

2018

# Employee Handbook

Appian Corporation

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## Introduction

This handbook ("Handbook" or "Employee Handbook") sets forth certain employment policies and procedures of Appian Corporation ("Appian", "Company", "we" or "our"). It does not set forth any express or implied contractual obligations on the part of the Company. Appian reserves the right to change any of the Handbook's provisions going forward in Appian's sole judgment, at any time as circumstances may warrant. It is strictly prohibited to copy, print, and use or distribute any portion of this Handbook outside of Appian. This current version of the Handbook supersedes all prior versions of the Handbook.

Any individual violating the policies set forth in this Handbook may be subject to appropriate disciplinary action, including termination of employment.

### State Supplements

This Handbook may apply to employees in multiple states. If you work in a state with greater or different rights, the Company will comply with all requirements. For this reason, Appian provides state specific supplements to this Handbook located in Appendix B. A state supplement will apply to you if you work in the state to which the supplement applies. If a state supplement applies to you, the applicable employment policies and procedures appear in the Handbook and in the corresponding state supplement. You must read, accept and abide by the applicable state supplement just as you must read accept and abide by the Handbook. Where contradictions exist between the Handbook and the applicable state supplement, Appian will follow the policy or law that is most generous to you. All applicable state supplements are deemed incorporated into this Handbook by this reference.

### International Country Supplements

This Handbook may apply to employees in multiple countries. If you work in a country with greater or different rights, the Company will comply with all requirements. For this reason, Appian provides country specific supplements to this Handbook. A country supplement will apply to you if you work in the country to which the supplement applies. If a country supplement applies to you, the applicable employment policies and procedures appear in the Handbook and in the corresponding country supplement. You must read, accept and abide by the applicable country supplement just as you must read accept and abide by the Handbook. Where contradictions exist between the Handbook and the applicable country supplement, Appian will follow the policy or law that is most generous to you. All applicable country supplements are deemed incorporated into this Handbook by this reference. Appian will add appendices for other countries as circumstances and the laws of such countries warrant.

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## Employment at Will

This Handbook in no way constitutes any implied or express contract between our employees and the Company. Employment with Appian is "at will." The employment relationship between our employees and the Company may be terminated by either party for any reason at any time, with or without cause or notice. Appian does not guarantee employment for any definite period of time. Nothing in this Handbook is intended to change the "at-will" employment relationship.

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## Code of Business Ethics and Conduct

Appian's "Corporate Ethics" are the extension of our individual ethics and business conduct. Ethics are more than a concept; they are the expression of our moral principles and values. At its core, our Code of Business Ethics and Conduct is designed to promote our culture: we are honest, we are fair, and we comply with the law.

Appian maintains certain policies to guide its officers, managers, and employees with respect to standards of conduct expected in areas where improper activities could damage the Company's reputation and otherwise result in serious adverse consequences to the Company and to employees involved. In addition to this Code of Business Ethics and Conduct, additional policies are separately stated elsewhere in the Employee Handbook. A Code of Business Ethics and Conduct cannot provide specific instruction on how to deal with every ethical situation that may arise in the conduct of Appian's business. The fact that an action is not considered "illegal" does not of itself make that action "ethical". Our intent is to create a culture where all our employees are capable of applying common sense and exercising good judgment when confronted by an ethical issue. This should result in good decisions. All of our employees should be comfortable that they may raise issues in an environment that is free from reprisals and recrimination. Employees should seek the advice and counsel of their managers, senior management, Human Resources, or Corporate Counsel whenever there is any question of whether any conduct is or may be perceived as unethical.

An employee's actions under this Code are significant indications of the individual's judgment and competence. Accordingly, those actions constitute an important element in the evaluation of the employee for position assignments and promotion. Correspondingly, insensitivity to or disregard of this Code may be grounds for appropriate management disciplinary action, including termination of employment.

*We are honest and fair.*

- ❖ Appian will conduct its business honestly and ethically wherever we are. We will constantly improve the quality of our services, products and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust and sound business judgment. We will not compromise our principles for short-term gain. No illegal or unethical conduct on the part of our employees is in the Company's best interest. The ethical performance of this Company is the sum of the ethics of the men and women who work here. Thus, we are all expected to adhere to high standards of personal integrity.

*We must scrupulously avoid any conflict of interest.*

- ❖ Employees of the Company must never permit their personal interests to conflict, or even appear to conflict, with the interests of the Company, its clients or affiliates. Our employees shall avoid using Company contacts to advance their private business or personal interests at the expense of the Company, its clients or affiliates.

If an employee finds that he or she has, or is considering the assumption of, a financial interest or outside relationship that might involve a conflict of interest, or if the employee is in doubt as to the proper application of this policy, he or she should promptly make all the facts known to Human Resources and refrain from any exercise of responsibility in any manner that might reasonably be considered to be affected by any adverse interest.

*We will conduct ourselves ethically when dealing with customers and business opportunities.*

- ❖ The Company expects all employees to use only legitimate practices in commercial operations and in promoting the Company position on issues before our customers, including governmental authorities. Our policy is for employees to use good judgment, discretion and moderation when giving or accepting gifts or entertainment in the conduct of our business. Business entertainment must be in good taste and not be of a nature that would be reasonably likely to offend Appian employees or their guests, such as, but not limited to, entertainment that is violent or lewd, sexually explicit, or offensive to an individual because of his/her race, sex, religion, cultural heritage, national origin, sexual orientation, age, disability or any other legally protected category.

No employee of the Company or any affiliate acting on the Company's behalf shall, in violation of any applicable law, offer or make, directly or indirectly through any other person or firm, any payment of anything of value (in the form of compensation, gift, contribution or otherwise) to:

- ❖ Any person or firm employed by or acting for or on behalf of any customer, whether private or governmental, for the purpose of inducing or rewarding any favorable action by the customer in any commercial transaction; or any governmental entity, for the purpose of inducing or rewarding action (or withholding of action) by a governmental entity in any governmental matter;
- ❖ Any governmental official, political party or official of such party, or any candidate for political office, for the purpose of inducing or rewarding favorable action (or withholding of action) or the exercise of influence by such official, party or candidate in any commercial transaction or in any governmental matter.

The provisions of this section are not intended to apply to ordinary and reasonable business entertainment or gifts not of substantial value, customary in local business relationships and not in violation of the law as applied in that environment. Managers are expected to exercise sound discretion and control in authorizing such business entertainment and gifts.

When customer organizations, governmental agencies, or others have published policies intended to provide guidance with respect to acceptance of entertainment, gifts, or other business courtesies by their employees, such policies shall be respected. It is very important that when working with any government official that you know the rules related to giving of gifts and entertainment to that official. If there is any question as to whether providing entertainment or gifts is permissible, obtain a confirmation from the intended recipient.

Our employees are prohibited from soliciting gifts or entertainment from those with whom we do business; nor may our employees accept any gifts or entertainment that in any way create or suggest that you have any obligation to the donor. Common sense and good judgment almost always align with ethical behavior. For example, receipt of cash from a vendor or business partner is never appropriate. However, receipt of an expensive bottle of champagne from a business partner to celebrate a joint business win may be proper in that context.

*We will maintain a work environment that encourages mutual respect, is safe and free from harassment or threats of violence, and promotes civility and courtesy among our employees.*

- ❖ Our employees must be permitted to perform their responsibilities without improper interference from other employees. Physical and verbal abuse is absolutely prohibited. No employee shall make false or malicious statements about other employees.
- ❖ Employees must be respectful of each other and of the rights of privacy of others and shall not disclose private information of another unless authorized or required by federal, state, or local law.
- ❖ Employees must be careful to keep their work areas and the common areas clean and safe and observe all building regulations regarding safety.

*We will preserve and protect our own valuable resources and proprietary information and similarly respect the property rights of others.*

- ❖ We will be fiscally responsible and strive to make sound decisions when committing the Company's resources.
- ❖ We will often come into contact with, or have possession of, proprietary, confidential or business-sensitive information and must take all appropriate steps to assure that the confidentiality of such information is maintained. This information—whether it belongs to our Company or any of our clients or affiliates – may include strategic business plans, operating results, marketing strategies, customer lists, personally identifiable information, such as social security numbers, upcoming acquisitions and divestitures, new investments, or manufacturing costs, processes and methods. Proprietary, confidential and sensitive business information about

our Company, other companies, individuals and entities must be treated with sensitivity and discretion and only be disseminated on a need-to-know basis.

*We will at all times comply with the law.*

- ❖ Our employees shall not buy or sell securities of another corporation, the value of which is likely to be affected by information of which the employee is aware and which has not been publicly disclosed. This prohibition extends to advising others to buy or sell such securities.
- ❖ Employees are required to report all information accurately and honestly, and as otherwise required by applicable reporting requirements.
- ❖ Employees are prohibited from gathering competitor intelligence by improper means and shall refrain from acting on knowledge that has been gathered in such a manner.
- ❖ Employees must obey all applicable federal, state and local discrimination, harassment and anti-trafficking laws, rules and regulations, and act with respect and responsibility towards others in all of their dealings.

