Workday Board of Directors, Audit Committee
Corporate Secretary
6110 Stoneridge Mall Road
Pleasanton, CA 94588

Workday prohibits retaliation in any form against anyone who, in good faith, reports any actual or potential violation of this Code, Workday policies or procedures, or any illegal or unethical behavior. Retaliation is prohibited for any good-faith report, even if it ultimately turns out to be unfounded. We prohibit retaliation against anyone who reports these issues based on their work with Workday, including consultants and former employees. For more information, please see the Workday [Whistleblower Policy](#).

Workday will promptly investigate any allegations of wrongdoing. All reports will be addressed with confidentiality, to the extent possible. When asked, all Workmates are required to participate in and cooperate fully with an investigation, including providing truthful and complete responses and maintaining the confidentiality of the investigation. Failure to cooperate in an investigation is a violation of the Code of Conduct and can result in disciplinary action up to and including termination of employment.

We foster—a safe and inclusive workplace.

A workplace built on respect and inclusivity.

At Workday we believe that a diverse, inclusive, and equitable workplace where everyone feels valued and included is key to happy Workmates and customers, great products, and an enduring company. Part of what makes our culture unique is our unwavering commitment to Value Inclusion, Belonging, and Equity (VIBE™) for all. We all play a role in VIBE, and creating a workplace where Workmates are respected as equals—and this includes engaging professionally and respectfully with Workmates who have different backgrounds, experiences, perspectives, insights, and skills. Valuing inclusion promotes belonging in the workplace, and creating equal opportunities for all Workmates helps make Workday a great place to work.

All Workmates are expected to maintain a respectful workplace culture that is free of harassment, bullying, bias, and unlawful discrimination of any kind.

Learning Link

[Respectful Workplace Policy](#)

Workday is an equal opportunity employer.

Workday does not unlawfully discriminate in any employment decisions, including hiring, compensation, promotion, discipline, or termination. This includes discrimination on the basis of “protected characteristics.” Workday is also committed to providing reasonable accommodations to qualified individuals with disabilities and individuals with sincerely held religious beliefs and practices.

Protected characteristics include:

- Age
- Ancestry
- Color
- Gender (including pregnancy, childbirth, or related medical conditions)
- Gender identity or expression
- Genetic information
- Marital status
- Medical condition
- Mental or physical disability
- National origin
- Protected family care or medical leave status
- Race
- Religion (including beliefs and practices or the absence thereof)
- Sexual orientation
- Military or veteran status
- Other considerations protected by law



Preventing discrimination and harassment.

Workday strives to maintain a professional environment based on respect, tolerance, and inclusion. Discrimination or harassment will not be tolerated. Our zero-tolerance policy extends to all Workmates as well as vendors, suppliers, contractors, consultants, and customers.

Speak up if you experience or witness any violation of this policy. No adverse employment action will be taken against any person for making a good-faith complaint or report of discrimination or improper conduct, assisting in an investigation, or exercising rights under applicable laws. Retaliation against any person for any such protected activity will not be tolerated.

Learning Links

[Whistleblower and Complaint Policy](#)

[Harassment, Discrimination, and Bullying Policy](#)

Drug-free workplace.

Workday strives to maintain a professional, drug-free work environment. Use of alcohol, illegal drugs, or unauthorized controlled substances, whether on or off the job, can detract from work performance, efficiency, safety, and health and seriously impair a Workmate's contributions to Workday. Specifically, Workday policy prohibits:

- Possession or use of an illegal drug or unauthorized controlled substance or being under the influence of an illegal drug or unauthorized controlled substance while on the job
- Driving a vehicle while on Workday business while under the influence of alcohol, an illegal drug, or an unauthorized controlled substance
- Distribution, sale, or purchase of an illegal drug or unauthorized controlled substance while on the job

Learning Link

See your applicable Employee Handbook or comparable employment policies.

