

# GRI and SASB Indices

## GRI Index

### GRI 2: GENERAL DISCLOSURES

Disclosure Number	Description	Page Number(s) and/or URL
2-1	Organizational details	<p>Paychex, Inc. is a publicly traded corporation.</p> <p><a href="#">Page 3 of 2023 Annual Report on Form 10-K</a></p> <p><a href="#">The Company's headquarters are located at 911 Panorama Trail South, Rochester, NY 14625.</a></p> <p><a href="#">The Company operates in United States, Denmark, Germany, and India.</a></p>
2-2	Entities included in the organization's sustainability reporting	<p>Some metrics included in the ESG Report 2023 are provided for international operations, others for United States operations only.</p> <p><a href="#">Page 2 of 2023 ESG Report</a></p> <p>Annual Report on Form 10-K includes consolidated financial statements for all subsidiaries. List of material subsidiaries is available <a href="#">here</a>.</p>
2-3	Reporting period, frequency, and contact point	<p>Paychex publishes an Annual Report on Form 10-K and an annual Environmental, Social, and Governance (ESG) report for the most recent fiscal year. The Annual Report on Form 10-K and ESG Report referenced in this index are for fiscal year 2023: June 1, 2022—May 31, 2023.</p> <p>The ESG Report was published online on September 1, 2023.</p> <p><a href="mailto:public_relations@paychex.com">public_relations@paychex.com</a></p>
2-4	Restatements of information	<p><a href="#">Page 35 of 2023 ESG Report</a></p>

2-6	Activities, value chain, and other business relationships	<p>Paychex, Inc. (NASDAQ: PAYX) is a leading provider of integrated human capital management solutions for human resources, payroll, benefits, and insurance services.</p> <p><a href="https://www.paychex.com/corporate">https://www.paychex.com/corporate</a></p> <p><a href="https://www.paychex.com/business-solutions">https://www.paychex.com/business-solutions</a></p> <p>Our Sustainable Industry Classification System (SICS®) sector is Software &amp; IT Services.</p> <p>The Company serves small- and medium-sized businesses primarily in the private sector. Paychex, Inc. serves markets in the United States, Germany, and Denmark.</p> <p><a href="#">Pages 3–8 of 2023 Annual Report on Form 10-K</a></p>
2-7	Employees	<p><a href="#">Page 9 of 2023 Annual Report on Form 10-K</a></p> <p><a href="#">Page 21 of 2023 ESG Report</a></p>
2-9	Governance structure and composition	<p><a href="#">Corporate Governance webpage</a></p> <p><a href="#">Corporate Governance documents</a></p> <p><a href="#">Pages 6–13, 20–26 of 2023 Proxy Statement</a></p> <p><a href="#">Charter of the Nominating and ESG Committee of the Board of Directors</a></p> <p>President &amp; CEO John Gibson is the only executive member of the Board of Directors, and all others are non-executive members.</p> <p><a href="#">Independence status of Board of Directors</a></p>
2-10	Nomination and selection of the highest governance body	<p><a href="#">Page 23 of 2023 Proxy Statement</a></p> <p><a href="#">Page 3 of Charter of the Nominating and ESG Committee of the Board of Directors</a></p>
2-11	Chair of the highest governance body	<p><a href="#">Page 12 of 2023 ESG Report</a></p>
2-12	Role of the highest governance body in overseeing the management of impacts	<p><a href="#">Page 2 of Charter of the Nominating and ESG Committee of the Board of Directors</a></p> <p><a href="#">Pages 3–4 of 2023 CDP Climate Change Response</a></p> <p><a href="#">Page 28 of 2023 Proxy Statement</a></p>
2-13	Delegation of responsibility for managing impacts	<p><a href="#">Page 11 of 2023 ESG Report</a></p> <p><a href="#">Pages 4–8 of 2023 CDP Climate Change Response</a></p>