*We will be vigilant in upholding and enforcing our Code of Business Ethics and Conduct.*

- ❖ Employees are required to promptly disclose any unethical, dishonest, fraudulent and illegal behavior, or any violation of Company policies and procedures, directly to management.
- ❖ Violation of this Code of Ethics may result in discipline, including possible termination. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

If you ever have any doubt about whether your conduct or that of anyone else meets the Company's ethical standards or compromises the Company's reputation, you should discuss it with your manager, Department head, Human Resources or the Company's Legal Counsel. Nothing in this Employee Handbook prohibits an employee from reporting concerns, making lawful disclosures, or communicating with any governmental authority about conduct that the employee believes violates any laws or regulations.

The Company will not retaliate against any employee who raises any good faith, questions, concerns or complaints concerning the honesty and integrity of our operations. Similarly, the Company will not retaliate against any employee who provides accurate information to any law enforcement agency about the commission of any federal or state offense. Any employee who feels that he or she has been retaliated against or threatened with retaliation for these reasons should report the matter immediately to Human Resources.

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## Employment Policies

### Employment and Confidentiality Agreement

As a condition of employment, employees are required to sign an agreement covering, among other things, intellectual property rights, confidential information, conflicts of interest, and non-solicitation (Employment Agreement). This document will be provided at the start of your employment. If you have any questions about the Employment Agreement, contact Human Resources.

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### Equal Employment Opportunity, Anti-Harassment, & Nondiscrimination Policy

Appian is an equal opportunity employer. Appian does not discriminate or allow discrimination on the basis of race, color, gender, religion, creed, national origin or ancestry, age, physical or mental disability, pregnancy (including childbirth, lactation and related medical conditions), marital or veteran status, genetic information (including testing and characteristics), sexual orientation, gender identity or expression, or any other classification protected by applicable

federal, state or local laws. All personnel actions, including hiring, benefits, transfers, compensation, terminations, promotions, and educational, recreational, and social programs are administered in a non-discriminatory manner. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and coworkers, customers and vendors.

Appian requires that all of its employees, supervisors, and managers understand and act according to this Equal Employment Opportunity Policy. Appian requires that all employees support the objectives of equal opportunity employment. We have zero tolerance for any type of illegal harassment or discrimination. Any employee who violates this policy will be subject to appropriate disciplinary action, including termination.

Appian will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship on Appian. A detailed accommodations policy can be found below.

The Equal Employment Opportunity Commission ("EEOC") and equivalent state agencies will accept and investigate charges of unlawful discrimination at no charge to the complaining party. The nearest office of the EEOC and equivalent state agencies can be found in your local telephone directory.

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## **A. Illegal Harassment (including Sexual Harassment)**

Appian is committed to providing a work environment free from harassment, intimidation and coercion based on or related to race, color gender, religion, creed, national origin or ancestry, age, disability, pregnancy, marital or veteran status, genetic information, sexual orientation, gender expression or identity, or any other classification protected by applicable law. All such harassment is prohibited and is subject to zero tolerance. Our anti-harassment policy applies to all persons involved in our operations and prohibits harassment by any employee of the Company, including managers and coworkers, customers and vendors.

In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to:

- ❖ The repeated making of unsolicited, inappropriate gestures or comments;
- ❖ The display of offensive sexually graphic materials not necessary for our work;

Harassment on any basis (race, sex, age, disability, etc.) exists whenever:

- ❖ Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- ❖ Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- ❖ The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; Women can harass other women. Offenders can be managers, supervisors, co-workers, and non-employees such as clients or vendors.

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## B. Complaint Procedure

If you believe you are being harassed or subjected to discrimination or believe you have witnessed such behavior and you are comfortable in speaking to the offending employee, you are encouraged to speak to that individual about his or her conduct and explain that you do not like it. The offensive conduct may have been thoughtless or based on a mistaken belief that it was welcome.

If you are uncomfortable approaching the offender, or have done so without success, or if you simply want Appian to know, you should report such facts immediately to your supervisor or Human Resources so that Appian can consider appropriate action.

If for any reason you are uncomfortable approaching your supervisor (for example, if your supervisor is the person you feel is engaging in illegal harassment or discrimination), or you feel that the matter is not being adequately addressed, you should bring the matter to the attention of the next level of management, to Human Resources, Legal, or to any other member of management with whom you feel comfortable as soon as possible.

Respond immediately; do not ignore the problem. Nothing can be done to remedy a problem if Appian does not know it exists. If a complaint is made, Appian will conduct an investigation and take appropriate remedial action. Confidentiality will be maintained to the extent possible without jeopardizing the investigation. No employee will be disciplined or otherwise retaliated against for pursuing a good faith complaint about discrimination or harassment or for participating in an investigation.

Employees should also use this procedure in regard to any work-related harassment or discrimination by non-employees. Appian cannot always control the conduct of all non-employees, but will attempt to address any such situations that arise, consistent with the intent of this policy.

The Company will not tolerate retaliation in any form against any employee who uses this complaint procedure, reports proscribed harassment, or discrimination, objects to such conduct or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency.

Please report any retaliation to your supervisor, Human Resources, Legal or to any other member of management with whom you feel comfortable. Any report of retaliatory conduct will be investigated and take appropriate remedial action.

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## Employment of Foreign Nationals

It is the policy of Appian to comply with the requirements of applicable immigration laws, including the Immigration Reform and Control Act (IRCA), as updated by the Immigration Act of 1990.

Upon your date of hire, you must complete Form I-9. Human Resources will give the Form I-9 and corresponding instructions to you.

No employee will be permitted to work unless he or she possesses and presents the necessary documents to satisfy the Form I-9 requirements within three days of the start of employment in the United States. If the employee cannot verify his or her right to work in the United States within that time period, the Company will be required to terminate his or her employment immediately.

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## Immigrant Sponsorship Policy

### U.S. Permanent Residence and Nonimmigrant Visa Status Sponsorship

After consultation with its Immigration Attorney (Counsel), Appian may sponsor an employee for a nonimmigrant employment-based visa such as a B-1, E-3, TN or H-1B and/or U.S. Permanent Residence.

If Appian chooses to sponsor an employee, it reserves the right to select or approve the attorney (Counsel) who will represent it and the employee in the immigration process. Appian shall have the right to control all expenses incurred on the employee's behalf, as well as the right to revoke its intent to sponsor or sponsorship on behalf of any current or prospective employee.

Given the significant cost and time investment associated with visa sponsorship, Appian may consider sponsoring foreign nationals provided there is a strong business need and each of the conditions below is fully satisfied:

- ❖ The position's responsibilities must require a minimum of a US bachelor's degree or equivalent using US Citizenship and Immigration Services (USCIS) standards.
- ❖ The degree that the candidate possesses must be a minimum of a US bachelor's degree or equivalent in an area of study directly related to the role responsibilities.

An Appian employee may be eligible for employer-based sponsorship for permanent residency once s/he has completed two years of employment with Appian. The process for securing approval for the commencement of a permanent residence consist of the employee's department head confirming that the employee is a long-term good fit for Appian with progress potential within the company. Once this has been confirmed, HRD will reach out to Counsel for a review of the employee's file.

Appian's full immigration policy can be found in the Corporate Knowledge Base located on Home.

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## Disabilities Accommodation Policy

It is Appian's policy to comply with federal and state laws concerning the employment of persons with disabilities. Appian does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. The Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability, who is an applicant or an employee, unless it would impose an undue hardship to Appian and/or a direct threat to the health and/or safety of the individual or others would result. Any applicant or employee who requires an accommodation to perform the essential functions of his/her job should contact Human Resources and request such an accommodation.

The Company may require medical verification of both the disability and the need for accommodation. Appian will keep confidential any medical information received from the employee relating to a request for accommodation. Information regarding an applicant or employee's physical or psychological condition will be maintained in a separate medical file, and will only be disclosed on a need-to-know basis.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, may not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace may be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

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## Pregnancy/Nursing Mother Accommodation Policy

Appian will accommodate pregnancy, a pregnancy-related medical condition and nursing-related needs, including requested time off for medical appointments, changes in schedules and temporary changes in job duties.

Appian will provide a reasonable amount of break time for lactation needs.

Appian provides a private space for nursing mothers for lactation needs at its corporate headquarters in Reston. Where reasonably possible, the Company will provide a refrigerator or other cold storage space for keeping milk that has been expressed. Employees may also provide their own portable small storage unit or cooler for cooling their milk. Employees should contact Human Resources or another appropriate manager during the employee's pregnancy or before she returns to work to make any arrangements necessary under this policy.

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## Religious Accommodation

Appian will attempt to make reasonable accommodations for employee observance of religious holidays and sincerely held religious beliefs, including time off for religious holidays and accommodations related to dress and grooming practices, unless doing so would cause an undue hardship on Company operations.

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## Outside Employment

Because employees are expected to devote their time and effort necessary for superior performance, outside work is not encouraged. However, outside work is acceptable if the following conditions are met:

- ❖ The outside work must be done entirely on your own time and not on property owned or leased by Appian or an Appian customer's premises.
- ❖ No Appian-owned equipment, networks, facilities, services, intellectual property, or proprietary or trade secret information can be used.
- ❖ You must not consult with other Appian employees or solicit their opinions regarding your outside work during work hours.
- ❖ The outside work must not be related to the business of Appian or to Appian's actual or anticipated research or development.
- ❖ The outside work must not result from any work performed by you for Appian.
- ❖ The work cannot adversely affect your work at Appian by leading to poor performance, schedule conflicts or absenteeism.
- ❖ Your supervisor and Human Resources must approve any outside work, in advance, in writing. Authorization to engage in such outside employment can be revoked at any time.

