

KnowBe4  
Human error. Conquered.

2020

# GREENHOUSE GAS INVENTORY REPORT (SUMMARY)

PREPARED BY

optera 

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2020

## EXECUTIVE SUMMARY

This Greenhouse Gas Inventory ("Inventory") describes KnowBe4's impact on the environment as measured in greenhouse gases (GHG) emitted in units of equivalent tons of carbon dioxide for the reporting year 2020, comprised of January 1, 2020 to December 31, 2020. 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.

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## 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 2020 satisfy ISO Standard 14064-1<sup>1</sup>.

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.

<sup>1</sup> Additional information on accounting principles and inventory development can be found in Appendix A: Greenhouse Gas Inventory: Background and Definitions.

## KEY FINDINGS

KnowBe4's 2020 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.

<i>Scope</i>	<i>Source</i>	<i>2020 Emissions</i>	<i>Details</i>
Scope 1	Space Heating Fugitive Refrigerants	39 mtCO <sub>2</sub> e	Estimated based on site characteristics
Scope 2	Purchased Electricity, District Heating	1,341 mtCO <sub>2</sub> e	12 firm-wide facilities
Scope 3	Employee Commuting (Remote Employees)	390 mtCO <sub>2</sub> e	Majority of staff worked remote from March - December 2020
Scope 1+2 Total		1,380 mtCO <sub>2</sub> e	
Scope 1+2+3 Total		1,770 mtCO <sub>2</sub> e	

## GHG INVENTORY RESULTS

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

<i>Scope</i>	<i>Source</i>	<i>Emissions (mtCO<sub>2</sub>e)</i>	<i>Details</i>
Scope 1	Space Heating	9	Estimated based on heating source and floor area
	Fugitive Refrigerants	30	Estimated based on space cooling and floor area
Scope 2	Purchased Electricity	1,341	12 firm-wide facilities
Scope 3	Employee Commuting (Remote Employees)	390	Firm-wide remote employees
Scope 1+2 Total		1,380	mtCO <sub>2</sub> e
Scope 1+2+3 Total		1,770	mtCO <sub>2</sub> e

# GHG INVENTORY RESULTS

