



This tax strategy applies to the year ending January 31, 2021. It has been prepared in accordance with the requirements of Section 19 of the UK Finance Act 2016, and applies to all companies within the Workday Group.

Workday Tax Strategy

Workday has a strong focus on corporate responsibility and is committed to building its success in a sustainable, responsible and legally compliant manner. Our Code of Conduct¹ sets out the standards of behavior all employees are expected to adhere to across all aspects of our business. Workday is committed to complying with all applicable tax laws in the countries in which it operates and to acting in a prudent and responsible manner.

Our commitment is underpinned by the following principles:

Approach to Tax Risk Management and Governance

We define tax risk as including changes in legislation, operational and transactional risk relating to the tax implications of the complexities in our business model, reputational risk, tax reporting risk concerning the tax numbers in our financial statements and compliance risk which we seek to mitigate by monitoring our end to end compliance processes. Workday proactively seeks to identify, evaluate, manage and monitor tax risks and account for them appropriately. Where there is significant uncertainty or complexity in relation to risk, external advice may be sought. Workday has established policies and put processes in place to ensure the integrity of its tax filings and tax compliance obligations worldwide. These tax processes are subject to the same level of internal controls, review and external audit as the rest of the business.

Day-to-day responsibility for managing the Workday Group's tax affairs is delegated to the global Head of Tax who reports to the Co-President/CFO. On an as needed basis, the global Head of Tax communicates tax risks and related risk management to the Co-President/CFO and Corporate Management to ensure appropriate governance and oversight is maintained.

Attitude Towards Tax Planning

Workday considers tax efficiencies in relation to significant business transactions to minimize tax costs while balanced against other stakeholder interests. Workday does not engage in aggressive tax planning and only only seeks to minimise tax cost in compliance with applicable laws.

Workday adheres to relevant tax law and seeks to minimize the risk of uncertainty and disputes. We conduct transactions between Workday group companies on an arm's-length basis and in accordance with current OECD principles.

In line with our strategy for managing risk, we regularly seek external advice on tax matters in order to ensure Workday is legally compliant.

¹ <https://www.workday.com/content/dam/web/en-us/documents/investor/workday-code-of-conduct-2019.pdf>



Risk Appetite

In accordance to Workday's Code of Conduct, it is Workday's policy to comply with all applicable laws, regulations and codes. Workday has a low tolerance towards tax risk and where relevant, Workday will seek external advice to reduce risk. Workday has no tolerance for any form of tax evasion.

Relationship with Tax Authorities

Workday seeks to build and sustain professional, transparent and honest relationships with tax authorities, including HMRC, in a spirit of cooperation. Workday endeavors to respond to information requests in a timely manner, and works collaboratively wherever possible with tax authorities to resolve disputes in a timely manner in an effort to achieve early agreement and certainty.