



## SMARTSHEET MODERN SLAVERY ACT STATEMENT

### **Introduction**

This statement is Smartsheet Inc.'s Modern Slavery Statement ("Statement") for the financial year ending January 31, 2024 and applies to Smartsheet Inc. and its applicable subsidiaries, including Smartsheet UK Limited, Smartsheet Australia Pty Ltd, and Smartsheet Japan K.K. (collectively, "Smartsheet", "we", "us" or "our"). This Statement is made pursuant to the United Kingdom's Modern Slavery Act 2015 and Australia's Modern Slavery Act 2018, and outlines Smartsheet's efforts to identify and prevent modern slavery within its business operations and supply chain.

### **About Smartsheet**

Smartsheet was founded in 2005 and is headquartered in Bellevue, Washington, USA, with offices in Boston, London, San José, Sydney, and Tokyo. Smartsheet is publicly traded on the New York Stock Exchange (NYSE: SMAR) and has over 3,300 employees globally, with customers in approximately 180 countries.

Since our founding, Smartsheet has enabled individuals and teams, and over 100,000 customers, to become high achievers. Through our collaborative work management platform, we create innovative work management solutions, mobilize a passionate and diverse global team, and make a positive impact in communities where we live and work. Today, Smartsheet is present in nonprofit organizations, small businesses, and approximately 85% of 2023 Fortune 500 companies around the globe. Our game-changing collaborative work management software is redefining the possibilities of work management and empowering people to do amazing things.

### **Smartsheet's Mission and Values**

We are committed to empowering anyone to drive meaningful change.

For our customers, that means we deliver the tools that support a dynamic workforce, and we strive constantly to improve them. Inside Smartsheet, it means empowering our employees to make an impact, ensuring that our company provides the engaging, inclusive, dynamic environment that challenges employees to reach their potential.

We do this "The Smartsheet Way", which is our guide to the values and competencies that we expect of ourselves, both as a company and as individuals. Just like our enterprise work management platform, we intend our values to change the way work gets done, proving that by seizing opportunity, winning with integrity, prioritizing "we" before "me", and pursuing progress, we can drive better outcomes for our team, our shareholders, and our customers.

At Smartsheet, our core values guide how we engage with each other and our customers, partners, and communities. We are focused on harnessing our collective passion, resources, and technology to make a positive impact in the world and support causes that reflect our company's vision of empowering human achievement.

## **Smartsheet's Modern Slavery Risks & How We Mitigate Them**

Smartsheet has zero tolerance for modern slavery and we are committed to identifying and preventing modern slavery in our business operations and supply chain, both internally and in all of our business relationships with our suppliers, vendors, and partners.

### *Employees*

As a substantial portion of our employee base continues to work remotely, we identified modern slavery risks relating to safeguarding and vulnerability issues. Our aim is to create a work environment that protects, supports and makes our colleagues feel safe, happy, and healthy. Wellbeing is our priority, and we all have a responsibility to ensure we look after ourselves and each other.

### *Engaging Ethical Suppliers and Vendors*

Smartsheet is committed to ethical business conduct and expects that its suppliers and vendors will share and embrace this commitment as well. To ensure all those in our supply chain comply with our values we have put in place a supply chain compliance program.

In furtherance of Smartsheet's commitment to the fair treatment of employees, we request certain information and contractual commitments from our suppliers and vendors to comply with applicable laws, and we request that our suppliers and vendors agree to our Code of Conduct which requires supplier and vendors:

- (i) not use forced, slave, indentured, bonded, trafficked, prison, or child labor of any sort or do business with any other vendor or contractor that uses such labor;
- (ii) not engage in human trafficking of any sort or do business with any entity that engages in human trafficking; and
- (iii) respect all individuals' human rights including the rights of freedom of association and movement.

Similar to internal practices, should Smartsheet ever become aware of violations, we will seek an appropriate legal response up to and including notification to authorities and termination of the applicable business relationship.

### *Our Policies*

We have appropriate policies in place that underpin our commitment to ensure that there is no modern slavery in our supply chains or in any part of our business. We continuously review and update all our policies, and address these concepts in our [Employee Code of Business Conduct and Ethics](#) ("Code of Conduct") among other internal policies.

Our policies reflect our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our supply chains.

### *Checking for Valid Authorization to Work*

We ensure that all new hires have valid authorization to work which is vetted by a third party company. To the extent that we should ever become aware of fabricated, fraudulent, or falsified work authorization documentation we would take appropriate measures up to and including notifying proper authorities.

### *Monitoring Risk and Escalating Concerns*

Employees are provided guidance for escalating grievances and complaints through appropriate channels without fear of retaliation. This includes a third-party whistleblower hotline for reporting financial and other suspected wrongdoing. No instances of modern slavery were noted or reported in our most recent fiscal year.

### *Acknowledging Our Code of Business Conduct and Ethics for Employees*

Once an individual joins Smartsheet, they must read and acknowledge our Code of Conduct, which requires ethical business practices and compliance with applicable laws, and they are further required to acknowledge the Code of Conduct on an annual basis.

### *Establishing a Modern Slavery Task Force*

In the fiscal year ending January 31, 2024, Smartsheet established a Modern Slavery Task Force (“Task Force”). Each year, members of the Task Force review Smartsheet’s compliance with legal requirements related to modern slavery, review Smartsheet’s current processes and procedures to prevent and combat modern slavery, and propose new processes and procedures to identify, prevent, and combat modern slavery as applicable.

### **Assessing Our Risks and Next Steps**

The Task Force is responsible for assessing the effectiveness of actions taken to identify and prevent modern slavery in Smartsheet’s business operations and supply chain. In the fiscal year ended January 31, 2024, the Task Force:

- conducted meetings on a quarterly basis to assess Smartsheet’s risks of modern slavery, take action to address said risks, and evaluate the effectiveness of Smartsheet’s actions. The Task Force worked closely with members of Smartsheet’s Legal, People & Culture, and Procurement teams. The Task Force will continue to monitor Smartsheet’s risks regularly and further improve Smartsheet’s approach to mitigating said risks;
- reviewed Smartsheet’s vendor engagement processes, and recommended certain changes to vendor contract language to address modern slavery;
- updated the 2024 Employee Handbook for the United Kingdom and Australia to ensure all employees in both countries acknowledge and receive a copy of this Statement; and
- updated Smartsheet’s whistleblower hotline to support a “modern slavery, exploitation, and trafficking” incident classification selection.

The Task Force assessed that the actions taken in the fiscal year ended January 31, 2024 were appropriate and represented reasonable steps forward in bringing attention to and building Smartsheet’s procedures related to combating modern slavery. In the fiscal year ending January 31, 2025, Smartsheet endeavors to implement mandatory training related to modern slavery for all of our employees.

The members of the Task Force will continue to:

- review Smartsheet's compliance with legal requirements related to modern slavery;
- review Smartsheet's current processes and procedures to prevent and combat modern slavery; and
- propose new processes and procedures to identify, prevent, and combat modern slavery as applicable.

### **Approval**

This statement was approved by Smartsheet Inc.'s Board of Directors and signed on its behalf by Jolene Marshall.

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*Jolene Marshall*  
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Jolene Marshall  
Chief Legal Officer & Secretary  
Smartsheet Inc.  
March 12, 2024