

# Greenhouse Gas Inventory Report

Calendar Year 2021 | Prepared by Optera 4-25-2022

(Summary)

# KnowBe4 2021 GHG Inventory Report

## Executive Summary

This Greenhouse Gas Inventory (“Inventory”) describes KnowBe4’s impact on the environment as measured in greenhouse gasses (GHG) emitted in units of equivalent tons of carbon dioxide for the reporting year 2021, comprised of January 1, 2021 to December 31, 2021. The purpose of this Inventory is to benchmark KnowBe4’s firm-wide GHG emissions and to provide a consistent methodology for documenting the emissions inventory on an ongoing basis.

Optera compiled the Inventory with support from Human Resources, Facilities Management and numerous other KnowBe4 staff.

### Methodology

KnowBe4’s inventory is developed in accordance with the revised GHG Protocol Corporate Standard and the Corporate Value Chain Accounting and Reporting Standard. The procedures developed and executed during development of the KnowBe4 Inventory for Reporting Year 2021 satisfy ISO Standard 14064-1.

Inventory development involves the collection and examination of documentation, testimony and data from internal and external sources. Development also includes a determination of completeness and accuracy of the data provided and calculations completed using this data.

### Key Findings

KnowBe4’s 2021 GHG inventory is comprised of emissions from Scope 1 & 2 and one Scope 3 category: Employee Commute (remote employees).

The following table summarizes KnowBe4’s GHG inventory by emissions scope.

**Table 1: 2021 Emissions Totals by Scope**

<b>Scope</b>	<b>Source</b>	<b>2021 Emissions</b>	<b>Details</b>
Scope 1	Space Heating Fugitive Refrigerants	54 mtCO2e	Estimated based on site characteristics
Scope 2	Purchased Electricity, District Heating	790 mtCO2e	12 firm-wide facilities
Scope 3	Employee Commuting (Remote Employees)	366 mtCO2e	Majority of staff worked remote for all of 2021
Scope 1+2 Total		844 mtCO2e	
Scope 1+2+3 Total		1,210 mtCO2e	

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## KnowBe4 GHG Inventory For Reporting Year 2021: Results

The following table and chart summarize the key quantitative findings from the Inventory.

### GHG Inventory Results

The Table below summarizes the Inventory emissions totals by scope and category.

**Table 2: 2021 Emissions Breakdown by Scope**

Scope	Source	Emissions (mtCO <sub>2</sub> e)	Details
Scope 1	Space Heating	12	Estimated based on heating source and floor area
	Fugitive Refrigerants	42	Estimated based on space cooling and floor area
Scope 2	Purchased Electricity	790	12 firm-wide facilities
Scope 3	Employee Commuting (Remote Employees)	366	Firm-wide remote employees
Scope 1+2 Total		844	mtCO <sub>2</sub> e
Scope 1+2+3 Total		1,210	mtCO <sub>2</sub> e

### KnowBe4 Emissions Summary

