# INDEPENDENT REASONABLE AND LIMITED ASSURANCE STATEMENT



# To: The Stakeholders of Bank of America

#### Introduction and objectives of work

Apex Companies, LLC (Apex) has been engaged by Bank of America to provide assurance of selected environmental and social data reported in its 2020 Environmental, Social & Governance Report (the Report). This assurance statement applies to the Subject Matter included within the scope of work described below.

The Subject Matter information and its presentation in the 2020 Environmental, Social & Governance Report are the sole responsibility of the management of Bank of America. Apex was not involved in the drafting of the Report. Our sole responsibility was to provide independent assurance on the accuracy of the Subject Matter. This is the seventh year in which we have provided assurance over Bank of America's selected environmental and social data.

#### Scope of work

The scope of our work was limited to assurance over the following information included within the Report for the period of January 1, 2020 through December 31, 2020 (the 'Subject Matter'):

- Reasonable Assurance of the environmental data and information included in the Report for the calendar year 2020 reporting period, specifically:
  - Materials (Total quantities procured and percentage of recycled input materials paper)
  - Energy (Direct and Indirect Consumption; Energy saved due to conservation; Initiatives to provide energy-efficient or renewable energy-based products; Carbon Neutrality; and initiatives to reduce indirect energy consumption)
  - Water (Total withdrawal and volume recycled; initiatives to reduce consumption, withdrawal and consumption from water stressed areas)
  - Air Emissions (Greenhouse Gas (GHG) emissions: Direct Scope 1 and Indirect Scope 2 emissions by weight; Emissions of ozone-depleting substances by weight; Initiatives to reduce greenhouse gas emissions and reductions achieved; Nitrous Oxides (NOx) emitted; Sulfur Oxides (SOx) emitted; and other significant air emissions)
  - Waste Quantities and Disposition
  - Total number and volume of significant spills
  - Compliance (Monetary value of significant fines for non-compliance with environmental laws & regulations and amount spent on environmental compliance)
  - Transport (Significant environmental impact of transporting products and other goods and materials used for the organization's operations, and transporting members of the workforce)
- Limited Assurance of Scope 3 GHG Emissions and select social data and information included in the Report for the calendar year 2020 reporting period, specifically:
  - Optional Scope 3 GHG emissions related to purchased goods and services; capital goods; fuel and energy related activities; upstream transportation and distribution; waste disposal; business travel; employee commuting; downstream transportation and distribution; use of sold products; and end of life treatment of sold products

- Labor Practices and Employee Engagement (Total number of employees and breakdown of employees by job category, gender and minority group; Diversity and Inclusion Training hours, Retirement Plan (401(k)) Participation, and Employee Survey Participation)
- Other Metrics (Electric Vehicle Charging Stations, Low Carbon Vehicle impact, Societal impacts of air pollution and GHG emissions, Vendor CDP Engagement, and sites in areas protected for biodiversity)
- Appropriateness and robustness of underlying reporting systems and processes, used to collect, analyze, and review the information reported;
- Evaluation of the reported data against the principles of the Global Reporting Initiative (GRI) Reporting Framework as defined in the GRI Sustainability Reporting Standards, Core Option.

# Reporting Criteria

The Subject Matter needs to be read and understood together with the Bank of America's Inventory Management Plan which is based on the Global Reporting Initiative (GRI) Standards, descriptions of the Subject Matter in the Report, and the GRI Standards.

# Limitations and Exclusions

Excluded from the scope of our work is any verification of information relating to:

- Activities outside the defined verification period;
- Text or other written statements associated with the Report; and
- Financial information that is audited by others.

This limited and reasonable assurance engagement relies on a risk based selected sample of sustainability data and the associated limitations that this entails. This independent statement should not be relied upon to detect all errors, omissions or misstatements that may exist.

# Responsibilities

The preparation and presentation of the Subject Matter in the Report are the sole responsibility of the management of Bank of America.

Apex was not involved in the drafting of the Report or of the Reporting Criteria. Our responsibilities were to:

- obtain limited or reasonable assurance about whether the Subject Matter has been prepared in accordance with the Reporting Criteria;
- form an independent conclusion based on the assurance procedures performed and evidence obtained; and
- report our conclusions to the Directors of Bank of America.