2-14	Role of the highest governance body in sustainability reporting	The CEO formally reviews and approves the organization's ESG Report.
2-15	Conflicts of interest	<a href="#">Pages 8–13, 18, 27 of 2023 Proxy Statement</a> Any reportable related-party transactions in the reporting year that are in excess of \$120,000 are disclosed in Transactions with Related Persons section of Proxy Statement.
2-16	Communication of critical concerns	<a href="#">Page 14 of Code of Business Ethics and Conduct</a>
2-18	Evaluation of the performance of the highest governance body	<a href="#">Page 4 of Corporate Governance Guidelines</a>
2-19	Remuneration policies	<a href="#">Pages 14–17, 30–52 of 2023 Proxy Statement</a>
2-20	Process to determine remuneration	<a href="#">Pages 14–17, 30–52 of 2023 Proxy Statement</a> <a href="#">Results of shareholder vote on Say on Pay proposal from prior year</a>
2-21	Annual total compensation ratio	<a href="#">Pages 51–52 of 2023 Proxy Statement</a>
2-22	Statement on sustainable development strategy	<a href="#">Pages 3, 7 of 2023 ESG Report</a>
2-23	Policy commitments	<a href="#">Code of Business Ethics and Conduct</a> Code of Business Ethics and Conduct, including recent revisions, was approved by the CEO, CFO, and Vice Presidents responsible for ESG initiatives at Paychex. <a href="#">Third-Party Code of Conduct</a> Third-Party Code of Conduct, including recent revisions, was approved by the Ethics and ESG Steering Committee. <a href="#">Environmental Policy</a> Environmental Policy, including recent revisions, was approved by the Ethics and ESG Steering Committee. <a href="#">GHG emissions reduction targets</a> The targets were approved by the CEO, CFO, COO, and Vice Presidents responsible for ESG initiatives at Paychex.

2-23	Policy commitments	<p><a href="#">Fair Wage Policy</a> Fair Wage Policy was approved by Human Resources &amp; Organizational Development.</p> <p><a href="#">Inclusion and Diversity Policy</a> Inclusion and Diversity Policy was approved by Human Resources &amp; Organizational Development.</p> <p>The policy commitments are publicly available on our company website. The Code of Business Ethics and Conduct and the Human Rights Policy are referenced in the Right Way Training: <a href="#">Employees webpage—Training &amp; Development tab, The Right Way Training and Other Training Modules of the Right Way Training sections</a></p>
2-24	Embedding policy commitments	<p><a href="#">The Ethics and ESG Steering Committee includes senior executive representation from Legal &amp; Ethics, Service, HR, Marketing, Finance, Internal Audit, Communications, and DEI. This group assists in the development of policies to drive responsible and ethical business conduct.</a></p> <p><a href="#">Employees webpage—Training &amp; Development tab, The Right Way Training and Other Training Modules of the Right Way Training sections</a></p>
2-25	Processes to remediate negative impacts	<p><a href="#">Page 14 of Code of Business Ethics and Conduct</a></p>
2-26	Mechanisms for seeking advice and raising concerns	<p><a href="#">Employees webpage—Training &amp; Development tab, The Right Way Training and Other Training Modules of the Right Way Training sections</a></p> <p><a href="#">Employees webpage—Non-Discrimination tab</a></p> <p><a href="#">Pages 14, 16 of Code of Business Ethics and Conduct</a></p>
2-28	Membership associations	<p>National Payroll Reporting Consortium (NPRC)</p> <p>National Association of Professional Employer Organizations (NAPEO)</p>
2-29	Approach to stakeholder engagement	<p><a href="#">Pages 4–5 of 2023 ESG Report</a></p> <p><a href="#">Pages 28–29 of 2023 Proxy Statement</a></p>

2-30	Collective bargaining agreements	<a href="#">Page 9 of 2023 Annual Report on Form 10-K</a>
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## GRI 201: ECONOMIC PERFORMANCE

3-3	Management of material topics	<a href="#">Employees webpage—Employee Benefits tab</a> <a href="#">Pages 9–16 of 2023 CDP Climate Change Response</a> <a href="#">Ethics webpage—Government Relations tab</a> <a href="#">Page 9 of 2023 ESG Report</a>
201-1	Direct economic value generated and distributed	<a href="#">2023 Annual Report on Form 10-K</a>
201-2	Financial implications and other risks and opportunities due to climate change	<a href="#">Pages 9–16 of 2023 CDP Climate Change Response</a>
201-3	Defined benefit plan obligations and other retirement plans	<a href="#">Page 25 of 2023 ESG Report</a> <a href="#">Employees webpage—Employee Benefits tab</a>
201-4	Financial assistance received from government	<a href="#">Ethics webpage—Government Relations tab, Financial Assistance Received from the Government section</a> <a href="#">Page 9 of 2023 ESG Report</a>