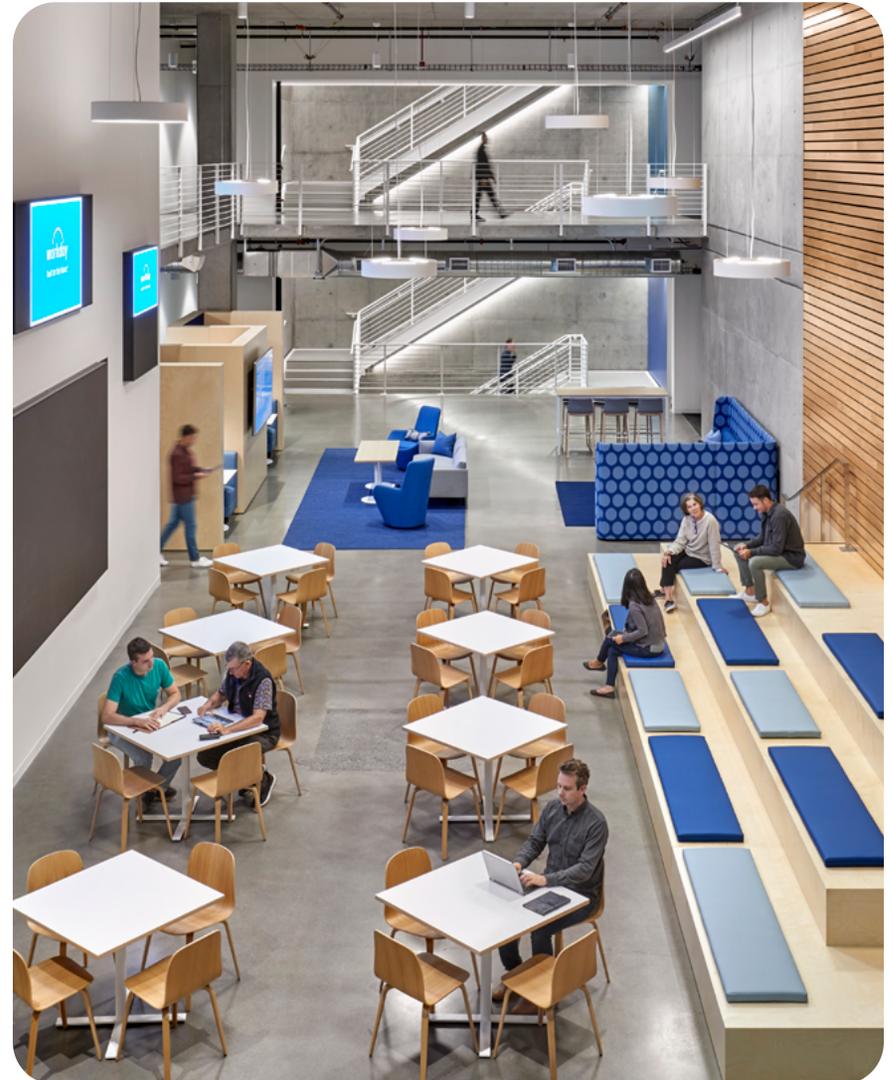
Moderate consumption of alcohol by legal-age individuals at Workday-sponsored events is permitted. Everyone involved must exercise good judgement, act in a professional and responsible manner, and follow directions provided for the sponsored event. Attendance at Workday social events is not mandatory, and Workmates who choose to attend should not be pressured to consume alcoholic beverages.

Health and safety.

Workday is committed to providing a healthy and safe work environment for Workmates and others. Everyone is expected to be safety-conscious at all times and to report all work-related injuries or illnesses as well as any hazardous or unsafe conditions. In addition, Workday will not tolerate any violent behavior at the workplace and prohibits bringing weapons to any Workday facility, event, or customer site.

Inspiring Integrity

Immediately report any work-related injuries or illnesses and/or any safety or security threats to Global Workplace Safety at +1-925-701-5555 or +353 (1) 707-6655 and safety@workday.com.



We protect—privacy, confidentiality, and company property.

Keeping information secure.

We are committed to handling all confidential and proprietary information with great care and in compliance with applicable laws.

Workday confidential and proprietary information.

Workmates routinely learn information that is confidential or proprietary to Workday, our customers, our suppliers, and our partners. The confidential and proprietary information with which you are entrusted is extremely important to Workday and to others.

