



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 IBM's stated supplier requirements:

IBM Requirement #1: ON24 Compliance: The fulfillment of requirements 2-8 will satisfy the need for an environmental management system. Additionally, ON24 will post a sustainability statement on our website.

The code of conduct requirement will be fulfilled by posting ON24's Supplier Code of Conduct on the company's website.

IBM Requirement #2: ON24 Compliance: ON24 will comply with this requirement through deployment of the EMS and supporting initiatives while being compliant with the law.

IBM Requirement #3:

ON24 Compliance: ON24 will establish 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

IBM Requirement #4:

ON24 Compliance: Working off the baseline established in requirement #3, ON24 will 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.

IBM Requirement #5: ON24 Compliance: 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.

IBM Requirement #6:

ON24 Compliance: ON24 will share the contents and our overarching goals for environmental conservation with all employees. ON24 employees will be 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.

IBM Requirement #7:

ON24 Compliance: ON24 will form a committee that meets twice a year. This committee will review 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

Next Meeting - February 6, 2012 - to review 2011 results.

IBM Requirement #8:

ON24 Compliance: ON24 does not directly utilize a supply chain in order to provide the services/products to IBM, therefore requirement 8 is not applicable (confirmed by B. Dozsa)