# Assessment Standards

We performed our work in accordance with Apex's standard procedures and guidelines for external Assurance of Sustainability Reports and International Standard on Assurance Engagements (ISAE) 3000 Revised, Assurance Engagements Other than Audits or Reviews of Historical Financial Information (effective for assurance reports dated on or after Dec. 15, 2015), issued by the International Auditing and Assurance Standards Board. A materiality threshold of ±5-percent was set for the assurance process.

# **Summary of Work Performed**

As part of our independent verification, our work included:

- 1. Assessing the appropriateness of the Reporting Criteria for the Subject Matter;
- 2. Conducting interviews with relevant personnel of Bank of America, their contractors and consultants;
- 3. Reviewing the data collection and consolidation processes used to compile the Subject Matter, including assessing assumptions made, and the data scope and reporting boundaries;
- 4. Reviewing documentary evidence provided by Bank of America, their contractors and consultants;
- 5. Agreeing a selection of the Subject Matter to the corresponding source documentation;
- 6. Reviewing Bank of America systems for quantitative data aggregation and analysis;
- 7. Assessing the disclosure and presentation of the Subject Matter to ensure consistency with assured information;
- Conducting a desktop review of EMS implementation for two facilities (Deerfield Campus, Newark, Delaware, and Gateway Village, Charlotte, North Carolina) conducted from January through April 2021 and reviewing EMS audit results from Eckman Center, Tampa, Florida;
- Conducting a remote review during a meeting with Bank of America headquarters personnel and consultants to review methods for Subject Matter compilation and management;
- 10. Reperforming a selection of aggregation calculations of the Subject Matter; and
- 11. Comparing the Subject Matter information to the prior year amounts taking into consideration changes in business activities, acquisitions and disposals.

#### Conclusion

On the basis of our methodology and the activities described above, it is our opinion that:

- Bank of America's Scope 1 and Scope 2 (location- and market-based) GHG emissions, water, waste and other information subject to reasonable assurance is presented in accordance with the Reporting Criteria and is, in all material respects, fairly stated (Reasonable);
- Nothing has come to our attention to indicate that the Scope 3 GHG emissions, social and other information subject to limited assurance are not fairly stated in all material respects (Limited); and
- It is our opinion that Bank of America has established appropriate systems for the collection, aggregation and analysis of Subject Matter (e.g., quantitative data including Scope 1, Scope 2, and Scope 3 GHG emissions, and other select social and sustainability metrics).

The assured information is summarized in the attached table.

#### Statement of Independence, Integrity and Competence

Apex is an independent professional services company that specializes in Health, Safety, Social and Environmental management services including assurance with over 30 years history in providing these services.

Apex has implemented a Code of Ethics across the business to maintain high ethical standards among staff in their day-to-day business activities.

No member of the assurance team has a business relationship with Bank of America, its Directors or Managers beyond that required of this assignment. We have conducted this verification independently, and there has been no conflict of interest.

The assurance team has extensive experience in conducting assurance over environmental, social, ethical and health and safety information, systems and processes, has over 20 years combined experience in this field and an excellent understanding of Apex's standard methodology for the assurance of sustainability related assertions.

