



## **ON24 SUPPLIER CODE OF CONDUCT**

This Supplier Code of Conduct sets forth ON24's expectation of Suppliers and Vendors with respect to sound and responsible ethical, social and environmental practices.

### **FORCED LABOR**

ON24 will not tolerate the use of indentured, slave, bonded or other forced involuntary labor by its Suppliers.

### **CHILD LABOR**

ON24 Suppliers are prohibited from using workers under the legal age of employment in any country or local jurisdiction where the Supplier performs work for ON24. In cases where minors are authorized to work, we expect our Suppliers to observe all legal requirements, particularly those pertaining to hours of work, wages, minimum education and working conditions.

### **WAGES AND BENEFITS**

ON24 Suppliers must comply with all applicable wage and hour laws and regulations, including those relating to minimum wage and overtime, and legally mandated benefits.

### **WORKING HOURS**

ON24 Suppliers shall maintain reasonable employee work hours in compliance with local standards and applicable national laws of the countries and regions in which the Supplier does business.

### **NON-DISCRIMINATION**

ON24 Suppliers will not discriminate in hiring and employment practices on grounds of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, gender identity or expression, marital status, pregnancy, political affiliation, or disability.

### **DISCIPLINARY PRACTICES/COERCION**

ON24 believes that everyone should be treated with dignity. Suppliers shall not inflict or threaten to inflict corporal punishment or any other forms of physical, sexual, psychological or verbal abuse or harassment on any employees.

### **FREEDOM OF ASSOCIATION**

Employees of Suppliers shall be free to join organizations of their own choice. Employees shall not be subject to intimidation or harassment in the exercise of their right to join or to refrain from joining any organization.

### **HEALTH AND SAFETY GUIDELINES**

ON24 Suppliers must provide their employees with a safe and healthy work environment in compliance with all applicable laws and regulations.

### **ENVIRONMENTAL GUIDELINES**

ON24 Suppliers shall abide by all federal, state and local environmental laws. ON24 encourages its Suppliers to protect and restore the environment, by such means as energy conservation, recycling and proper disposal of waste.

## **LEGAL REQUIREMENTS**

ON24 Suppliers will comply with all applicable laws and regulations in all locations where they conduct business.

## **ETHICAL STANDARDS**

ON24 encourages Suppliers to conduct business with ethical standards consistent with our own. ON24's ethical standards are embodied in our Business Code of Ethics Policy, which states in part:

- conduct business in a lawful, honest and ethical manner
- comply with all applicable laws and regulations
- avoid the appearance of actual or potential conflicts of interest or any abuse of a position of trust and responsibility
- maintain the integrity of the corporate books, records, documents and accounts
- protect the Company's assets and ensure their efficient use
- avoid any activity, investment or association which interferes with the independent exercise of sound judgment

## **COMMUNICATION**

ON24 Suppliers should take appropriate steps to ensure that the principles of this Code are communicated to their employees and throughout their own supply chains. Suppliers should maintain documentation to demonstrate compliance with ON24's Supplier Code of Conduct.