You are expected to keep all confidential and proprietary information on a need-to-know basis within Workday unless and until that information is released to the public through an approved process. This means that you may not discuss confidential or proprietary information with others, including family, friends, and even other Workmates, unless those Workmates have a legitimate business need to know the information.

You should also take great care not to inadvertently disclose confidential or proprietary information.

Inspiring Integrity

Be smart about what you publicly say or write about Workday.

Employee privacy.

Workday respects each Workmate's privacy and will protect Workmate personal and confidential information.

Learning Link

[Employment Privacy Statement](#)

Respecting the privacy of others.

Workday takes the data privacy of our customers, prospects, partners, and website visitors extremely seriously. It is your responsibility to familiarize yourself with the internal policies and contractual responsibilities that are applicable to the personal data you have access to and to comply with those responsibilities.

Learning Links

[Workday Data Privacy Governance Policy](#)

[Customer Data Handling Policy](#)

Workday is also committed to privacy in the products we build, services we deliver, and data we use. Workday follows Privacy Principles that reflect our [core values](#)—specifically, customers, integrity, and innovation—in all we do: put privacy first, innovate responsibly, and safeguard fairness and trust.

We Speak Up

We Foster

We Protect

We Act

We Compete

We Respect

We Care



Workday assets and resources.

Workday provides Workmates with information and technology (IT) resources so they can most effectively perform their jobs. These resources are Workday property and must be used in a manner that reflects positively on Workday and all who work here.

Inspiring Integrity

Use good judgement when using Workday equipment; always ensure that personal use does not interfere with your work environment or in any way violate our policies.

Limited personal use of IT resources is permitted, but must not interfere with Workmates' work performance or the work performance of others. Workday reserves the right to monitor and inspect the use of its information and technology resources.

Learning Link

[Workday Acceptable Use Policy](#)

We act—with integrity.

Workday expects everyone acting on its behalf to perform their duties with integrity and in an honest and ethical manner.

Gifts and business entertainment.

Workday purchases others' products and services on the basis of price, quality, and service. We expect our customers to purchase Workday services on the same basis. Accordingly, all business dealings must be impartial, objective, and free of corruption and improper influence.

Inspiring Integrity

Never offer or accept loans, stock, cash, or gift cards (for example, AMEX, Visa, Mastercard) for more than nominal value.



Moderate, proportional, and properly recorded business entertainment and gifts can create goodwill and sound working relationships. However, before any gift or business entertainment is offered or accepted by any employee, family member of an employee, or agent, it must first meet all of the following criteria:

- Not cash or a gift card (for more than nominal value)
- Consistent with customary business practices
- Reasonable in value
- Open and transparent
- Cannot reasonably be construed as a bribe or payoff
- Does not violate any laws, regulations, or applicable policies of the other party's organization

You may not receive any income or material gain from a third party in connection with the performance of your Workday duties, with the exception of nominal gifts.

Learning Link

[Gifts and Entertainment Policy](#)

Conflicts of interest.

Workmates are expected to act, at all times and in all ways, in the best interest of Workday while performing their job duties. To put it simply, Workmates must avoid conflicts of interest.

A conflict of interest exists when loyalties to Workday are impacted by personal interests or the interests of a third party. All Workmates must use good judgement and consult with others to avoid situations that create actual, potential, or perceived conflicts of interest. The best practice in any situation that appears to present a conflict of interest is to not act until you can discuss the situation with your manager; our Legal, Compliance, and Corporate Affairs department; or the Workday Integrity Team. Failure to avoid or disclose any actual or potential conflicts will result in disciplinary action, up to and including termination of a Workmate's employment.