For the purposes of this policy, self-employment is considered outside employment.

We will not assume any responsibility for your outside employment. Specifically, we will not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of such outside employment.

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## Background Investigations

Appian reserves the right to perform background investigations, including credit checks, on all employees in accordance with all Federal and State Law. Appian may perform such background investigations at any time during your employment. Appian will comply with the Fair Credit Reporting Act and any applicable state law. The results obtained from background investigations may present issues that will be handled on an individual basis.

## Reporting Criminal Arrests

Appian employees should report any criminal arrests to their manager and Human Resources. Failure to report criminal arrests will result in disciplinary actions, up to and including termination. You are not required to report routine traffic (e.g. speeding, failure to signal etc.) or parking violations.

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## Employment of Relatives/Fraternization

Whereas "relative" is defined as spouse, child, sibling, parent, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or step-relative, Appian shall use the following guidelines in its employment practices:

- ❖ In order to prevent conflicts of interest and to ensure fair management, no employee will be assigned or hired to a position where the employee will supervise, or be supervised by, a relative either directly or indirectly through a middle level supervisor. In addition, an employee of Appian who is a relative of an individual seeking employment with Appian may not participate in any portion of the hiring process for that individual.
- ❖ If employees in a supervisory-subordinate relationship marry or become involved in an intimate relationship, efforts will be made to transfer one of the employees to an assignment where one individual will not supervise the other. If a transfer is not possible, Appian may terminate one of the individuals.

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## Interview Guidelines

Appian is committed to conducting fair and legal interviews and we must ensure that aspects of a candidate's background that are not relevant to the job will not be used to influence the employment decision. Questions pertaining to disabilities, age, marital or veteran status, sex, pregnancy, race, color, national origin, religion, creed, sexual orientation, gender expression or identity, genetic information or other classifications protected by federal, state, or local law are to be avoided.

Please contact Appian's Recruiting Manager or Human Resources if you have any questions or concerns regarding the proper conduct of an interview.

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## Employee Referrals

Appian's greatest asset is you, the employee, and the Company values your recommendations. If you wish to refer a friend, acquaintance, or former business colleague (provided that you are not bound by a contractual non-solicitation provision with your former employer) for potential employment at Appian, contact Appian's Recruiting Department and provide the candidate's resume. From time to time, the Company may announce a policy of payment for referral bonuses under certain terms and conditions.

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## Reference Checks

All inquiries regarding a current or former Appian employee must be referred to the Human Resources Department. Should an employee receive a written request for a reference, he/she should refer the request to the Human Resources Department.

Under no circumstances should any unauthorized Appian employee release any information about any current or former Appian employee. All inquiries regarding any current or former employee of Appian must be referred to the Human Resources Department.

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## Employment Status

There are four types of employees at Appian. Your employment status is one of the following:

- ❖ Introductory employees: employees who have not yet completed the introductory period or another specified probationary period (e.g. Appian Academy).
- ❖ Regular full-time employees: employees who have completed their introductory period and work 40 hours or more per week.
- ❖ Regular part-time employees: employees who have completed their introductory period and work fewer than 40 hours per week.
- ❖ Temporary employees: employees who are hired for a specific period or specific project, and who are not considered regular or introductory employees.

All employees at Appian are employed at will, regardless of their employment status or standing.

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## Work Policies & Procedures

### Use of Company Equipment and Materials

You are responsible for the proper handling of Appian owned equipment and materials issued to you for the performance of your job. You are also responsible for compliance with any guidelines or policies regarding equipment or materials. Unreasonable use of Appian equipment and materials for non-business (personal) purposes is prohibited. Examples of Appian equipment and materials include, but are not limited to: computers (web accounts), telephones (long distance calls), facsimile machines, photocopier, postage, parking passes, policy handbooks, Appian letterhead, office supplies, memos, documentation, and other company-produced information.

All Appian information and documentation remain the property of Appian at all times and must not be copied or used for any personal use. Dishonest reporting of information inside and outside Appian is strictly prohibited.

You will be required to return all Appian-owned equipment and materials upon termination of your employment. Appian reserves the right to deduct from your pay, where permitted by applicable law, the cost of repair for damages caused by you to Appian property through abuse or neglect. If your employment ends with Appian, cost of property not returned will be deducted from your final paycheck, where permitted by applicable law. If your final paycheck does not cover the cost of the property not returned, you are responsible for making payments to Appian and Appian may take legal action to settle your debt. Some of the security cards, parking passes, elevator fobs, etc. that are issued by our suppliers and provided to employees require a fee when replaced, and Appian reserves the right to pass this fee on to employees should they lose these items.

Each Employee has the responsibility to secure and protect Appian's property, equipment and materials at all times. When using Company property, employees are expected to exercise care, ensure required maintenance is performed, and follow all operating instructions, safety standards, and guidelines. Please notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Appian will prosecute individuals involved in the theft of any Appian property, equipment and materials. Employees are required to immediately report any act of dishonesty to their supervisor or to Human Resources.

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### International Travel Policy

In light of recent events, violations of IP rights, updates from the State Department and Appian's review of export law, Appian has adopted a new travel policy with respect to Appian employees.

While Appian will not be banning travel by any employee to any country, employees however, may not travel with Appian equipment (Appian laptop, Storage, or any equipment (including phone) with Appian or customer data on it to any country on the U.S. list of countries with whom the U.S. has placed national security restrictions on export of encrypted technology, as well as countries designated as state sponsors of terror.

The list of countries where travel by Appian employees with Appian equipment is prohibited is:

Armenia	Kazakhstan	Russia
Azerbaijan	Korea, North	Sudan
Belarus	Kyrgyzstan	Syria
Cambodia	Laos	Tajikistan
China (PRC)	Libya	Turkmenistan
Georgia	Macau	Ukraine
Iraq	Moldova	
Iran	Mongolia	

Before traveling to any of these countries, employees are required to check in with the Appian Information Security team regarding travel plans and make arrangements for either securing your Appian equipment at an Appian office, or another means of keeping your equipment at home.

In addition, employees should not be accessing Appian's network from any of those countries, regardless of whether you are using Appian equipment or not. If your personal phone has Appian data/apps on it, please uninstall that data/apps before traveling. Any questions on this policy should be directed to Appian's Information Security team.

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## Theft or Loss Prevention Policy

- ❖ All personnel issued portable computer equipment are responsible for the security of that equipment at all times.
- ❖ Employees may be provided with a hardware security cable. If such a cable is provided, the employee must use it to physically attach computer equipment to immovable objects whether it is in use or not.
- ❖ Employees must avoid leaving portable computer equipment unattended in an automobile. If this is unavoidable, the equipment must be placed in the trunk.
- ❖ When using flight transportation, at no time should any portable devices be checked in at the airport, and all devices should remain with the assigned employee at all times.
- ❖ Depending on the cause and liability for any lost equipment, the employee may be responsible for the replacement cost.

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## Client and Other Third Party Data

Appian employees may be provided confidential and sensitive data or information ("Confidential Information") from Appian's clients or other parties. Confidential Information is usually subject to a confidentiality agreement between Appian and the other party that prohibits unauthorized disclosure. All Appian employees who are provided access to Confidential Information must diligently safeguard such Confidential Information.

If authorized and in accordance with the client's procedures, Appian employees may also retain Confidential Information on their computers or other approved electronic devices. Appian employees are required to secure all Confidential Information in accordance with Appian's then-current security procedures and those of Appian's clients. This may

include use of encryption for hard drives. Every Appian employee must zealously protect Confidential Information from loss, unauthorized disclosure or use and must immediately report such loss unauthorized use or disclosure to his or her supervisor, Department head, or the Appian Information Security Officer

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## Computer, Email, and Internet Use Policy

### Guidelines

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical and professional manner.

- ❖ Network data storage is not intended to archive personal data, nor to store illegal or copyrighted materials without authorization.
- ❖ Data stored locally is the responsibility of the employee, so it is recommended that critical data be archived to network storage locations.
- ❖ All storage quotas are considered hard. When users approach the storage limit of their user directories and email accounts, they will not be able to store any more data on their user directories and will not receive any new emails until their accounts are again below the quota. Information Technology reserves the right to suspend email and network data storage access.

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### Prohibited Use

- ❖ Appian Internet and e-mail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene. No messages with derogatory or inflammatory remarks about an individual's race, color, sex, age, disability, religion, creed, national origin or ancestry, marital or veteran status, genetic information, sexual orientation, gender identity or expression, or any other protected categories under federal, state, or local law shall be transmitted. Harassment of any kind is prohibited.
- ❖ Disparaging, abusive, profane, or offensive language; materials that would adversely or negatively reflect upon Appian or be contrary to Appian's best interests; and any illegal activities -- including piracy, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail -- are forbidden.
- ❖ Copyrighted materials belonging to entities other than Appian may not be transmitted by employees on the company's network. All employees obtaining access to other Companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- ❖ Do not use the system in a way that disrupts its use by others. This includes excessive usage or sending or receiving many large files. The use of P2P software (e.g. BitCoin, BitTorrent, uTorrent, etc.) to share music or videos over the network is prohibited.
- ❖ The following systems and network activities are strictly prohibited:
  - Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Appian or the end user does not have an active license is strictly prohibited.
  - Intentional introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
  - Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam) per the Appian Solicitations Policy in the Employee Handbook.
  - Revealing your account password to others or allowing use of your account by others. This includes disclosure to family and other household members when work is being done at home.
  - Making fraudulent offers of products, items, or services originating from any Appian account.