## GRI 203: INDIRECT ECONOMIC IMPACTS

3-3	Management of material topics	<a href="#">Pages 40–45 of 2023 ESG Report</a> <a href="#">Community Webpage—Community Initiatives and Paychex Charitable Foundation tabs</a>
203-1	Infrastructure investments and services supported	<a href="#">Pages 40–47 of 2023 ESG Report</a> <a href="#">Empowering Businesses webpage</a>
203-2	Significant indirect economic impacts	<a href="#">Pages 48–49 of 2023 ESG Report</a> <a href="#">2023 Client Impact Report</a>

## GRI 205: ANTI-CORRUPTION

3-3	Management of material topics	<a href="#">Ethics webpage—Anti-corruption tab</a> <a href="#">Employees webpage—Training &amp; Development tab</a>
205-2	Communication and training about anti-corruption policies and procedures	<a href="#">Page 24 of 2023 ESG Report</a> <a href="#">Employees webpage—Training &amp; Development tab</a>

## GRI 206: ANTI-COMPETITIVE BEHAVIOR

3-3	Management of material topics	<a href="#">Ethics webpage—Anti-corruption tab, Free and Fair Competition section</a>
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## GRI 207: TAX

207-1	Approach to tax	<a href="#">Ethics webpage—Tax tab</a>
207-2	Tax governance, control, and risk management	<a href="#">Ethics webpage</a> <a href="#">Ethics webpage—Tax tab</a> <a href="#">Pages 14, 16 of Code of Business Ethics and Conduct</a>
207-3	Stakeholder engagement and management of concerns related to tax	<a href="#">Ethics webpage—Tax tab</a>

## GRI 302: ENERGY

3-3	Management of material topics	<a href="#">Pages 29–31 of 2023 ESG Report</a>
302-1	Energy consumption within the organization	<a href="#">Pages 29–32 of 2023 ESG Report</a>
302-3	Energy intensity	<a href="#">Page 32 of 2023 ESG Report</a>

## GRI 303: WATER AND EFFLUENTS

3-3	Management of material topics	<a href="#">Page 37 of 2023 ESG Report</a>
303-3	Water withdrawal	<a href="#">Page 37 of 2023 ESG Report</a>

## GRI 305: EMISSIONS

3-3	Management of material topics	<a href="#">Pages 29–31 of 2023 ESG Report</a>
305-1	Direct (Scope 1) GHG Emissions	<a href="#">Pages 32–33 of 2023 ESG Report</a>
305-2	Energy indirect (Scope 2) GHG Emissions	<a href="#">Pages 32–33 of 2023 ESG Report</a>
305-3	Other indirect (Scope 3) GHG emissions	<a href="#">Pages 34–36 of 2023 ESG Report</a>
305-4	GHG emissions intensity	<a href="#">Page 33 of 2023 ESG Report</a>

## GRI 306: WASTE

3-3	Management of material topics	<a href="#">Environment webpage, Resource Use tab, Waste Management section</a>
306-3	Total weight of waste generated in metric tons, and a breakdown of this total by composition of the waste	<a href="#">Page 38 of 2023 ESG Report</a>
306-4	Waste diverted from disposal	<a href="#">Page 38 of 2023 ESG Report</a>
306-5	Waste directed to disposal	<a href="#">Page 38 of 2023 ESG Report</a>

## GRI 401: EMPLOYMENT

3-3	Management of material topics	<a href="#">Employees webpage—Employee Benefits tab</a>
401-3	Parental leave	<a href="#">Pages 25-26 of 2023 ESG Report</a>

## GRI 403: OCCUPATIONAL HEALTH AND SAFETY

3-3	Management of material topics	<a href="#">Occupational Safety webpage—Approach tab</a>
403-1	Occupational health and safety management system	<a href="#">Occupational Safety webpage—Approach tab</a>
403-2	Hazard identification, risk assessment, and incident investigation	<a href="#">Occupational Safety webpage—Approach tab</a>
403-3	Occupational health services	<a href="#">Occupational Safety webpage—Resources tab</a> <a href="#">Employees webpage—Well-Being tab</a>
403-4	Worker participation, consultation, and communication on occupational health and safety	<a href="#">Occupational Safety webpage—Approach tab</a>
403-5	Worker training on occupational health and safety	<a href="#">Occupational Safety webpage—Approach tab</a>
403-6	Promotion of worker health	<a href="#">Pages 26-27 of 2023 ESG Report</a> <a href="#">Employees webpage—Employee Benefits and Well-Being tabs</a>
403-8	Workers covered by an Occupational Health and Safety Management System	<a href="#">Page 51 of 2023 ESG Report</a>