Potential conflicts of interest are not uncommon or necessarily prohibited, as long as they are properly disclosed and managed. They can appear in many different forms, including:

- Personal investments in companies that directly compete with or are similar to Workday, or that Workday has invested in
- Outside employment, advisory roles, board seats, or personally owned businesses
- Business opportunities found through Workday duties
- Transacting Workday business with family members or other related persons
- Accepting excessive gifts, entertainment, or other business courtesies related to your role at Workday, either directly or through a family member or a close friend
- Entering into a personal relationship with a subordinate, supervisor, or manager
- Workday is investing in a company in which you are a stockholder or a director

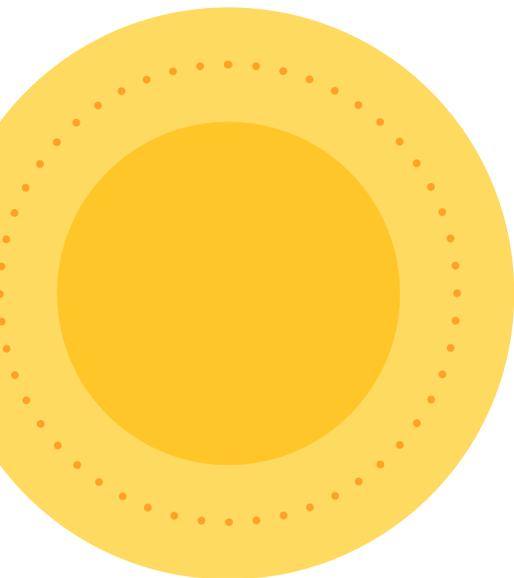
If Workday determines that the activity interferes with your ability to perform your role or it poses an actual conflict of interest for Workday, we may ask you to terminate the activity or take other actions to mitigate the conflict.

Inspiring Integrity

Transparency is key. Having a conflict of interest does not necessarily violate the Code, but not disclosing the conflict does. Speak with your manager or the Workday Integrity Team to disclose.

Learning Link

[Conflicts of Interest Policy](#)



Preventing improper payments.

Workday is truthful and transparent in our interactions with customers, and we do not influence their decisions through improper payments.

Corruption harms our customers in many ways, including sometimes causing them to pay more than they should. Winning and preserving customers' trust every day is more important than any benefit we might get from doing business improperly.

Inspiring Integrity

Always report activity or payments even if they appear to be ethically questionable.



At Workday we never secure business advantages through a bribe, kickback, or other improper benefit.

- We do not pay or offer to pay bribes or kickbacks to anyone.
- We prohibit corrupt payments of all kinds, including payments to secure permits or approvals, and small payments to speed up a routine government process (often known as a “facilitation payment”).
- In any deal, we avoid hidden terms or arrangements and reduce complexity wherever possible.
- We work with partners who have a reputation for integrity, and we report signs that a representative is unethical or could be paying a bribe.
- We make sure that any gifts, hospitality, or travel we offer to government officials or customers are legal, reasonable, and appropriate. We do not provide any business courtesies to U.S. Federal government officials.
- We hire candidates based on their merits and do not make hiring decisions to benefit a customer or a government official.
- If we make charitable donations, we do so to support a legitimate charitable cause, not as part of an exchange of favors.
- We never solicit gifts or other business courtesies.

Learning Link

[Anti-Corruption Policy](#)

Responsible AI.

At Workday, we innovate with integrity, and this extends to our development of AI products and technologies. The mission of the Responsible AI program is to facilitate our ambition to develop innovative and trustworthy AI and machine learning (ML) products that delight customers and positively impact society.

The program is anchored around a set of core ethical AI principles:

- Amplify human potential
- Positively impact society
- Champion transparency and fairness
- Deliver on our commitment to data privacy and protection

We operationalize these principles through our responsible AI (RAI) governance framework, which requires that product managers (PMs) complete the RAI Risk Evaluation in the ideation phase of all new AI or ML product development. Upon completion of this risk evaluation, PMs are immediately provided with a set of bespoke RAI guidelines that are specific to their use case. PMs pilot the documentation of adherence to these guidelines during the build of the application. Workday RAI and Product Legal teams are available to assist PMs in this effort upon request.

Learning Link

[Responsible AI Development Policy](#)



We compete—fairly and honestly.

Sales and advertising.

Workday competes on the merits and quality of our products and services. Workday communications with customers or potential customers must be truthful and accurate. We must be able to substantiate what we say about our products and services. All promotional, advertising, and marketing materials must go through the appropriate approval process for publishing information.

Competitive information and fair competition.

