

# CHARTER OF THE NOMINATING AND GOVERNANCE COMMITTEE OF THE BOARD OF DIRECTORS OF WORKDAY, INC.

(April 20, 2022)

## I. PURPOSE

The purpose of the Nominating and Governance Committee (the “*Committee*”) of the Board of Directors (the “*Board*”) of Workday, Inc. (“*Workday*”) is:

1. to ensure that the Board is properly constituted to meet its fiduciary obligations to stockholders and Workday, and to assist the Board with respect to corporate governance matters;
2. to identify, consider, and recommend candidates for membership on the Board;
3. to review and recommend corporate governance policies, including the Corporate Governance Guidelines, for Workday;
4. to oversee the evaluation of the Board and management of Workday, including any recommendations regarding the structure and composition of the Board and committees of the Board; and
5. to perform such other duties and responsibilities as are enumerated in and consistent with this charter, Workday’s Certificate of Incorporation and Bylaws, and governing law, as the Committee or the Board deems necessary or appropriate.

## II. MEMBERSHIP

1. Membership and Appointment. The Committee will consist of two or more members of the Board, with the exact number determined by the Board. All members will be appointed by, and will serve at the discretion of, the Board.

2. Independence. Each member of the Committee will: (i) be an “independent director” as defined under the applicable rules, regulations, and listing requirements of the applicable stock exchange on which Workday is listed, as amended from time to time (the “*Exchange Rules*”), except as may otherwise be permitted by the Exchange Rules, and (ii) meet any other requirements imposed by applicable law, regulations, or rules, subject to any applicable exemptions and transition provisions.

3. Term. The members will each serve until their respective terms as members of the Board expire, subject to earlier resignation or removal by the Board. Resignation or removal of a member of the Board, for whatever reason, shall automatically constitute resignation or removal, as applicable, from the Committee.

4. Committee Chair. The Board may appoint a member of the Committee to serve as the chairperson of the Committee (the “*Chair*”). If the Board does not appoint a Chair, the Committee members may designate a Chair by their majority vote. The Chair will set the agenda for Committee meetings and conduct the proceedings of those meetings.

5. Subcommittees. The Committee may form subcommittees for any purpose that the Committee deems appropriate and may delegate to such subcommittees such power and authority as the Committee deems appropriate. If designated, each such subcommittee will establish its own schedule and maintain written minutes of its meetings, which minutes will be filed with the minutes of the meetings of the Board. The Committee shall not delegate to a subcommittee any power or authority required by law, regulation, or listing standard to be exercised by the Committee as a whole.

6. Delegation. When appropriate and permissible under legal or regulatory requirements, the Committee may delegate authority to one or more directors or authorized officers of Workday, who need not be members of the Committee.

7. Duly Authorized Actions. Any actions taken by the Committee during any period in which one or more members fail for any reason to meet the membership requirements set forth above shall be nonetheless duly authorized actions of the Committee for all corporate purposes, except to the extent required by law or determined necessary by the Committee to satisfy regulatory or listing standards.

### **III. RESPONSIBILITIES AND DUTIES**

The principal responsibilities and duties of the Committee are set forth below. These duties are set forth as a guide with the understanding that the Committee will carry them out in a manner that is appropriate given Workday's needs and circumstances. The Committee may supplement them as appropriate and may establish policies and procedures from time to time that it deems necessary or advisable in fulfilling its responsibilities.

#### **Board Composition, Nominations, and Evaluation**

1. Consider and make recommendations to the Board regarding the size, structure, and composition of the Board and committees of the Board.

2. Develop and recommend policies regarding the director nomination processes, including:

- whether the Committee will consider any director candidates properly recommended by security holders, and any procedures to be followed by security holders in submitting such recommendations;
- any specific minimum qualifications that the Committee believes must be met by a Committee-recommended nominee for a position on the Board and any specific qualities or skills that the Committee believes are necessary for one or more of the Board members to possess; and
- the Committee's process for identifying and evaluating nominees for director, including nominees recommended by security holders, and any differences in the manner in which the Committee evaluates nominees based on whether the nominee is recommended by a security holder.

3. Identify, consider, and recommend qualified candidates for Board membership, consistent with criteria approved by the Board including, among other things, independence, integrity, financial and other expertise, breadth of experience and relevant skills, diversity, and knowledge about Workday's business or industry. The Committee will also look to factors such as a nominee's ability to devote adequate time and effort to Board responsibilities, ability to effectively represent the long-term interests of the stockholders, and other areas that are expected to contribute to the Board's overall effectiveness and needs of the Board and its committees.

4. Consider nominations properly submitted by Workday's stockholders in accordance with the procedures set forth in Workday's Bylaws or as determined by the Committee from time to time.

5. Recommend to the Board for selection all nominees to be proposed by the Board for election by the stockholders, including approval or recommendation of a slate of director nominees to be proposed by the Board for election at each annual meeting of stockholders, and, if requested by the Board, recommend all director nominees to be appointed by the Board to fill interim director vacancies.