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these activities are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless prior notification to Information Technology is made.
- Executing any form of network monitoring which will intercept data not intended for the employee's workstation, unless this activity is a part of the employee's normal job/duty.
- Running a P2P server for file sharing.
- Downloading large ISO or movies files.
- The download of pirated software and/or tools intended to extend the usability of trial software is prohibited (e.g. the use of "cracks" or serial numbers illegally posted on the Internet).

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## Responsible Use

- ❖ Many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
- ❖ Each employee is responsible for the content of all text, audio or images that he/she places or sends over the Company's Internet and e-mail system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that Appian's name is attached to all messages so use discretion in formulating messages.
- ❖ E-mail (which includes Instant Messaging) is not guaranteed to be private or confidential. All electronic communications are Appian property. Therefore, Appian reserves the right to access, examine, monitor, regulate, use and disclose e-mail messages, IM's, directories and files, as well as Internet usage, to the extent permitted by applicable federal, state, or local law. The means by which Appian exercises such reserved right may be through a third party service provider and you consent to the use of any applicable third party service provider by Appian for this purpose. Also, the Internet is not secure so do not assume that others cannot read -- or possibly alter -- your messages.
- ❖ Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the Company.

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## APPIAN's Right to Monitor and Consequences

All Company-supplied technology, including computer systems and company-related work records, belong to Appian and not the employee. Appian may routinely monitor usage patterns for its e-mail and Internet communications. Employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the e-mail and Internet connection, are Appian-owned, all company policies are in effect at all times. As such, all messages created, sent or retrieved over the Internet or the Company's electronic mail systems are the property of the Company, and should be considered Company information. The Company reserves the right to retrieve and read any message composed, sent or received using the Company's electronic resources, including all computer equipment and the electronic mail system, for any business reason, including but not limited to, ensuring compliance with this and all Company policies.

Employees should be aware that, even when a message is deleted or erased, it is still possible to restore the message; therefore, privacy of a message cannot be ensured to anyone. Accordingly, Internet and electronic mail messages are not private and employees have no right to privacy in their use of Company equipment, including but not limited to, Company electronic equipment. Furthermore, all communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

The Company maintains the right to screen all inbound and outbound e mail content. E mail messages or attachments that contain obscene or similarly offensive material may be quarantined and held from transmission or receipt until the sender or recipient can verify the message or attached document is work related. Moreover, the Company may, in its discretion, review communications to and from a personal account, subject to state laws regarding attorney-client communications.

Any employee who abuses the privilege of Appian facilitated access to e-mail or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.

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## **Information Technology Policies**

Appian's IT Department will from time to time issue policy statements regarding internet and email usage and such statements are considered as incorporated by reference into the Computer, Email and Internet Use Policy.

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## **Information Security Policies**

The security practices around Appian's Information Systems are governed by the Information Security Policy, which is considered as incorporated by reference into this Computer, Email and Internet Use Policy. This document may be found in full within the corporate document repository under the title "Information Security Policies".

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## **Social Media Policy**

Appian maintains a Company Blog and Twitter account as well as Company pages on LinkedIn, YouTube, and Facebook. Any content contributions to these should be approved by the Corporate Communications team in the Marketing department. The following applies to employees participating in any social media activities or forums that relate in any way to the business of Appian or use Appian equipment other than Appian's corporate social media outlets, as described above.

### **Appian Promoted Social Media Content**

Appian may provide employees with social media content that it would encourage employees to post to their personal social media accounts ("Appian Promoted Content") in order to broaden Appian's marketing reach. Appian's marketing department will indicate to Appian employees when such Appian Promoted Content is available and how Appian would like employees to post the content. Appian encourages all employees to post Appian Promoted Content as described by Appian marketing, but no employee is required to post Appian Promoted Content on their personal accounts, nor does posting content on one occasion require an employee to post on later occasions. Appian will never ask for access to employee's personal social media accounts.

### **General Social Media Content**

When you are posting social media content other than Appian Promoted Content, Appian employees must follow these guidelines.

- ❖ Know and follow Appian's policies in the Employee Handbook, which include provisions on, confidentiality, computer use, and client information.
- ❖ Blogs, wikis and other forms of online discourse are individual interactions, not corporate communications. You are personally responsible for your posts. Be mindful that what you write will be public.
- ❖ Unless authorized by Appian, you must make it clear that you are speaking for yourself and not on behalf of the Company.
- ❖ If you publish a blog or post to a blog and it has something to do with work or anything related to Appian, use a disclaimer such as this: "The postings on this site are my own and do not necessarily represent my employer's positions or views."

- ❖ Respect copyright, fair use and financial disclosure laws.
- ❖ Don't provide Appian's confidential or other proprietary information, or information which Appian has obtained from a third party under a confidentiality or nondisclosure agreement.
- ❖ Don't cite or reference Appian's clients, partners or suppliers.
- ❖ Don't use ethnic slurs, personal insults, obscenity, etc.

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## Dress Code

In order to maintain Appian's professional work environment, the following guidelines apply to you with regard to dress. Simply stated, employees should look neat, clean and well-groomed and should be dressed appropriately for the business environment. Management has the discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change. An employee unsure of what is appropriate should check with the management or Human Resources. The time that nonexempt employees are absent for this purpose will be unpaid unless state law requires otherwise.

If an employee has a disability or a sincerely held religious belief that requires an exception to the grooming or appearance rules set forth in the above policy, the Company will provide reasonable accommodations in accordance with applicable law.

Employees working on-site at an Appian customer location should follow the customer's dress code, and in no event should be dressed inappropriately for a business environment.

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## Conduct on Client Sites

Appian expects its employees to act in a courteous and professional manner on client sites. Dress Code, hours of attendance and considerations of the reasonableness of expenses are at the discretion of Appian project managers and department heads with input from the client.

Employees are expected to follow the direction of their project manager on a client site. While opinions, ideas and advice are acceptable, the project manager acts as the authority on policies and procedures on client sites. Employees who have concerns with specific decisions or policies enacted by project managers should contact senior management or the Human Resources Department.

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## Work from Home

Employees assigned to work at an Appian office space are expected to work in that office. On rare occasions for good reason, and with prior approval from his/her supervisor, an employee may work from home. However, this privilege should not be abused and employees are expected to work in the assigned office.

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## Solicitations

No non-employee is permitted to solicit, distribute literature, or collect for any non-business-related purpose on Company premises at any time for any purpose.

With the exception of Appian sponsored campaigns, or other periodic company sponsored activities, solicitations, and/or distribution by employees of printed matter, or solicitations in any manner, including e-mail, for funds, products, services, memberships, or for any other reason on Company property is not permitted, except in non-work areas during the non-work time of all involved. The distribution of any literature or other written material within work or customer areas is prohibited. Provided however, the Company recognizes that employees may be involved in legitimate charitable activities and the Company with prior approval may permit notice of such charitable opportunities in Company newsletters and email announcements.

As used in this policy, "working time" includes all time for which an employee is paid and/or is scheduled to be performing services for the Company; it does not include break periods, off-duty meal periods, or periods in which an employee is not performing and is not scheduled to be performing services or work for the Company. [Back to top](#)

## Payroll

Finance is responsible for processing Appian's payroll. Appian uses UltiPro Time Management for time reporting.

- ❖ All Non-Exempt/hourly employees are required to submit a timesheet on the 15<sup>th</sup> and last day of each month. Pay and vacation accruals are based on timesheets, which need to be submitted in UltiPro Time Management in a timely manner.
- ❖ Exempt/salaried employees who are not in Professional Services are not required to submit timesheets. Vacation accrual for all other Exempt employees are calculated in UltiPro Time Management.
- ❖ All employees in Professional Services are required to submit timesheets and leave requests in PeopleSoft, however, vacation accruals can be viewed in UltiPro Time Management.

Paid Time Off balances are updated accordingly based on leave requests made in the appropriate systems. Managers are responsible for approving employees' time and leave requests promptly.

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## Paydays

Unless state law requires otherwise, exempt employees are paid on a semi-monthly basis on the 15<sup>th</sup> and the last business day of each month for work performed for the corresponding period, less applicable deductions for Federal, State, Social Security and Medicare Taxes, and benefit premiums. Employees who begin or end employment during the month will be compensated ratably based on days worked divided by the number of workdays in that month. Appian supports and encourages the usage of direct deposit of paychecks into employee's personal checking and/or savings accounts.

Hourly employees (nonexempt) are paid on the 15<sup>th</sup> and on the last business day of the month, unless state law requires otherwise. Hourly employees (nonexempt) are paid two weeks in arrears (e.g. payment on the 15<sup>th</sup> of the month is for work performed on the 16<sup>th</sup> through the end of the previous month).