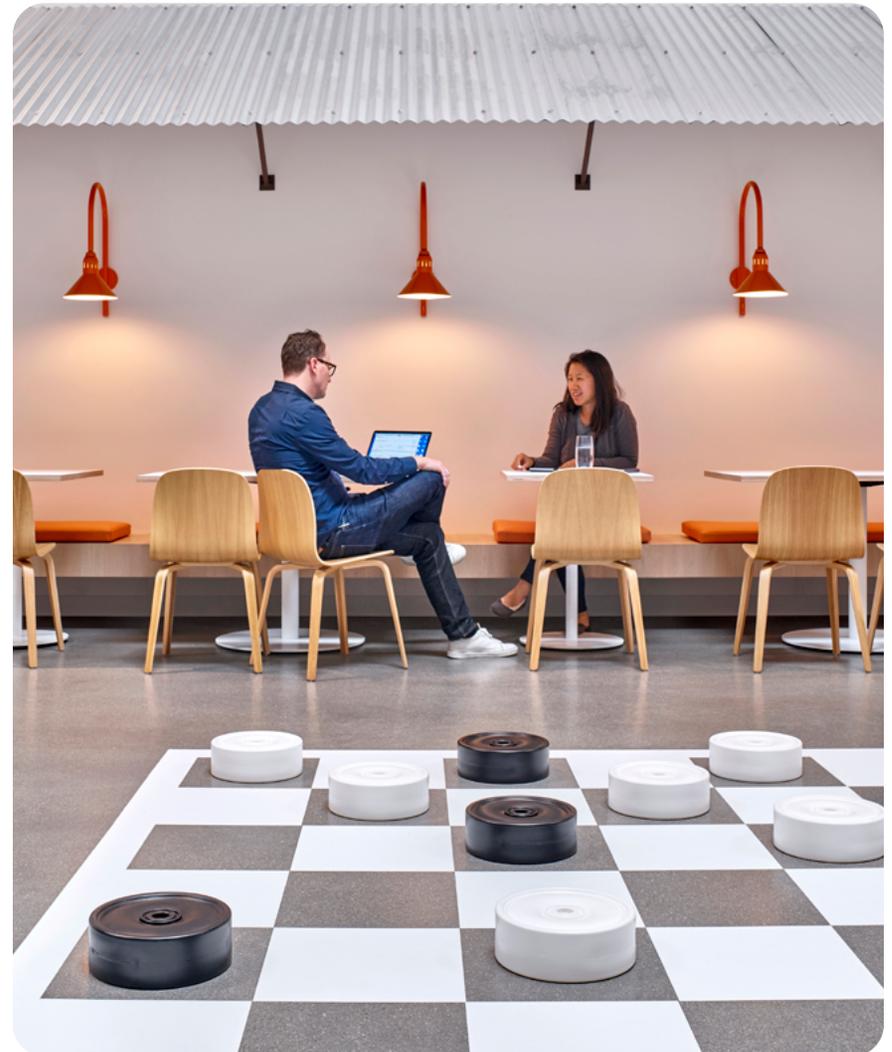
Workday believes in free and open competition and outperforming our competitors fairly and honestly with superior products and services.

Never seek or use the following:

- Information about a competitor's bid
- Proprietary information that has been copied, drawn, or photographed
- Information about a former employer solicited from an employee
- Information containing technical or engineering data that may be protected by trade-secret laws

We achieve business success through fair competition by:

- Avoiding any formal or informal agreements with competitors that limit competition in any way
- Respecting the competitive business process by not fixing or rigging any bidding process or helping others to do so
- Not dictating the prices our independent partners charge their customers



Workday intellectual property.

Innovation is a core value, and everyone at Workday works hard to create intellectual property. We highly value the new technical inventions; new product and business ideas, concepts, and creative content; and other information we produce. If we do not identify or take adequate steps to protect this intellectual property, Workday risks losing its related rights and competitive advantages.

Learning Link

[Intellectual Property @ Workday](#)

Protecting the intellectual property of others.

Workday competes fairly. Accordingly, Workmates may not possess or use nonpublic, restricted, or confidential information belonging to another company without that company's permission. This rule applies to information of competitors and former employers, as well as our customers and business partners.

