



Dated: October 20, 2023

## CVENT SUPPLIER CODE OF CONDUCT

Cvent, Inc. (“Cvent”), on behalf of itself and its affiliates, including its wholly owned subsidiaries, is committed to high standards of social and environmental responsibility and honest, ethical conduct. Cvent’s vision, mission and core values require collaboration throughout the supply chain, and we expect our suppliers, and contractors to comply with applicable laws and to act in an honest and ethical manner. Cvent’s policy is to select suppliers based on the merits of their products, services, and business practices, and we believe that by adopting responsible and sustainable business practices in our supply chain, we balance profitable growth with long-term sustainable and mutually beneficial partnerships with our suppliers.

This Supplier Code of Conduct (the “Code”) sets forth Cvent’s standards and expectations of suppliers with respect to key areas of corporate responsibility to minimize any adverse impact directly associated with the goods and services sourced by Cvent. We are committed to continuously reviewing and updating our policies and procedures. We therefore reserve the right to amend, alter or terminate this Code at any time and for any reason, subject to applicable law.

### LEGAL COMPLIANCE AND BUSINESS INTEGRITY

Suppliers must comply with all applicable laws and regulations in their country of operation and where services and products are rendered, including those relating to international trade, sanctions, export controls, antitrust/competition and data protection.

#### GUIDANCE:

- All forms of bribery, kickbacks, corruption, extortion, and unethical practices are prohibited, and Suppliers should not take any actions to violate or cause Cvent to violate any applicable anti-bribery laws and regulations.
- If you are located or engaging in business outside of the United States, you must comply with laws, rules, regulations and regulatory orders of the United States, including the Foreign Corrupt Practices Act and U.S. Antiboycott and export rules and regulations, in addition to the applicable laws of other jurisdictions. If compliance with the Code should ever conflict with applicable law, you must comply with the applicable law.
- Suppliers must not directly or indirectly give or receive an improper business advantage via the giving or receiving anything of value in exchange for preferential treatment. Any business amenities such as gifts, meals, entertainment or other items of value provided to Cvent employees or other third parties should be consistent with customary business practice, reasonable and appropriate for the circumstance and should not violate law or create an appearance of impropriety.
- Suppliers will protect the privacy of personal or confidential information of everyone with whom they do business, including suppliers, customers, consumers, and workers. Furthermore, Suppliers will respect intellectual property rights and will only transfer technology and know-how that has been legitimately acquired and licensed.
- If Cvent is supplied with software that has embedded AI capabilities, the Supplier should adhere to all relevant local laws related to ethical and responsible AI while developing, deploying, and selling the software. If there are no locally applicable laws, the Supplier should have a policy based on the guidelines from international institutions (e.g., the Institute of Electrical and Electronics Engineers, the Organization for Economic Co-operation and Development, etc.). The same applies to the Supplier’s supply chain: if the Supplier is using third-party software with embedded AI, the Supplier should ensure that local laws and/or policy for ethical and responsible AI have been considered while procuring, deploying, and using the software.

### LABOR AND HUMAN RIGHTS

#### Child Labor and Human Trafficking

Cvent is committed to preventing modern slavery, including unlawful child labor and human trafficking, throughout our supply chain, consistent with the Modern Slavery Act of 2015. We expect our suppliers to support and participate in industry efforts aimed at the elimination of such practices wherever they exist.

#### GUIDANCE:

- Suppliers must comply with all applicable modern slavery and human trafficking laws and take appropriate steps and measures to ensure their operations are free from slavery and human trafficking practices in their own business and their

supply chains.

- Suppliers should take appropriate measures to ensure that their suppliers and sub-contractors are not engaged in slavery, servitude, forced and compulsory labor or human trafficking.

### **Forced Labor**

Suppliers must prohibit all forms of illegal, forced or compulsory labor, including involuntary, exploitative, trafficked or indentured labor.

#### **GUIDANCE:**

- All work must be voluntary. Suppliers must ensure all workers/employees are hired of their own free will and are free to resign at will with reasonable notice.
- Suppliers must not utilize or benefit in any way from forced or compulsory labor, including any forms of slavery, nor utilize factories or subcontractors that force unpaid labor.
- Suppliers should ensure compliance with minimum working hours and minimum wages prescribed by applicable laws and regulations.

## **SOCIAL AND WORKING CONDITIONS**

### **Fair Wages and Benefits**

We expect our Suppliers to ensure their workers/employees receive wages and benefits that meet or exceed the minimum standards prescribed by applicable laws and regulations.