John A. Rohde, Lead Verifier Apex Companies, LLC Lakewood, Colorado

Joi J. Baines

Lisa S. Barnes, Technical Reviewer Apex Companies, LLC Lakewood, Colorado

May 24, 2021

#### ASSURED DATA Calendar Year 2020

Energy		Emissions			
Direct Consumption	858,845 GJ	Scope 1 GHG Emissions	53,390 tCO <sub>2</sub> e		
Indirect Consumption	6,736,892 GJ	Scope 2 GHG Location-Based Emissions	657,635 tCO <sub>2</sub> e		
Energy Saved Due to Conservation (Projected)	40,000 GJ	40,000 GJ Scope 2 GHG Market-Based Emissions			
Estimated Cumulative Energy Savings (2004-2019)	>\$530 million	Total Net Scope 1 and Market-Based Scope 2 Emissions	0 tCO <sub>2</sub> e		
Electricity from Renewable Sources		Scope 3 GHG Emissions			
Electricity Consumption	1,828,290 MWh	Purchased Goods and Services	1,573,430 tCO2e		
Total Renewable Electricity Procured	1,994,293 MWh	Capital Goods	74,283 tCO2e		
% of Total Electricity Procured from Renewable Sources	109 %	Fuel- and Energy-Related Activities	134,786 tCO <sub>2</sub> e		
		Upstream Transportation and Distribution	116,149 tCO <sub>2</sub> e		
		Waste (Traditional Disposal)	15,850 tCO <sub>2</sub> e		
Water		Business Travel (Gross)	31,481 tCO2e		
Total Withdrawal	1.77 Billion US gallons	Business Travel (Net)	0 tCO <sub>2</sub> e		
Total Consumption	394,000 Thousand US Gallon:	s Employee Commuting	126,415 tCO2e		
Total Withdrawal in Water-stressed Areas	40 percent	Downstream Transportation and Distribution	1,200,000 tCO2e		
Total Consumption in Water-stressed Areas	42 percent	Use of Sold Products	4,000 tCO2e		
Total Volume Recycled	16,940 Thousand US gallons	End of Life Treatment of Sold Products	15,000 tCO2e		
		Valued Societal Impact of GHG Emissions	204,123,000 USD		
		Emissions of Ozone-Depleting Substances NOx, SOx, and Other Significant Air Emissions from	3 Metric tons		
Waste Quantities and Disposition Non-Hazardous Waste (Landfill & Incineration)	29,115 Metric tons	Direct Combustion Nitrous Oxides (NO <sub>v</sub> )	19 Metric tons		
Non-Hazardous Waste (Recycling & Compost)					
e-Waste Disposed through Certified Vendors	47,126 Metric tons 100 percent	Sulfur Oxides (SO <sub>x</sub> ) Volatile Organic Compounds (VOCs)	1.2 Metric tons 2 Metric tons		
Hazardous, Universal, Used Oil, and Asbestos Waste (Landfill & Incineration)	0.70 Metric tons	Particulate Matter (PM)	3 Metric tons		
Hazardous, Universal, Used Oil, and Asbestos Waste (Recycling, Reuse & Salvage)	511 Metric tons	Carbon Monoxide (CO)	27 Metric tons		
(		Valued Societal Impact of Air Pollution	135,000 USD		
Materials					
Paper		Facilities			
Total Paper	28,594 Metric tons 14%	LEED Certifications	17,822,422 Net square feet		
Recycled Input Materials by weight Certified Materials by weight	99.3%	Sites in areas protected for biodiversity	9 Sites 6,958 Square meters		
Transportation		Total Number and Volume of Significant Spills			
Electric Vehicle Charging Stations Low Carbon Vehicle CO2e Emission avoided by new	240 number	Number of Spills	3 qty		
participants	1,144 tCO2e	Volume of Spills	41 gallons		
Vendor Response Rate to CDP Supply Chain		Compliance			
Vendor Responses to CDP Supply Chain	90 Percent	Monetary value of significant fines for non-compliance \$ with environmental laws & regulations	2,700 USD		
Percent of Responding Vendors Reporting Greenhouse	86 Percent	Non-Monetary Violations	1		
Gas Emissions		` Total Environmental Protection Spend \$	14,500,000 USD		
Total Employees by Gender		Other Employee Information			
Male	104,000	Training Hours related to Diversity & Inclusion	90,600 Hours		
Female	104,100	Employee Engagement Index	85 percent		
Total	208,100	401(k) Plan Participation (US Only)	91 percent		

#### U.S. Employee Diversty

Job Category	Gender	White	Black/ African	Hispanic/ Latino	Asian	American Indian/	Native Hawaiian/	Two or more races	Total by gender	Total
Executive/Sr level officials and	Male	2,238	108	117	259	6	0	27	2,755	4,197
mgrs	Female	1,149	93	70	114	5		11	1,442	
First/mid-level officials and mgrs	Male	7,439	838	1,386	1,720	31	33	170	11,617	23,131
	Female	7,123	1,355	1,666	1,106	43	30	191	11,514	
Professionals	Male	26,424	2,338	2,809	6,508	101	91	661	38,932	61,611
	Female	13,458	2,406	1,874	4,394	87	70	390	22,679	1
All Other	Male	11,449	4,140	7,416	2,914	89	116	754	26,878	82,712
	Female	22,073	11,222	15,495	5,133	240	247	1,424	55,834	
Totals	Male	47,550	7,424	11,728	11,401	227	240	1,612	80,182	171,651
	Female	43,803	15,076	19,105	10,747	375	347	2,016	91,469	

Diversity