To protect yourself and Workday, don't seek or accept nonpublic, restricted, or confidential information from other companies without first having all parties sign an appropriate nondisclosure agreement approved by our Legal, Compliance, and Corporate Affairs department. If Workmates inadvertently come into possession of a third party's nonpublic, restricted, or confidential information, contact our Legal, Compliance, and Corporate Affairs department immediately.

When creating content or work product such as slides, presentations, diagrams, or code, you must do the creating. Workmates must not use, copy, or incorporate content owned by others in Workday materials without appropriate permissions.

Learning Link

[Open Source Policy](#)



We respect—laws and regulations.

Playing by the rules.

At Workday, we play by the rules. That means we conduct our business in accordance with our core values and in compliance with applicable national, state, and local laws and regulations.



Compliance with laws and regulations.

Workday conducts business in many countries, and the Code cannot cover all applicable laws, regulations, and legal requirements. It is nevertheless essential that Workday comply with all regulatory and legal requirements, in the countries Workday operates in as well as those where Workmates travel. Workmates must familiarize themselves with applicable laws and regulations.

When there is a difference between a legal requirement and the Code, always apply the more stringent standard. Follow the advice of our Legal, Compliance, and Corporate Affairs department regarding any action or inaction that would violate a law or regulation or present a substantial risk of noncompliance.

Trade laws.

Although Workday does not ship many physical products, Workmates do need to be mindful of export restrictions and trade laws, as they still can apply to software applications. Knowing who we can do business with and what information to share or ship between countries and geographic regions is required, given our position as a global company. We need everyone to be mindful of the following:

- Export controls, especially those that relate to information and technical data we may transmit from country to country
- Economic sanctions that keep us from doing business with certain countries, entities, or individuals from those countries
- Illegal boycotts and the sometimes veiled requests to participate in them

Inspiring Integrity

If you don't know whether trade or export controls might apply or what those rules are in a particular case, **DON'T GUESS**. Ask before you act.

Learning Link

[Global Trade Policy](#)

Insider trading.

Workday shares information with Workmates so that we can successfully perform our roles. At times you may receive confidential information regarding Workday or its customers, suppliers, or partners before it is made publicly available to outside investors.

Learning Link

[Workday Policy on Trading in Securities](#)

Workday employees, officers, directors, agents, and contractors must not trade, or tip others to trade, in Workday or another company's securities while in possession of material, nonpublic information about that company.

Inspiring Integrity

You should not trade in a company's securities if you have material nonpublic information about that company. This includes Workday and other companies.

Material means that an average investor would find the information important in making an investment decision. Nonpublic means that it's confidential information not yet shared with the public. Buying or selling securities by using this type of information—or tipping others to buy or sell—is a violation of insider trading laws and Workday policy.

Inspiring Integrity

Sign only documents, including contracts, that you are authorized to sign and believe are accurate and truthful. If you aren't sure, ask!

Accurate records.

The public relies on Workday to provide complete, timely, accurate, and understandable information. This also helps us make smart business decisions and meet our financial, audit, and other regulatory obligations. All Workmates are responsible for the accuracy of Workday records and financial statements and must always:

- Create and keep truthful, clear, and accurate financial records
- Follow Workday expensing, contracting, and purchasing requirements and obtain appropriate authorization
- Never record false or sham transactions, and avoid side letters
- Preserve, retain, and dispose of records appropriately, including in compliance with legal or other hold requests
- Cooperate with audits and investigations
- Never hide the true nature of any transaction
- Report any activity you believe is questionable

Workday complies with all applicable anti-money laundering and counterterrorism financing laws and never conceals the transfer of funds, only accepts funds received from legitimate sources, and rejects doing business in any way that could assist or facilitate tax evasion by third parties.

Workmates with financial reporting responsibilities have special ethical obligations to act with the highest levels of honesty and integrity, avoid conflicts of interest, and promote accountability to this Code. It is important for these individuals to be able to recognize significant risks; know when to seek legal advice; and promptly report to the Chief Executive Officer, the Chief Legal Officer, and/or the Chair of the Audit Committee any conduct believed to be a violation of laws, business ethics, or any provision of this Code.

Inspiring Integrity

Create and maintain business records that accurately reflect the truth of the underlying transaction. This helps us ensure that our financial statements are accurate.