We work hard to ensure that all employees are paid correctly, but mistakes can happen. When mistakes do occur and are called to our attention, we will promptly make any corrections necessary. Please review each paycheck and pay stub when you receive it to make sure your pay is correct. If you believe an error has occurred or if you have any questions about your paycheck or pay stub, please promptly report the matter to your supervisor. Every report will be fully investigated. All errors will be corrected as soon as possible in accordance with applicable law.

If you have questions about deductions from your pay, if you believe you have been subject to any improper deductions, or if your pay does not accurately reflect your hours worked, please contact your supervisor. If your supervisor is unavailable or if you believe it would be inappropriate to contact your supervisor, or if you have not received a prompt reply from your supervisor, you should immediately contact Human Resources.

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## Overtime

Most Appian employees are exempt from the overtime pay requirements of the Fair Labor Standards Act. Exempt employees are paid on a salaried basis if they are in executive, management, sales, or professional positions.

Non-exempt employees are paid either salary or on an hourly basis, and may be required to work overtime. Employees may not work overtime without written permission of their supervisor. The workweek, for purposes of calculation of overtime compensation commences on Monday at 12:00:00 a.m. and ends the following Sunday 11:59:59 PM. Unless



otherwise required by state law, overtime is paid at one and one half times the regular hourly rate if the employee works more than 40 hours per week.

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## **Meal and Rest Period Policy**

Appian complies with applicable laws in providing meal and rest periods if an employee works in a state with applicable legal requirements. If an employee works in a state where there is no applicable meal and rest period law, the Company will provide break time if business necessity permits.

You can find state-specific meal and rest period information in the state supplement materials, where applicable.

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## Open Door Policy

Appian supports an open door policy that is designed to resolve problems quickly and fairly. You are encouraged to air creative ideas, issues, or concerns through open discussion with your supervisor or any member of management, or Human Resources.

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## Personnel Policies

### U.S. Employee Benefits

Appian has established a variety of employee benefit programs for you and your eligible dependents. Appian's current benefits are set forth on Appian Home in the Corporate Knowledge Center, which is regularly updated when changes occur.

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### Performance Management

Performance Reviews are conducted for all Appian employees on an annual basis. The reviewing manager selected to perform the evaluation will likely be the individual's current supervisor. The review will include feedback solicited from any supervisor to whom the individual being reviewed has reported within the review period. The Performance Review process is an opportunity to communicate expectations, relay feedback, and provide career development for the employee.

Human Resources prompt employees when reviews are scheduled to occur. However, supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day to day basis. Human Resources acts in an advisory capacity for employees and reviewing managers in completing the performance review documents. It is the responsibility of the employee and manager to schedule the review. All completed reviews are to be returned to Human Resources signed by the employee and the manager by the end of the review period. If not returned on time, bonus payouts and employee salary adjustments may be delayed until the review is completed and returned.

A review may be held at any time per manager or employee request. Appian reserves the right to make any personnel changes (including termination) before or after performance evaluations.

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### Department Transfers

Appian means to be supportive, as a company, of fluid career paths. Whenever possible, internal opportunities should be filled from within the company to encourage employee growth and development consistent with career goals. Managers should be supportive of employees who have the desire to enhance their skills or pursue different or greater responsibilities internally. Employees are also encouraged to seek out development opportunities within their current role or department.

The Recruiting department will regularly post job opportunities on Home. Hiring managers may also make announcements on Home regarding internal opportunities. If you are interested in an internal opportunity, speak with the Human Resources department. The HR department will encourage you to speak with the hiring manager to learn more about the opportunity.

If you are still interested after learning more about the opportunity, the HR department will help guide you through the next steps. Next steps include talking with your current manager if you haven't already, and working with the Recruiting department to schedule interviews.

We believe in letting talent find its own direction, so there is no minimum amount of time required in your current position before you can seek an internal transfer. Understand though that internal transfers are subject to the availability of a well-matched opportunity as well as business and staffing needs of the company.

Managers must work together to decide on an appropriate timeline for the transfer. The Human Resources department must be involved before a transfer can become effective.

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## Relocations

Appian may require or request that an employee relocate to a different geographical location to meet current or anticipated corporate needs. In such cases, relocation assistance will be provided as determined on a case by case basis. In the event that an employee requests to relocate to a different area due to a personal situation, and Appian is willing to accommodate the employee, the employee shall be responsible for his or her own relocation expenses.

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## Salary Adjustments/ Bonus Policy

An employee may be eligible for an annual salary adjustment, which, if made, is implemented on the first day of April of each year.

The determination whether to award bonuses is within the sole discretion of the Company's management. Except with approval of the Company's management, employees are not eligible for a bonus unless the employee has been employed by Appian for the entire period for which the bonus is applicable.

The Company's bonus philosophy is to align an employee's bonus opportunity with the Company's objectives for the year. Therefore, the details of the bonus plan may vary from year to year and will be communicated each year. Bonus eligible employees shall have a "Bonus Potential", which is a "potential" award amount and not a guarantee of a bonus amount.

For more information regarding the Corporate Bonus Plan, please refer to the Appian Corporation Bonus Plan document that is posted in the Corporate Knowledge Base on Home.

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## Personnel Records and References

Employee files are maintained by Human Resources and are considered highly confidential. Managers and supervisors other than Human Resources may only have access to personnel file information on a need-to-know basis.

Normally, personnel file access by current employees and former employees upon written request will be permitted within 5 days of the request. Please contact Human Resources to schedule a time. Employees will not be allowed to view investigation records or any letters of reference unless required under applicable state and local laws.

If an employee disagrees with any of the information in his or her personnel record, the employee and the Company may agree to remove or correct any information. If they cannot agree, the employee may submit a written statement explaining his or her position. The statement will remain in the personnel file so long as the disputed information remains and will accompany any disclosure of the file to a third party.

Appian will treat all of its employee's and applicants personal information originating from the European Union in accordance with the EU-US Privacy Shield's principles.

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## Discipline Procedures

Appian is committed to investing in talented individuals who believe in and act within our ethical standards. When individuals do not live up to these standards, we strive to take a constructive approach to disciplinary matters to avoid actions that would otherwise interfere with operations or job performance.

Violations of our standards and policies may result in any of the following forms of corrective action: informal warning or counselling, formal warning, suspension or termination of employment. A lesser form of discipline is not required before more substantial discipline, including termination, is applied.

Warning notices are used to communicate a desired change in behavior. If a warning notice is issued, your supervisor may provide suggestions to correct the behavior/infraction. These notices may be in the form of a letter, memo, e-mail or performance memorandum. All communications of this nature will be issued as soon as possible after the infraction is determined. Our disciplinary policy provides an employee with the opportunity to improve performance problems and provide feedback.

Examples of the kinds of conduct that may lead to termination without prior warning, regardless of length of service, include the following:

- ❖ Customer service actions that are detrimental to our customers;
- ❖ Acts of violence, acts of destruction, threats, theft, harassment or dishonesty towards customers, the Company, or fellow employees;
- ❖ Any form of criminal activity which may lead to incarceration; Possession of a weapon on Appian premises or at Appian events, or possession of a prohibited weapon or explosive;
- ❖ Refusal to submit to Company authorized search, where permitted under applicable federal, state, or local law;
- ❖ Unexcused failure to report to work;
- ❖ Falsification of Company or customer records;
- ❖ The sale, attempted sale, possession, or the use of illegal drugs or being under the influence of drugs or alcohol while at work;
- ❖ Insubordination, refusal to comply with supervisor's instructions, or refusal to accept proper job assignment;
- ❖ Wrongful use or dissemination of Company material, information or records to any unauthorized person.

Nothing in this section modifies the at-will nature of each employee's employment with Appian.

The following paragraph applies to all employees who hold security clearances:

A graduated scale of disciplinary actions to be taken against employees who violate security requirements has been established at Appian and will be applied as follows:

- ❖ First offense: a formal verbal warning by the Facility Security Officer
- ❖ Second offense within a 12-month period: a letter of reprimand to the individual from the Facility Security Officer.
- ❖ Third offense within a 12-month period: Termination of employee's security clearance.

Any severe violation could result in immediate termination of the employee's security clearance and also may result in termination of employment.

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## Leaving Appian

Should you decide to leave Appian, we request that you provide a signed letter and adequate advance notice (minimum two weeks) of your intent to resign and to work through the notice period. Upon receipt of notice, Appian may elect to accelerate your termination, in which case you will be paid for a maximum of two weeks. You must return all Company-

owned equipment and materials upon departure and provide forwarding address information needed for any documentation that is required by law to be sent to you.

Individuals terminating employment with Appian will be paid all wages earned through the final day of work for all days worked upon final receipt of all Company-owned equipment and materials in their possession. Unless otherwise prohibited by state law, an employee who voluntarily resigns with at least two weeks advance notice will receive a payout of unused Paid Leave days up to a maximum of five (5) days. If an employee is terminated by Appian other than for cause, all accrued Paid Leave will be paid at the employee's regular rate of pay. If termination of employment occurs while a Paid Leave time deficit exists, the deficit amount may be converted to its salary equivalent and deducted from your final paycheck issued by Appian. If permitted under state or local law, Paid Leave accrual payouts may be withheld from employees who are not current with their applicable timesheet reporting and/or Paid Time Off requests.