## GRI 404: TRAINING AND EDUCATION

3-3	Management of material topics	<a href="#">Page 23 of 2023 ESG Report</a> <a href="#">Employees webpage—Training &amp; Development tab</a>
404-1	Average hours of training per year per employee	<a href="#">Page 23 of 2023 ESG Report</a>
404-2	Programs for upgrading employee skills and transition assistance programs	<a href="#">Page 23 of 2023 ESG Report</a>
404-3	Percentage of employees receiving regular performance and career development reviews	<a href="#">Page 24 of 2023 ESG Report</a>

## GRI 405: DIVERSITY AND EQUAL OPPORTUNITY

3-3	Management of material topics	<a href="#">Pages 17–20 of 2023 ESG Report</a> <a href="#">Diversity, Equity, and Inclusion webpage</a>
405-1	Diversity of governance bodies and employees	<a href="#">Page 7 of 2023 Proxy Statement</a> <a href="#">Page 21 of 2023 ESG Report</a> <a href="#">Diversity, Equity, and Inclusion webpage—Performance tab</a>
405-2	Ratio of basic salary and remuneration of women to men	<a href="#">Page 21 of 2023 ESG Report</a>

## GRI 406: NON-DISCRIMINATION

3-3	Management of material topics	<a href="#">Employees webpage—Non-Discrimination tab</a>
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## GRI 415: PUBLIC POLICY

415	Management of material topics	<a href="#">Ethics webpage—Government Relations tab</a>
415-1	Political contributions	<a href="#">Page 9 of 2023 ESG Report</a>

## GRI 418: CUSTOMER PRIVACY

3-3	Management of material topics	<a href="#">Privacy &amp; Security webpage—Privacy tab</a>
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# SASB Index

## INDUSTRY GROUP: SOFTWARE & IT SERVICES

Topic	Code	Accounting Metric	Page Number
Environmental Footprint of Hardware Infrastructure	TC-SI-130a.1	(1) Total energy consumed (2) percentage grid electricity (3) percentage renewable	<a href="#">Page 31 of 2023 ESG Report</a>
	TC-SI-130a.2	(1) Total water withdrawn	<a href="#">Page 37 of 2023 ESG Report</a>
	TC-SI-130a.3	Discussion of the integration of environmental considerations into strategic planning for data center needs	<a href="#">Page 31 of 2023 ESG Report</a>
Data Privacy & Freedom of Expression	TC-SI-220a.1	Description of policies and practices relating to behavioral advertising and user privacy	<a href="#">Privacy &amp; Security webpage— Privacy tab</a>
	TC-SI-220a.3	Monetary losses as a result of legal proceedings associated with user privacy	<a href="#">Page 15 of 2023 ESG Report</a>
	TC-SI-220a.5	List of countries where core products or services are subject to government-required monitoring, blocking, content filtering, or censoring	<a href="#">Page 8 of 2023 ESG Report</a>
Data Security	TC-SI-230a.1	(1) Number of data breaches (2) percentage involving personally identifiable information (PII) (3) number of users affected	<a href="#">Page 15 of 2023 ESG Report</a>
	TC-SI-230a.2	Description of approach to identifying and addressing data security risks, including use of third-party cybersecurity standards	<a href="#">Privacy &amp; Security webpage— Cyber Security tab</a>

Recruiting & Managing a Global, Diverse & Skilled Workforce	TC-SI-330a.3	Percentage of gender and racial/ethnic group representation for (1) management, (2) technical staff, and (3) all other employees	<a href="#">Page 21 of 2023 ESG Report Diversity, Equity, and Inclusion webpage—Performance tab</a>
Intellectual Property Protection & Competitive Behavior	TC-SI-520a.1	Total amount of monetary losses as a result of legal proceedings associated with anti-competitive behavior regulations	<a href="#">Page 8 of 2023 ESG Report</a>
Managing Systemic Risks from Technology Disruptions	TC-SI-550a.1	Number of (1) performance issues and (2) service disruptions; (3) total customer downtime	<a href="#">Privacy &amp; Security webpage—Business Continuity Planning tab</a>
	TC-SI-550a.2	Description of business continuity risks related to disruptions of operations	<a href="#">Privacy &amp; Security webpage—Business Continuity Planning tab</a>