



Workplace Health and Safety Policy

Purpose

Cornerstone OnDemand, Inc. (Cornerstone) is committed to protecting the environment, the health and safety of our employees, our customers, and the global communities in which we operate. We recognize that by integrating sound environmental, health, and safety management practices into all aspects of our business, we can offer technologically innovative products and services while conserving and enhancing resources for future generations. Cornerstone will provide necessary safeguards, programs, and equipment to reduce the potential for accidents and injuries. Cornerstone strives for continuous improvement in our environmental, health and safety management programs and in the environmental quality of our products, processes, and services.

The Workplace Health and Safety (WHS) Policy helps us ensure we provide the best possible work conditions for our employees. Every employee has a right to feel safe at work. Cornerstone is committed to meeting or exceeding legal standards to create a hazard-free workplace.

Scope

The Workplace Health and Safety Policy applies to all prospective and current employees of the company as well as volunteers, contractors and consultants.

Preventative Actions and Assessments

Preventative action is any action the company takes to prevent injuries or illness related to workplace conditions. Cornerstone is an office and home-based work organization. Cornerstone Leadership will regularly review all internal and external health and safety risks and provide instruction as necessary. Cornerstone will provide safe workplaces and aims to support our employees in staying healthy and managing work-related stress. Cornerstone will also ensure remote and office staff have ergonomic workstations to counteract work-related health issues. Where regional or global health risks are present, Cornerstone may choose to alter work locations and will advise employees accordingly. If an employee needs an alternative accommodation, they should address with their manager and/or Talent Business Partner.

Cornerstone will assess the potential for work-related stress through interactions with employees, our regular staff surveys, monitoring timesheets and staff absences, and by reviewing issues raised via our Regional Councils. Training is also provided to managers to help them identify the early signs of stress and offer remote work arrangements to help staff manage their home and work-life commitments to reduce stress.

Cornerstone will comply with all applicable occupational safety and health laws. To accomplish this, we require the active participation and assistance of all employees. It is the responsibility of each employee to support the company safety program and to perform in a manner that assures his or her own personal safety and the safety of others,



including customers and visitors. To be successful in our endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention

All accidents, including those which do not involve serious injury and those involving clients, must be reported immediately to one's manager or Talent Business Partner. No employee should hesitate to inform their manager of any potentially hazardous situation or condition that is beyond their ability or authority to correct immediately. No employee will be discriminated against for reporting safety concerns to management. It is only through full knowledge of every accident that Cornerstone can become a safer, healthier place to work for everyone. All employees must also cooperate in all safety and health matters, not only between management and employees, but also between each employee and his or her respective coworkers. Only through such an effort can any safety program be successful. The objective is a safety and health program that will reduce the total number of injuries and illnesses to an absolute minimum.

Guiding Principles

- Meet or exceed all applicable environmental, health and safety requirements.
- Evaluate the company's WHS performance through periodic management reviews.
- Where laws and regulations do not provide adequate controls, adopt standards to protect human health and the environment.
- Support and promote sound scientific principles and fiscally responsible public policy that enhance environmental quality, health and safety.
- Advocate the adoption of prudent environmental, health and safety principles and practices by our contractors, vendors, and suppliers.
- Communicate environmental, health, and safety policies and programs to Cornerstone employees and stakeholders.
- Design, manage and operate our facilities to maximize safety, promote energy efficiency, and protect the environment.
- Strive to create products that are safe in their intended use, conserve energy and materials, and prevent pollution throughout the product life cycle, including design, manufacture, use, and end-of-life management.
- Ensure that all employees are aware of their role and responsibility to fulfill and sustain Cornerstone's environmental, health and safety management systems and policy.