Government relationships.

Workday values its excellent relationships with national, regional, state, and local governments and has developed those relationships by working fairly and honestly with officials and others wherever they operate.

Workmates must be truthful and straightforward in their dealings with governments and may not direct or encourage anyone to provide false or misleading information to any government agent or representative.

Learning Link

[Public Sector Business Engagement and Interaction Policy](#)

Workmates should also keep the following in mind:

- When doing business with government agents, employees, or officials, be mindful of this Code, the Anti-Corruption Policy, and other relevant policies, and local laws.
- Any gifts or business entertainment proposed with or received from government officials must first be preapproved by the Workday Integrity Team or Legal, Compliance, and Corporate Affairs.
- Charitable donations should never be made with any intent to win improper influence over a business decision.
- You may not make or commit to political contributions on behalf of Workday.
- Never direct or encourage anyone to destroy records relevant to an investigation.

Learning Link

[Government Interactions Policy](#)

Public disclosures.

All information disseminated outside of Workday (for example, to the media, investors, or the general public) must be accurate, complete, and consistent. All disclosures in public or regulatory communications must be full, fair, accurate, timely, and understandable.

Information about Workday or its business activities should be shared only by an approved Workday spokesperson. Please refer press inquiries and industry analyst inquiries to the Workday Corporate Communications team, and financial and investment questions to the Workday Investor Relations department. Do not attempt to answer these questions yourself, and be sure to advise your manager of the inquiry. Our [Social Media Policy](#) provides more detail on discussing Workday online.

If a member of the media or someone not associated with Workday appears unexpectedly at a Workday facility, event, or colocation center and asks to shoot video or take photographs, or makes other inquiries, immediately report it and do not discuss any Workday business with any such person.

Inspiring Integrity

If a member of the media (newspaper, radio, TV), analyst community (financial or industry), or social media community (blogger, pundit) reaches out to you, please do not respond. Instead, contact your manager, Workday Corporate Communications, Investor Relations, or the Legal, Compliance, and Corporate Affairs department.

We care—about our communities.

Corporate social responsibility and human rights.

Workday believes in the fundamental dignity of every human being and in respecting individual rights. As we conduct business around the world, we are committed to respecting human rights.

In all of our operations:

- We condemn the use of forced labor and exploitative child labor and promote a workplace and supply chain free from modern slavery and human trafficking.
- We respect employees' lawful freedom of association.
- We compensate our employees fairly to help ensure that basic needs may be met, and provide our employees with opportunities to develop their knowledge, skills, and abilities.
- We hire, compensate, promote, discipline, and provide other conditions of employment based solely on an individual's qualifications and performance. We do not discriminate, at any level of Workday, on the basis of protected characteristics.
- We provide a safe and healthy work environment.
- We work to continuously improve our environmental performance by establishing goals that reduce the environmental impact of our business activities.
- We are committed to a set of key principles that guide how we responsibly develop and deploy machine learning for the enterprise and address its broader societal impacts.
- We condemn the use of conflict minerals in our products and business operations and expect our suppliers to do the same.
- We respect the privacy of individuals and consider privacy to be a fundamental human right.



Inspiring Integrity

Contact Workday Giving & Doing by opening a People Guide Request for questions about Workday community activities and permissible use of Workday resources.

Political contributions.

You may support the political process through personal contributions, but they may not be on behalf of Workday. You also may volunteer your personal (not work) time to the candidates or organizations of your choice, as long as it does not use any Workday resources such as telephones, company email, computers, or supplies.

Charitable contributions.

Workday encourages our employees to volunteer and give back to their community by offering fundraising and volunteerism matches to organizations in which our employees are personally involved. However, as with political activities, employees may not use Workday resources to personally support charitable or other nonprofit institutions not specifically sanctioned or supported by Workday.

Environmental sustainability.

Workday is committed to caring for our people and the planet. Our Sustainability team leads the environmental sustainability efforts that support our commitments to stakeholders and align with our core values. Please read our [Global Impact Report](#) to learn more about the topics that are important in our effort to build a successful company while reducing our environmental impact.

