



## Code of Workplace Conduct

Everbridge endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we must abide by certain rules of conduct based on honesty, common sense, and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing Everbridge property or a coworker's property, and/or disclosure of confidential information.
3. Completing another employee's time records, for nonexempt employees.
4. Violation of safety rules and policies.
5. Violation of Everbridge's Drug- and Alcohol-Free Workplace Policy
6. Fighting, threatening or disrupting the work of others or other violations of Everbridge's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on Company property.
11. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of Everbridge's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will and Everbridge reserves the right to impose whatever discipline it chooses or none at all in a particular instance. The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Everbridge will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate and employee at any time for any reason.

Threats, threatening language or any other acts of aggression or violence made toward or by any Everbridge employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action



undertaken for the purpose of domination or intimidation. Employees and visitors are prohibited from carrying weapons onto Everbridge premises.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

Additionally, employees must avoid conduct off the job that could impair work performance or affect the Company's reputation or business interests. You must promptly report to the People Team if you receive: (1) any arrest pending final resolution or conviction for any felony (or state or local law felony equivalent); (2) any arrest pending final resolution or conviction for a crime involving dishonesty, assault or battery; or (3) any other arrest pending final resolution or conviction which may affect your ability to perform your job or otherwise affect the Company's business interests.