No information belonging to the Company can be copied for the employee's use. We may also take all action deemed appropriate to recover or protect Company property.

You may be deemed to have voluntarily resigned from employment with Appian if you fail to report to work, without proper excuse, for 3 consecutive business days.

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## Safety & Security Policies & Procedures

### Safety Guidelines

It is Appian's policy to provide for the safety of our personnel and property and to comply with all federal and state laws and regulations, such as those mandated by OSHA (Occupational Safety and Health Administration).

As an employee, you are responsible for ensuring that your actions do not pose, or have the potential to pose, a threat to persons or property. If you notice any hazards or unsafe conditions, report them to your manager or Human Resources immediately so that potential accidents can be avoided.

Should an accident or injury occur on the job, notify your manager and Human Resources as soon as possible, regardless of the nature or severity of the accident or injury.

Preventing occupational injury and illness is a top priority for you and your manager. Our staff has worked to ensure that our buildings are safe and that they meet the applicable local, state and federal guidelines. We all share in the responsibility to keep our workplace safe. Following are some basic safety policies and guidelines.

- ❖ Observe all Company safety and health rules, and apply the principle of accident prevention in day-to-day work activities.
- ❖ Report any job-related injury, illness, property damage, or safety issue immediately to your manager and/or Human Resources.
- ❖ Observe all hazard, warning, and "no smoking" signs.
- ❖ Keep aisles, walkways, hallways, and working areas clear of slipping or tripping hazards.
- ❖ Know the location of fire/safety exits and evacuation procedures. Emergency evacuation procedures are posted in all office kitchens.
- ❖ Keep all emergency equipment (such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways) clear of obstacles.
- ❖ Do not report to work under the influence of alcoholic beverages or drugs and do not consume them while on Company premises (unless alcohol is served during a Company-sponsored event or lawfully prescribed drugs are otherwise permitted under the Drug-Free Workplace Policy).

- ❖ Operate only the equipment for which you have been properly authorized and instructed. Observe safe operating procedures for all equipment.
- ❖ Ensure that all guards and other protective devices are in place before operating equipment.
- ❖ Do not wear frayed, torn or loose clothing, jewelry or long, unrestrained hair near moving equipment or other sources of entanglement.
- ❖ Always use proper lifting procedures.
- ❖ Do not use the text messaging, email or internet features of Blackberries, PDAs, pagers or cell phones while driving.
- ❖ Ride as a passenger on a vehicle only if it is equipped with a rider's side seatbelt and always wear your seat belt when riding or driving in vehicles.
- ❖ Obey all posted speed limits, warning signs and restricted areas.
- ❖ Do not climb on equipment or racks.
- ❖ Inform your co-workers if you see them about to commit or committing an unsafe or potentially unsafe act.
- ❖ Observe safety rules and regulations for your department.
- ❖ Do not bring firearms on Company premises.

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## Work-Related Injuries and Illness

Appian provides workers' compensation insurance at no cost to employees in accordance with applicable state law. This program covers any injury or illness sustained in the course of employment that requires medical attention by a licensed physician or medical practitioner. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries should inform their supervisor or Human Resources immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Failure to properly report an injury or illness may result in a delay in processing or denial of the claim.

Neither the Company, nor the insurance carrier will be liable for payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Company.

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## Office Evacuations

In the event of fire, bomb threat or other emergency that requires evacuation from office premises, please exit as quickly as possible and follow all directions of emergency personnel and the procedures established by building management. Do not attempt to retrieve any belongings and move a safe distance from the building.

If you have a disability that may impede your ability to evacuate a building in a timely manner, please notify Human Resources. This will enable Appian to assist you in a building evacuation.

All elevators have fail-safe brakes designed to stop the elevator during a power failure or cable separation. If you become trapped in an elevator:

- ❖ Press and hold the alarm button on the control panel; and
- ❖ Call building security on the emergency phone.

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## Drug-Free Workplace

Appian is a drug and alcohol free workplace. Violations of Appian's drug and alcohol policy may lead to termination.

The manufacture, possession, use, distribution, purchase, and/or sale of alcohol or illegal drugs (which includes controlled substances) while on Appian premises or during the conduct of Appian business is prohibited. In addition, the off-duty use, possession, distribution, or sale of illegal drugs, or reporting to work under the influence of alcohol, is prohibited. For purposes of this policy, the use of inhalants and abuse of legal drugs (including marijuana in states where legal) that directly impairs the performance of the employee at the workplace will also be considered use of “illegal drugs”

Alcoholic beverages may not be served or consumed at Company-sponsored events without prior management approval. Appian is not liable for any damages incurred directly or indirectly due to an employee’s consumption of alcohol.

The proper use of medication prescribed by your physician is not prohibited. Employees' drug use may affect their job performance, such as by causing dizziness or drowsiness. It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair safe job performance and to notify a supervisor of any job restrictions that should be observed as a result. Employees are not required to reveal the name of the medication or the underlying medical condition. The Company will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

Appian may require employees to undergo appropriate tests designed to detect the presence of alcohol or drugs (i.e. blood test or urinalysis) where it has reason to believe that an employee may be under the influence of or impaired by alcohol or drugs. Employees for whom this requirement is made must submit to drug testing as a condition of continued employment. Refusal to participate in the testing may result in disciplinary actions, including but not limited to termination. If state or local law provides, employees may have the right to request or obtain the written test results and also to have explained a positive test result in a confidential setting.

The Drug-Free Workplace Act of 1988 requires that all employees convicted of a criminal drug offense occurring on or off Company premises report the conviction within five days of the conviction. The Company must report the conviction to the federal agency with whom the employee is working. Reports should be made directly to Human Resources.

Employees who voluntarily seek help for substance abuse (self-referral) will be provided an opportunity to pursue counseling and rehabilitation. Human Resources will answer questions about where to seek assistance and information for insurance coverage for treatment under this policy. An employee’s decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions, or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to a drug or alcohol test or is discovered to have otherwise violated this policy.

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## Smoking

To promote the health and well-being of our employees, smoking is not permitted on Appian's premises. Smoking and the use of all tobacco-related products, including but not limited to, smoking, the use of chewing tobacco and the use of e-cigarettes, is strictly prohibited inside and outside the building, and anywhere on the Company’s premises. Employees should comply with all applicable smoking guidelines when on client sites.

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## Pet Policy

For health, safety and productivity reasons, Appian does not allow animals/pets in the workplace with the exception of service animals individually trained to provide assistance to employees.

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## Office Decorations

Reasonable amounts of office decorations are permitted. Please follow these guidelines:

- ❖ Do not cover or attach anything to any sprinkler heads in your office.
- ❖ Candles, oil lanterns, propane or gas fixtures are prohibited.
- ❖ Decorations may not block or obstruct passageways, corridors, exits or present a safety or health hazard to others.
- ❖ All decorations must be hung at least 24 inches below the ceiling and may not be stacked higher than 24 inches from the ceiling.
- ❖ Holiday wreaths and trees must be sprayed with flame retardant material. Fire inspectors often ask for proof that the item has been treated, so be certain to keep a copy of the receipt of purchase for the materials or keep the empty can of flame retardant near the item.
- ❖ Due to fire and safety hazards, holiday light strings are not permitted in your office work areas.
- ❖ Comply with any regulations of the landlord and building management as provided from time to time.

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## Electrical Appliances

The use of electrical items that are potential fire hazards, or that require large amounts of electricity, in office space is not allowed. Prohibited items include space heaters, coffee machines, and refrigerators. Appian provides for coffee machines, refrigerators, and other electrical appliances in our kitchen areas.

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## Office Security

You are responsible for complying with and following all security directives as distributed from the Company. You are also responsible for assisting Human Resources in maintaining a safe and secure environment within Company Property. Company Property is defined, without limitation, as all Appian owned or leased buildings and surrounding areas such as sidewalks, driveways and parking lots under Appian ownership or control.

In order to ensure this, you are responsible for the following:

- ❖ Not copying or lending keys and/or security passes to outside parties;
- ❖ Maintaining security of personal work and information (e.g. lock draws and computer systems when away from your desk). Appian security mechanisms provided for any equipment must be used at all times. Employees will be responsible for replacement or repair for loss or damage in the event the security mechanism is not properly administered.
- ❖ Maintaining security of doors to Company Property; and
- ❖ Protecting Company proprietary information.

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## Workplace Violence

Appian's goal is to have a workplace free from acts or threats of violence and to effectively respond in the event that such acts or threats of violence do occur.

Workplace violence is any intentional conduct that is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or several employees. Workplace violence includes threats or acts of violence either on Appian premises, or off Appian premises if it involves someone acting in the capacity of an Appian representative or in a way that affects the business interests of Appian or to employees while they are on Appian premises.

Workplace violence also includes non-physical threats such as surveillance, stalking, and destruction of property.

The prohibition against threats and acts as described above applies to all persons involved in the operation of the Company, including, but not limited to, Appian, contract and temporary employees and nonemployees on Company property.



If you are subject to workplace violence, or witness or have reason to believe that someone else at Appian is committing or the victim of workplace violence, please report it to your supervisor (or HR or Legal, or another member of Appian management if you are more comfortable to do so) immediately. Appian will investigate all reports of workplace violence and no retaliation against a person making such a report will be tolerated.

