



## VERIFICATION OPINION DECLARATION GREENHOUSE GAS EMISSIONS

To: The Stakeholders of DocuSign, Inc.

Apex Companies, LLC (Apex) was engaged to conduct an independent verification of the greenhouse gas (GHG) emissions reported by DocuSign, Inc. (DocuSign) for the period stated below. This verification declaration applies to the related information included within the scope of work described below.

The determination of the GHG emissions is the sole responsibility of DocuSign. DocuSign is responsible for the preparation and fair presentation of the GHG emissions statement in accordance with the criteria. Apex's sole responsibility was to provide independent verification on the accuracy of the GHG emissions reported and on the underlying systems and processes used to collect, analyze and review the information. Apex is responsible for expressing an opinion on the GHG emissions statement based on the verification. Verification activities applied in a limited level of assurance verification are less extensive in nature, timing, and extent than in a reasonable level of assurance verification.

### **Boundaries of the reporting company GHG emissions covered by the verification:**

- Operational Control
- Worldwide

**Types of GHGs:** CO<sub>2</sub>, N<sub>2</sub>O, CH<sub>4</sub>, HFCs

### **GHG Emissions Statement:**

- **Scope 1:** 449 metric tons of CO<sub>2</sub> equivalent
- **Scope 2 (Location-Based):** 8,545 metric tons of CO<sub>2</sub> equivalent
- **Scope 2 (Market-Based):** 3.1 metric tons of CO<sub>2</sub> equivalent
- **Scope 3:**
  - Purchased Goods & Services (Market-Based): 101,018 metric tons of CO<sub>2</sub> equivalent
  - Capital Goods: 5,718 metric tons of CO<sub>2</sub> equivalent
  - Fuel- and Energy-Related Activities (Location-Based): 2,219 metric tons of CO<sub>2</sub> equivalent
  - Fuel- and Energy-Related Activities (Market-Based):<sup>1</sup> 2,252 metric tons of CO<sub>2</sub> equivalent
  - Business Travel: 16,957 metric tons of CO<sub>2</sub> equivalent
  - Employee Commuting (Market-Based): 7,610 metric tons of CO<sub>2</sub> equivalent

---

<sup>1</sup> A clean power well-to-tank (WTT) factor is applied to facilities utilizing clean power (electricity) directly (bundled environmental attribute certificates). A grid WTT factor is applied to facilities utilizing clean power (electricity) indirectly (unbundled environmental attribute certificates).

Data and information supporting the Scope 1 and Scope 2 GHG emissions statement were historical in nature, but in some cases estimated.

Data and information supporting the Scope 3 GHG emissions statement were in some cases estimated rather than historical in nature.

**Period covered by GHG emissions verification:**

- February 1, 2024 to January 31, 2025

**Global Warming Potential (GWP) and emission factor data sets:**

- GWP: Intergovernmental Panel on Climate Change (IPCC) Sixth Assessment Report (AR-6)
  - In some instances, other GWPs are embedded in the emission factors.
- United States Environmental Protection Agency (USEPA) Emissions & Generation Resource Integrated Database (eGRID) (2022 data), 2024
- USEPA Emission Factor Hub, 2024
- International Energy Agency (IEA) Emission Factor Database (2022 data), 2024
- United Kingdom (UK) Department for Environment Food & Rural Affairs (DEFRA), UK Government GHG Conversion Factors for Company Reporting, October 30, 2024
- Environment Canada, National Inventory Report 1990–2023: Greenhouse Gas Sources and Sinks in Canada, Annex 13 - Electricity in Canada: Summary and Intensity Tables, March 21, 2025
- Australian Government Department of Climate Change, Energy, the Environment and Water, National Greenhouse Account Factors 2024
- ecoinvent v3.10
- Johansen & Werner, 2022, Renewable and Sustainable Energy Reviews 158 "Something is sustainable in the state of Denmark: A review of the Danish district heating sector"
- Utility-specific emission factors
- Scope 3 methodologies and emission factors in the Watershed platform

**Criteria against which verification was conducted:**

- World Resources Institute (WRI)/World Business Council for Sustainable Development (WBCSD) Greenhouse Gas (GHG) Protocol Corporate Accounting and Reporting Standard (Scope 1 and 2)
- WRI/WBCSD Greenhouse Gas Protocol Corporate Value Chain Accounting and Reporting Standard (Scope 3)

**Reference Standard:**

- ISO 14064-3 Second Edition 2019-04: Greenhouse gases -- Part 3: Specification with guidance for the verification and validation of greenhouse gas statements

**Level of Assurance and Qualifications:**

- Limited
- This verification used a materiality threshold of  $\pm 5\%$  for aggregate errors in sampled data for each of the above indicators

**GHG Emissions Verification Methodology:**

Evidence-gathering procedures included but were not limited to:

- Interviews with relevant personnel of Docusign;
- Review of documentary evidence produced by Docusign and their consultant;
- Review of Docusign data and information systems and methodology for collection, aggregation, analysis and review of information used to determine GHG emissions; and
- Audit of sample of data used by Docusign to determine GHG emissions.

**Verification Opinion:**

Based on the process and procedures conducted, there is no evidence that the GHG emissions statement shown above:

- is not materially correct and is not a fair representation of the GHG emissions data and information; and
- has not been prepared in accordance with the WRI/WBCSD GHG Protocol Corporate Accounting and Reporting Standard (**Scope 1 and 2**), and WRI/WBCSD Greenhouse Gas Protocol Corporate Value Chain Accounting and Reporting Standard (**Scope 3**).

It is our opinion that Docusign has established appropriate systems for the collection, aggregation and analysis of quantitative data for determination of these GHG emissions for the stated period and boundaries.

**Statement of independence, impartiality and competence**

Apex is an independent professional services company that specializes in Health, Safety, Social and Environmental management services including assurance with over 30 years history in providing these services.

No member of the verification team has a business relationship with Docusign, its Directors or Managers beyond that required of this assignment. We conducted this verification independently and to our knowledge there has been no conflict of interest.

Apex has implemented a Code of Ethics across the business to maintain high ethical standards among staff in their day-to-day business activities.

The verification team has extensive experience in conducting assurance over environmental, social, ethical and health and safety information, systems and processes, has over 20 years combined experience in this field and an excellent understanding of Apex's standard methodology for the verification of greenhouse gas emissions data.

**Attestation:**



Thomas U. Jones, Lead Verifier  
ESG Program Manager  
Apex Companies, LLC  
Tampa, Florida



Trevor Donagh, Technical Reviewer  
ESG Director  
Apex Companies, LLC  
Pleasant Hill, California

March 27, 2025

*This verification opinion declaration, including the opinion expressed herein, is provided to DocuSign, Inc. and is solely for the benefit of DocuSign, Inc. in accordance with the terms of our agreement. We consent to the release of this declaration to the public or other organizations, but without accepting or assuming any responsibility or liability on our part to any other party who may have access to this declaration.*