



The SCS Greenhouse Gas Footprint Verification Program has conducted a verification of GHG emissions based upon the following Scope, Objectives, and Criteria:

### Verification Scope

- Organization: ADP, Inc.
- Reporting Period: 2020 (January 1, 2020 – December 31, 2020)
- Geographic Boundary: Worldwide operations (106 locations in U.S., 80 international)
- Facilities, physical infrastructure, activities, technologies, and processes: Offices, Data Centers
- GHG Sources, Sinks, and/or Reservoirs:  
 Scope 1 - Natural gas, Diesel, Gasoline, Jet fuel, Refrigerants  
 Scope 2 – Electricity  
 Scope 3 – Business Travel, Employee Commuting, Downstream Transportation
- Boundary Method: Operational Control
- GHG Gases: CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, HFC
- Level of Assurance: Limited
- Materiality: +/-5% quantitative, qualitative based upon requirements specified within verification criteria

### Verification Objectives

- Evaluate the organization’s GHG inventory based per the level of assurance and materiality specified, including assessment of any significant changes and the organization’s GHG-related controls
- Evaluate conformance with specified verification criteria

### Verification Criteria

- World Resources Institute/World Business Council for Sustainable Development’s “The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)” dated March 2004
- World Resources Institute/World Business Council for Sustainable Development’s “Scope 2 Guidance Document: An Amendment to the GHG Protocol Corporate Standard” dated 2015
- World Resources Institute/World Business Council for Sustainable Development’s “Corporate Value Chain (Scope 3) Accounting and Reporting Standard” dated 2011
- The Investor CDP Information Request
- ISO 14064-3: 2006 Specification with guidance for the validation and verification of GHG assertions

### Verification Opinion

This Verification Statement documents that SCS Global Services has conducted verification activities in conformance with ISO 14064-3: 2019, Specification with guidance for the validation and verification of greenhouse gas assertions. Based upon the reporting scope, criteria, objectives, and agreed upon level of assurance, SCS has issued the following verification opinion:

- Positive Verification (Limited Assurance) – No evidence was found that the GHG assertion was not prepared in all material respects with the reporting criteria

### Verification Qualifications

None

### Verified Emissions

| EMISSIONS SUMMARY - tonnes CO <sub>2</sub> e |                        |                                   | TOTAL (tCO <sub>2</sub> e) |
|--|------------------------|-----------------------------------|----------------------------|
| SCOPE  | CO <sub>2</sub> e (US) | CO <sub>2</sub> e (International) |                            |
| SCOPE 1                                      | 12,191.45              | 9,568.61                          | 21,760.06                  |
| SCOPE 2 - LOCATION                           | 63,728.40              | 12,363.64                         | 76,092.04                  |
| SCOPE 2 - MARKET                             | 64,777.86              | 12,363.64                         | 77,141.49                  |
| SCOPE 3 - Employee Commuting                 | 13,548.39              | 13,521.03                         | 27,069.42                  |
| SCOPE 3 - Business Travel                    | 7,238.57               | 1,151.39                          | 8,389.96                   |
| SCOPE 3 - Downstream Transportation          | 3,080.27               | -                                 | 3,080.27                   |

### Lead Verifier

Signature:

*Tavio Benetti*

Name: Tavio Benetti

Date: January 3<sup>rd</sup>, 2022

### Independent Reviewer

Signature:

*Nicole Munoz*

Name: Nicole Munoz

Date: February 3, 2022