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## Company Visitors

To maintain a productive work environment and effective security all visitors must enter our facilities through the main entrance of a building or office and sign in and receive a temporary identification badge from the receptionist.

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## Vehicle Operating Policy

Any Appian employee, who will be driving a vehicle for Appian business is required to possess a driver's license valid in the state that the vehicle will be operated.

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## Use of Mobile Devices for Work Purposes While Driving

This policy regulates an employee's use of Mobile Devices while operating a vehicle while performing work duties. A "Mobile Device" is any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email.

All employees are expected to follow applicable state or federal laws or regulations regarding the use of Mobile Devices at all times. Use of a Mobile Device while driving is not required by the Company. Safety must come before all other concerns. Employees who are charged with traffic violations resulting from the use of their Mobile Devices while driving are solely responsible for all liabilities, fines, etc., that result from such actions, to the extent permissible under applicable law.

### Prohibited Activities (Texting, Surfing the Internet, Email, Instant Messaging, Taking Pictures or Video)

Employees may not use Mobile Devices in connection with any work related activity while driving and must not while driving: (i) prepare, send or read text messages, (ii) surf the web, (iii) email or instant message, or (iv) to take pictures or video. Regardless of the circumstances, including slow or stopped traffic, employees operating a vehicle must pull into a rest area or parking lot and safely stop the vehicle before using a Mobile Device to perform the foregoing activities in connection with work duties.

### Restricted Activities (Making or Receiving Phone Calls or Listening to Voicemail Messages)

Employees are encouraged not to use Mobile Devices to make or receive phone calls or to listen to voicemail messages in connection with any work related activity while driving. To the extent not prohibited by the laws of the jurisdiction in which the employee is driving, such use is permitted to the extent the employee: (i) uses the Mobile Device only on a hands free basis, and (ii) can use the Mobile Device safely while remaining observant of prevailing driving conditions.

Violations of this policy may be subject to the highest forms of discipline, including termination.

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## Searches

Appian reserves the right to conduct reasonable searches of any person, vehicle or object that enters onto Company Property. Additionally, Appian may search a vehicle owned by it and used by an employee, and a vehicle owned by an employee that is being used to conduct business on behalf of Appian, regardless of whether the vehicle is located on Company Property at the time. Appian management or law enforcement authorities may conduct searches. Failure to cooperate in such a search may result in immediate termination of your employment.



Appian reserves the right to conduct searches on Company Property and to authorize searches by law enforcement authorities on Company Property without the employee being present and without prior notice to the employee.

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## Expense Policies & Procedures

The Company expense policy is constantly updated. Please refer to the Corporate Knowledge Base on Home to find the most current policy.

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## Time Away From Appian

### Paid Leave

Appian combines vacation days, sick days, and personal time off into a single classification of Paid Leave. Upon full-time employment, Appian employees begin to accrue Paid Leave at the following rate per month based on tenure:

- ❖ Employees employed less than 3 years at Appian accrue Paid Leave at 1.25 days (10 Hours) per month, or 15 days per year.
- ❖ Employees employed between 3 and 5 years at Appian accrue Paid Leave at Appian at 1.67 days (13.36 Hours) per month, or 20 days per year.
- ❖ Employees employed greater than 5 years at Appian accrue Paid Leave at 2.08 days (16.64 Hours) per month, or 25 days per year.

If your hire date falls within the 1st -15th of the month, you will accrue Paid Leave during your first month. If you are hired within the 16th – last day of the month, you will not accrue Paid Leave during that month.

Note: An employee's Paid Time Off balances may be impacted if timesheets and/or leave requests are not submitted in a timely manner. Once the employee is up-to-date with their timesheets and/or leave requests, the Paid Time Off accruals will be caught up.

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### Approval and Notification

Whenever Paid Leave is planned in advance, the Employee's supervisor must be notified prior to the requested Paid Leave start date. Paid Leave requests should be submitted with as much advance notice as possible so the Company can take necessary steps to adjust project schedules and deadlines if possible. Employees should attempt to manage their leave requests over the course of the year to avoid risking having a request for a significant amount of time denied later. Paid Leave requests for greater than one week should be planned and submitted well in advance to ensure the best chance for approval.

Whenever Paid Leave is used without an opportunity for advance planning (such as for illness), Employees must contact their supervisors as soon as possible to inform them of their absence.

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### Un-Accrued Paid Leave

Employees may use up to five (5) days of Paid Leave time that has not yet been accrued with prior approval from their supervisor and notification to Human Resources. The use of un-accrued Paid Leave may be reflected as a deficit in Paid Leave hours earned. In the event that an Employee exceeds a negative balance of five (5) days of Paid Leave, the Company may treat the time as leave without pay or may recover the excess time over five (5) days from the current or a subsequent pay period.

## Paid Leave Carry-Over

An employee may accumulate up to one hundred and twenty-five percent (125%) of his or her annual Paid Leave allowance. Once the maximum amount of Paid Leave is accumulated, an employee will not accrue any further Paid Leave until the employee takes Paid Leave time and drops below the maximum earnings cap.

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## Reporting

For all exempt employees (those who are not paid overtime), Paid Leave should be reported in either 4 hour (half day) or 8 hour (full day) increments. Time away from the office for less than 4 hours should not be reported as Paid Leave by exempt employees. However, abuse of this policy will constitute a job performance issue and may lead to disciplinary action, including termination. Non-exempt (hourly) employees should report hours worked and actual hours of Paid Leave taken. It is the responsibility of each employee to properly record hours worked and report leave. It is the responsibility of supervisors to properly review and approve reported leave. Submitting a false time report or failure to submit may result in disciplinary action.

For absences of more than three consecutive days due to illness or injury not connected with employment, a certification from a health care provider must be submitted. The certification must state that you are under the provider's care or treatment for the days in question and that it is the provider's recommendation that you remain off work. A health care provider's certification may also be required in other circumstances. We reserve the right to require a release from the employee's health care provider before the employee returns to work.

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## Appian Sponsored Holidays

The following are paid holidays at Appian:

- |                    |  |
|--------------------|--|
| ❖ New Year's Day   | ❖ Day after Thanksgiving   |
| ❖ Memorial Day     | ❖ Christmas Eve or day after Christmas (each year Appian will select which day is the holiday depending on how the calendar falls that year) |
| ❖ Independence Day |  |
| ❖ Labor Day        | ❖ Christmas Day  |
| ❖ Thanksgiving Day |  |

During these holidays Appian's corporate offices will be closed. Employees do not have the option to switch holidays with other workdays. Holidays falling on weekends will be observed on their legal holiday days.

Specific dates for these holidays can be found on the Corporate Knowledge Base on Home. If an employee works in a state with greater or different laws regarding holidays, the Company will comply with all requirements.

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## Floating Holidays

US employees may take up to two floating holidays per year. Employees hired on or before July 1 may take up to two (2) paid floating holidays in their first year. Employees hired after July 1 may take one (1) floating holiday in their first year.

Employees may take up to two days of paid holiday from the list of federal holidays listed below, for religious or cultural holidays they observe, for relevant school events such as Teacher Work Day, or to celebrate their own birthday or the birthday of an immediate family member or significant other.

Employees who plan to take a floating holiday must inform their manager of their intention to take a floating holiday at least one week in advance. Floating holidays may only be taken in full day increments. Floating holidays are not part of your PTO pool/accrual and may not be used other than on the days listed below, for personally observed religious or cultural holidays, or qualifying birthdays. Floating holidays are not earned paid leave. Unused floating holidays will not be paid out upon departure from Appian nor do they carry over from year to year.

<b><u>Eligible Federal Holidays</u></b>	<b><u>Month</u></b>
Martin Luther King Day	January
President's Day / Washington's Birthday	February
Columbus Day	October
Veteran's Day	November

Examples of religious or cultural holidays that may be used as a floating holiday include but are not limited to Yom Kippur, Good Friday, Eid-al-Fitr, Chinese New Year.

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## Leave Without Pay Policy

Should a situation arise that temporarily prevents an employee from working, he/she may be eligible for a personal leave of absence without pay.

Any request for a leave of absence without pay must be submitted in writing as far in advance as possible and it will be reviewed on a case-by-case basis by the employee's supervisor/manager and Human Resources. The decision to approve or disapprove is based on the circumstances, the length of time requested, the employee's job performance and attendance and punctuality record, the reasons for the leave, the effect the employee's absence will have on the work in the department and the expectation that the employee will return to work when the leave expires. Leaves of absence without pay will be considered only after all accrued Paid Leave time has been exhausted.

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## Bereavement/Family Emergency Leave

Appian's Bereavement/Family Emergency Leave provides paid leave to allow employees to attend to necessary obligations resulting from a death or critical illness or injury in your own or your spouse's immediate family. We realize that many employees may need to travel out of state, or even out of the country in response to a family emergency. These situations will be dealt with on an individual basis and approved bereavement leave by HR and your manager. Bereavement leave requests should be made in UltiPro Time Management or PeopleSoft, as applicable.