We must comply with all applicable environmental laws and regulations, and we expect our suppliers and partners to do the same. Our Supplier and Partner Code of Conducts outline our sustainability expectations.

Contact sustainability@workday.com to learn more.

Learning Link

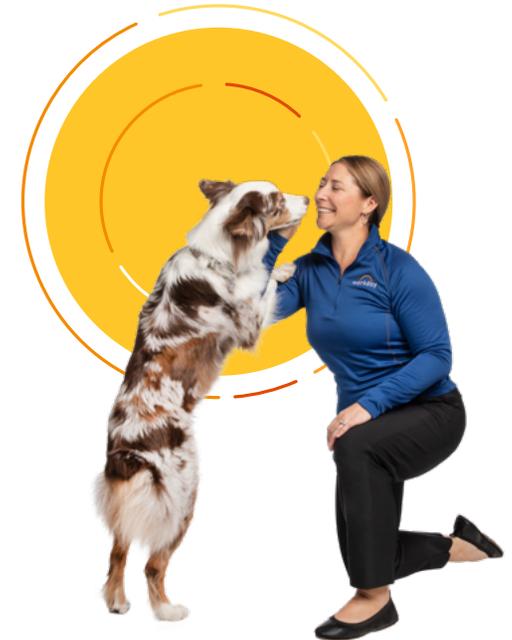
[Environmental Sustainability Policy](#)

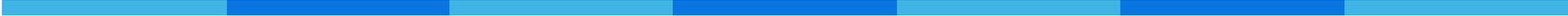
Global impact.

Through the Workday Foundation and our Workmates' deep commitment to both giving and doing, we take pride in getting involved in our communities around the globe in a variety of ways. Our community investments of time, expertise, and direct contributions are core to our Workday culture.

We have three main priorities that guide our community investments:

- **Workmate contributions:** We support Workmates who want to become involved in their community.
- **Pro bono contributions:** We devote Workmate time and talent to help solve social issues through skills-based consulting projects.
- **Philanthropic contributions:** We invest in workforce development initiatives to increase economic self-sufficiency for under-resourced populations.





We Speak Up

We Foster

We Protect

We Act

We Compete

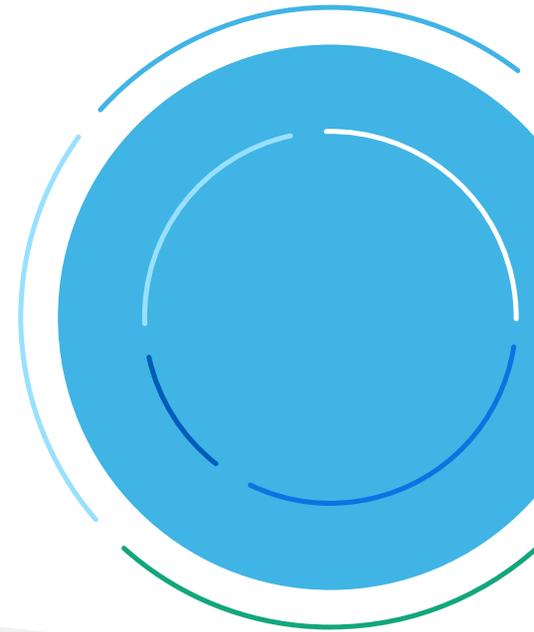
We Respect

We Care

Administration, waiver, and amendment.

The Workday Board of Directors has established the standards of business conduct contained in this Code and, directly or through its committees, oversees compliance. The Workday Chief Integrity and Compliance Officer has been given the responsibility of ensuring adherence to the Code and, while serving in this capacity, reports directly to the Board of Directors and its committees.

Workday is committed to continuously reviewing and updating our policies and procedures. Therefore, this Code is subject to amendment by the Board of Directors or its delegates. Any waiver of any provision of this Code must be approved in writing by the Workday Chief Legal Officer or, with respect to directors and executive officers, the Board of Directors and will be promptly disclosed as required by federal securities laws and applicable stock exchange rules.



+1-925-951-9000 +1-877-WORKDAY (+1-877-967-5329) Fax: +1-925-951-9001 [workday.com](https://www.workday.com)

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