



ENVIRONMENTAL MANAGEMENT SYSTEM

Introduction

ON24 is currently rolling out our systemic approach to sustainability through the development of an Environmental Management System (EMS). Our EMS will follow the Environmental Protection Agency's guidelines, which are as follows:

- **Plan:** Planning, including identifying environmental aspects and establishing goals
- **Do:** Implementing, including training and operational controls
- **Check:** Checking, including monitoring and corrective action
- **Act:** Reviewing, including progress reviews and acting to make needed changes to the EMS.

Compliance Plan

The following outline demonstrates how ON24's developing EMS will comply with supplier requirements:

ON24 has posted a sustainability statement and a ON24's Supplier Code of Conduct on our website. ON24 has deployed the EMS and supporting initiatives while being compliant with the law.

ON24 has established an accurate baseline for energy usage in a 12-month period in order to address seasonal trending. The baseline period will be defined as January 2010 to December 2010.

- Energy Consumption
 - **Electric** - Kilowatts consumed - 521,593
 - **Gas** - Therms consumed - 343
 - **Water** - Gallons consumed - 332,985
- Calculate Scope 1 greenhouse gas emissions
 - **Electric** - N/A
 - **Gas** - N/A
 - **Water** - N/A
- Calculate Scope 2 greenhouse gas emissions
 - **Electric** - Calculate CO2 generated from electricity usage - 207.93 metric ton
 - **Gas** - Calculate CO2 generated from gas usage - 1.88 metric ton
 - **Water** - Calculate CO2 generated from water usage - N/A
- Waste management and Recycling
 - **Recycling Volume** -Tons of recycling material picked up by recycling company - 5.6457
 - **Waste Volume** - Tons of trash picked up by garbage company - 0.5643

Working off the baseline established, ON24 has set one goal in each category. The goal measuring period will be 12 months. Progress will be tracked on a monthly basis (i.e. September 2011 versus September 2012) to account for seasonal variances.

Goals will be determined in conjunction with ON24 senior management, and follow the format below:

- Energy Consumption
 - Reduce consumption of electricity 2% (on average by person) by 2014
- Scope 2 greenhouse gas emissions
 - Reduce scope 1 GHG emissions from electricity usage 2% (on average by person) by 2014.
- Waste management and recycling
 - Increase pounds of recycled and compost material 5% (on average by person) by 2014.

At the end of each calendar year, ON24 will report the results of the annual environmental audit to the Carbon Disclosure Project (www.carbondisclosureproject.com). The CDP is an independent not-for-profit organization holding the largest database of primary corporate climate change information in the world.

Results for period January 1, 2011 through December 31, 2011

- Energy Consumption
 - **Electric** - Kilowatts consumed - 451,558
 - **Gas** - Therms consumed - 390
 - **Water** - Gallons consumed - 295,133
- Calculate Scope 1 greenhouse gas emissions - N/A
 - **Electric** - N/A
 - **Gas** - N/A
 - **Water** - N/A
- Calculate Scope 2 greenhouse gas emissions
 - **Electric** - Calculate CO2 generated from electricity usage - 207.93 metric ton
 - **Gas** - Calculate CO2 generated from gas usage - N/A
 - **Water** - Calculate CO2 generated from water usage - N/A
- Waste management and Recycling
 - **Recycling Volume** -Tons of recycling material picked up by recycling company - 18.85
 - **Waste Volume** - Tons of trash picked up by garbage company - 10.24

ON24 has not received any fines or penalties as a result of violating, or not being in compliance with, any legal and other requirements that apply to our organization's environmental aspects. If this changes, ON24 will disclose this information.

ON24 has shared the contents and our overarching goals for environmental conservation with all employees. ON24 employees are required to review the content and acknowledge that they will support the EMS through actions such as making sure all paper and plastic is recycled correctly and trash is minimized through corporate composting, etc.

ON24 has formed a committee that meets twice a year. This committee reviews the progress of reduction initiatives against the EMS goals, discuss any need for redirection, etc. The roster for the committee is as follows:

- Corporate Controller
- Marketing Director
- Human Resources Director
- Office Manager/ environmental, health, and safety representative
- Operations Manager