6. Periodically review the composition of the Board and its committees in light of the current needs of the Board, Workday, and each committee, and determine whether it may be appropriate to add or remove individuals after considering issues of judgment, diversity, age, skills, background, and experience.

7. Make recommendations to the Board that the Committee deems appropriate regarding committee member qualifications, committee member appointment and removal, committee structure and operations (including delegations), and committee reporting to the Board.

8. Conduct an annual review of the independence of the non-employee directors and members of the Committee, the Audit Committee, and Compensation Committee. Recommend to the Board a specific determination as to the independence of each independent director, taking into account the enhanced independence, financial literacy, and financial expertise standards that may be required under law or the applicable rules, regulations, and listing standards of the applicable stock exchange on which Workday is listed.

### **Corporate Governance**

1. Periodically review the Code of Conduct and other policies related to the Code of Conduct, as appropriate, Corporate Governance Guidelines, Policy on Trading in Securities, and other policies as requested by Workday's management, and recommend material revisions for approval by the Board or management, as appropriate.

2. Review feedback received from stockholder engagement efforts and review any proposals properly submitted by stockholders for action at the annual meeting of stockholders and make recommendations to the Board regarding action to be taken in response to each such proposal.

3. Oversee the evaluation of the Board on an annual basis, including an assessment of the Board and independent directors and any recommendations for improvements of the Board's operations, including the establishment of special committees as may be desirable or necessary from time to time.

4. Periodically consider procedures for stockholder communications with members of the Board.

5. Oversee and periodically review Workday's policies and programs concerning environmental sustainability, social responsibility, and governance ("**ESG**") matters, including Workday's policies and practices concerning (i) corporate social responsibility, (ii) environmental sustainability, and (iii) public policy agenda, as well as Workday's participation and visibility as a global corporate citizen.

6. Review and discuss with management Workday's ESG strategy, initiatives, and policies and periodically discuss with management Workday's progress towards its key ESG objectives.

7. Make such recommendations to the Board and its committees as the Committee may consider necessary or appropriate and consistent with its purpose, and take such other actions and perform such other services as may be referred to it from time to time by the Board or required under the federal securities laws, rules, and regulations of the Securities and Exchange Commission (the "**SEC Rules**") and Exchange Rules.

### **IV. STUDIES AND ADVISERS**

The Committee may conduct, direct, supervise, or authorize studies of, or investigations into, matters within the Committee's scope of responsibilities, with full and unrestricted access to all management and other employees, books, records, documents, and facilities of Workday. The Committee has the sole authority and right, at Workday's expense, to retain any search firm to be used to assist it in identifying director candidates, independent counsel and other consultants, accountants, experts, and advisers of its

choice to assist the Committee in connection with its functions, including any studies or investigations. In selecting a consultant or other adviser, the Committee will take into account factors that may be required by applicable law or listing standards or that it otherwise considers appropriate. The Committee will have the sole authority to approve the fees and other retention terms of such advisers.

## **V. MEETINGS, MINUTES, AND REPORTS**

1. Meetings and Actions without a Meeting. Meetings of the Committee will be held at least twice each year or more frequently, as determined appropriate by the Committee. The Chair, in consultation with the other member(s) of the Committee, will set or approve the dates, times, and places of such meetings. The Committee may also act by unanimous written consent in lieu of a meeting in accordance with Workday's Bylaws. A quorum of the Committee for the transaction of business will be a majority of its members.

The Committee or the Chair may invite any director, executive, or employee of Workday, or such other persons, as it deems appropriate in order to carry out its responsibilities, to attend and participate (in a non-voting capacity) in all or a portion of any Committee meeting. The Committee may exclude from all or a portion of its meetings any person it deems appropriate in order to carry out its responsibilities.

2. Minutes. The Chair will designate a secretary for each meeting, who need not be a member of the Committee. The Committee will maintain written minutes of its meetings and copies of its actions by written consent, and will cause such minutes and copies of written consents to be filed with the minutes of the meetings of the Board.

3. Reports. The Chair will report to the Board from time to time with respect to the activities of the Committee, including on significant matters related to the Committee's responsibilities and the Committee's deliberations and actions.

## **VI. COMPENSATION**

Members of the Committee will receive such compensation, if any, for their service as Committee members as may be determined by the Board, which may include additional compensation for the Chair. Such fees may include retainers or per meeting fees and will be paid in such form of consideration as is determined by the Board in accordance with applicable law and the SEC Rules.

## **VII. REVIEW OF COMMITTEE COMPOSITION, PERFORMANCE, AND CHARTER**

The Committee will evaluate the Committee's composition and performance on an annual basis and submit a report to the Board. The Committee also will review and reassess the adequacy of this Charter annually, and recommend to the Board any changes the Committee determines are appropriate.

## **VIII. PUBLICATION**

Workday will make this Charter freely available to stockholders on request and, provided that Workday is subject to the periodic reporting requirements of the Securities Exchange Act of 1934, as amended, will publish it on Workday's web site.