#### **GUIDANCE:**

- Suppliers are encouraged to exceed applicable minimum wage standards and pay real living wages to their workers/employees.
- Suppliers should not permit deductions from wages for disciplinary actions.
- Suppliers should provide workers/employees clear information in writing with respect to their wages and benefits before they enter employment, and further provide timely and clear salary statements to verify compensation.

### **Working Hours**

Suppliers must comply with applicable laws regarding working and overtime hours.

#### **GUIDANCE:**

- Overtime hours must be voluntary.
- Total working hours must be within allowable limit and should not exceed the legal limit under applicable law.
- Suppliers should provide workers/employees with rest days in compliance with legal requirements, or where there are no such legal requirements, workers/employees should be provided at least one day off following six consecutive work-days.
- Accurate written records of workers/employees' regular and overtime hours should be maintained.

### **Freedom of Association**

Suppliers should respect workers/employees' right to freedom of association, including the right to collectively bargain, consistent with local laws.

#### **GUIDANCE:**

- Workers/employees should not be prevented from associating freely with any lawful and peaceful workers' or collective bargaining association, where not expressly prohibited by applicable law.
- Suppliers should provide confidential channels for workers/employees to raise grievances, and records should be maintained.

### **Gender Equality, Non-Discrimination or Harassment**

All workers/employees should be treated with respect and dignity. Suppliers must provide a work environment that is free of discrimination and harassment. Suppliers must be equal opportunity employers and make employment decisions based on merit and business needs.

#### **GUIDANCE:**

- Hiring and employment decisions, including those relating to compensation, benefits, promotion, training and development, discipline, and termination, should be made solely based on the skill, ability, and the performance of workers/employees.
- Discrimination must not be permitted on the basis of race, color, veteran status, religion, gender, sex, sexual orientation, age, mental or physical disability, medical condition, national origin, marital status or any other characteristics protected under applicable law or ordinance. In addition, unfair treatment of pregnant employees must be prohibited.

- Supplier's workers/employees must be protected from discrimination and harassment not only by other employees, but also non-employees such as suppliers, vendors, clients, contractors, and other third-parties.
- Suppliers should establish effective whistleblowing procedures to ensure any worker/employee can submit a complaint and report instances of discrimination, harassment, or retaliation of which they become aware for further investigation without suffering any prejudice or retaliation of any kind. Whistleblowing processes should be effectively publicized, and concerns raised should be investigated.

### **Health and Safety**

Suppliers must provide all workers/employees with a safe, hygienic and healthy working environment that includes appropriate controls, safety procedures, preventative maintenance and protective equipment. Business operations must comply with all relevant local and national laws, codes and regulations.

#### **GUIDANCE:**

- Safety and Health procedures must comply with all relevant local and national laws, codes and regulations.
- Records of health and safety trainings, accidents and injuries at the workplace, should be maintained.
- Suppliers must train employees on emergency evacuation procedures for potential emergency events, and emergency exits must always be unlocked and readily accessible at all times.
- Workers/employees should always have access to basic amenities, including safe drinking water, clean and sanitary toilet facilities.

### **ENVIRONMENT AND SUSTAINABILITY**

Cvent believes in protecting the environment, running our business in a sustainable way, and minimizing our environmental impact for future generations. We are committed to reducing our environmental footprint and to this end, we take steps every day to conserve and upcycle resources, promote sustainable operations, minimize waste etc. and we require our suppliers to adopt similar standards when providing services to us.

#### **GUIDANCE:**

- Suppliers must fully comply with all local environmental laws and regulations and should strive to conduct their operations in a way that conserves natural resources, reduces pollution and minimizes waste.
- Suppliers are encouraged to reduce consumption of natural resources including water, energy and opt for sustainable practices, like recycling, upcycling, renewable energy, waste management, etc.
- Suppliers should develop and implement policies to reduce and offset their environmental impact and have mechanisms in place to measure and minimize environmental impact of their business operations.

### **VERIFICATION AND COMPLIANCE**

Suppliers should have adequate monitoring and record keeping systems to ensure compliance with the Code. Cvent reserves the right to monitor, review and verify Supplier's compliance with the Code through self-assessments, audits, or other actions.

#### **GUIDANCE:**

- In case of non-compliance, corrective actions will be set forth, in order to comply with laws and regulations.
- Cvent reserves the right to terminate its business relationship with a Supplier who is unwilling to comply with the Code.

### **SUPPLIER'S CERTIFICATION OF COMPLIANCE**

By its acceptance of any purchase order from Cvent or the commencement of the provision of services to Cvent, the Supplier acknowledges its acceptance of the Code and intention to comply with its requirements. If you have additional questions about this Supplier Code of Conduct, please contact [legal@cvent.com](mailto:legal@cvent.com).