Immediate family includes:

- |                            |   |
|----------------------------|---|
| ❖ Spouse/ Domestic Partner | ❖ Grandchildren                         |
| ❖ Children                 | ❖ Aunts / Uncles                        |
| ❖ Parents                  | ❖ Nieces / Nephews                      |
| ❖ Siblings                 | ❖ Step-Relatives                        |
| ❖ Grandparents             | ❖ Any relative living in your household |

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## Family Medical Leave

Appian offers Family Medical Leave and Military Emergency and Military Caregiver Leave (collectively, "FMLA Leave") consistent with federal law. Appian's policy for FMLA corresponds to the notice provided as attached to this Handbook as Appendix A - Schedule 1, entitled "A Notice to Employees of Rights under FMLA (WHD Publication 1420)".

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## Maternity/Paternity/Adoption Leave

US benefit-eligible employees are eligible for maternity, paternity, and adoption leave starting on their date of hire. Maternity leave will be paid at 100% of base salary during the first twelve (12) consecutive weeks following the child's birth. Paternity leave will be paid at 100% of base salary during the first two (2) weeks following the child's birth. Employees who legally adopt a child under the age of 18 are entitled to two (2) weeks paid adoption leave. Employees are not required to use their accrued vacation and sick time prior to taking maternity leave, paternity, or adoption leave.

A number of states have maternity/paternity/parental leave statutes that provide unpaid leave benefits that may exceed those available to you. Contact your supervisor or Human Resources for additional information. To the extent state laws provides greater or different benefits, Appian will comply with the requirements.

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## Military Leave

If eligible under the Uniformed Services Employment and Reemployment Act or state or local law, you may be granted an unpaid leave of absence for active or reserve military duty.

Military leave is unpaid, but you may elect to apply your accrued Paid Leave toward your absence. Your coverage under Appian's Group Health Plan will be continued under the same conditions as if you were not on leave for the first 31 days. After the first 31 days, you may elect for coverage continuation for up to 18 months. If you elect to continue coverage after the first 31 days of your military leave, you will be required to pay up to 102% of all applicable premium costs for your coverage.

In order to be eligible for reinstatement, you must have provided advance notice of the military obligation and have completed your service honorably, unless prohibited by applicable law. Employees who are absent from work 30 days or less must report to work at the beginning of the first regularly scheduled work day following completion of service, after allowing for the safe travel home and 8 hours of rest. If you serve 31 to 180 days, you must apply for reemployment within 14 days after completing service. If you have served 181 days or more, you must apply for reemployment within 90 days after completing service.

As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of reemployment rights. Temporary employees (as defined in the Pay Practices Section below) may not be eligible for reinstatement following military leave and reinstatement may not be required for other employees in some circumstances. Full details regarding reinstatement are available from Human Resources. Upon timely application for reinstatement after satisfactory completion of military service, you will be returned to the same or equivalent position except in cases of undue hardship to the Company. Your seniority and Paid Leave entitlement accrues for military leave periods of 90 days or less.

If the employee works in a state with greater or different rights, the Company will comply with the same.

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## Jury Duty

Appian will allow as much jury duty leave time as needed for you to complete your service. Appian will pay the difference between your jury duty pay and your Appian salary for up to 8 weeks while you are serving on a jury. You will continue to receive your regular paychecks during the time you are away for jury duty but you must submit all funds received for jury duty to Human Resources (by signing over your jury duty check to Appian.)

You must submit a copy of your summons immediately after receiving notice. Your jury duty leave will begin on the first date you are scheduled to appear and end as soon as your jury duty is completed. You are required to contact your supervisory director at least once per week and whenever you are given new information about your probable date of return.

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## Severe Weather Policy

Appian will make every reasonable effort to maintain normal work hours even during inclement weather. However, we realize that there will be extraordinary situations that will impact an employee's ability to travel to the office. These will most likely be weather conditions, but also would include public safety matters, such as terrorist attacks. Because each of us faces different circumstances, the decision as to your safety will be an individual one. Please use common sense and your best judgment regarding the risks that you may experience during your personal commute. Therefore, you may determine that is appropriate to i) come to the office on time, ii) stay at home and work from home if possible, or iii) delay your travel until conditions have improved. If you will not be coming to the office or will be arriving late, please notify your supervisor by email or telephone. Unless this process is abused, employees who elect not to travel because of severe inclement weather or safety concerns will not be charged with the use of Paid Leave.

Employees who are working at a client location should follow the instructions of the client regarding facility access.

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### EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

#### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- ❖ For incapacity due to pregnancy, prenatal medical care or child birth;
- ❖ To care for the employee's child after birth, or placement for adoption or foster care;
- ❖ To care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- ❖ For a serious health condition that makes the employee unable to perform the employee's job.

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#### Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition”.**

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#### Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

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#### Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

**\*Special hours of service eligibility requirements apply to airline flight crew employees.**

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#### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with

at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

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## Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

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## Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

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## Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

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## Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

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## Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- ❖ Interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- ❖ Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

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## Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

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**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice.**

**Regulation**

**29 C.F.R. § 825.300(a) may require additional disclosures.**

For additional information: 1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor Wage and Hour Division

WHD Publication 1420 · Revised February 2013



### Arizona State Supplement

This supplement contains specific provisions that apply to Appian's Arizona employees. It is incorporated into the Employee Handbook. All capitalized terms not defined in this supplement have the meanings ascribed to them in the Employee Handbook. Any conflict between this supplement and the Employee Handbook shall be settled in favor of the provision most generous to the employee.

#### Employment Policies

##### Voluntary Open Door Policy

Employees are encouraged to communicate to the Company whenever they believe working conditions may become intolerable to the employee and may cause the employee to resign. Arizona law requires employees to notify the Company in writing when a working condition exists that the employee believes is intolerable, that will compel the employee to resign, or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign.

In order to preserve this claim, the employee must wait 15 calendar days after providing written notice before resigning from employment. Depending upon the circumstances, an employee may be entitled to a paid or unpaid leave of absence of up to 15 days while waiting for the Company to respond to the employee's written communication about a working condition.

Such concerns should be reported to Human Resources.

#### Time Away from Appian

##### Military Leave of Absence

The Company will permit members of the National Guard to take leaves of absence from employment for the purpose of complying with competent orders of the state or United States for active duty, or to attend camps, maneuvers, formations or armory drills. The National Guard member will be entitled to leave of absence from his/her duties without loss of time on all days during which he or she is engaged in field training and, for a period not to exceed 30 days in any two consecutive years, the employee will be entitled to pay. Employees will not be charged for military leave on days that they are not scheduled for work.

The leave of absence for National Guard duty will not affect vacation rights which employees otherwise have, except that the Company will not consider the period of absence as a period of work performed for the Company in determining eligibility for vacation and the amount of vacation pay to which the employee is entitled. A member of the National Guard will not lose seniority or precedence while absent under competent military orders. Upon return to employment the employee shall be returned to his/her previous position, or to a higher position commensurate with his/her ability and experience as seniority would ordinarily entitle him/her.

##### Voting Leave

For employees who are not able to cast their vote during their time away from work and who have less than three consecutive hours between the opening of the polls and the beginning of the regular work-shift or between the end of the regular work-shift and the closing of the polls, the Company will provide up to three consecutive hours of paid time off to vote at the beginning or end of the workday. Employees must provide advance notice.

##### Crime Victim Leave



An employee who is a victim of a crime is permitted unpaid time off from work to exercise the employee's right to be present at a criminal proceeding. The employee must provide the Company with advance notice and provide proper documentation related to the crime, and if applicable, a copy of the notice of each scheduled proceeding. An employee may also take unpaid time off from work to obtain or attempt to obtain an order or an injunction against harassment or any other injunctive relief to ensure the health and safety or welfare of the victim or the victim's child. The Company may limit the amount of leave provided to an employee if the leave creates an undue hardship to the Company. The employee may elect to use his or her accrued paid time off.

## **Personnel Policies**

### **Terminations**

Appian will pay Arizona employees who are discharged all wages due within 7 working days or at the end of the next regular pay period, whichever is sooner. The Company will pay an employee who quits all wages due no later than the regular payday for the pay period during which the termination occurred. An employee can request that the final wages are paid by mail.

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## California State Supplement

This supplement contains specific provisions that apply to Appian's California employees. It is incorporated into the Employee Handbook. All capitalized terms not defined in this supplement have the meanings ascribed to them in the Employee Handbook. Any conflict between this supplement and the Employee Handbook shall be settled in favor of the provision most generous to the employee.

### Employment

#### Non-Discrimination Policies

The State of California requires that employers provide certain information to their employees concerning the federal and state remedies and the complaint process available for complaints of sexual harassment.

Sexual harassment, discrimination and retaliation are illegal and against the Company's policies. An employer may not discriminate against an employee based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity or expression, age or sexual orientation.

Harassing conduct can take many forms and includes, but is not limited to, derogatory comments, epithets, slurs, jokes, statements, leering, gestures, pictures or cartoons regarding an employee's sex, race, color, national origin, religion, age, disability, medical condition, ancestry, pregnancy, marital status, sexual orientation, gender identity or expression, family care leave status, veteran status or any other category protected by law. Sexually harassing conduct in particular includes all of these prohibited actions, as well as other unwelcome conduct such as requests for sexual favors, physical conduct (e.g., touching, assault, blocking movements), conversation containing sexual comments, offering employment benefits in exchange for sexual favors, graphic verbal comments about an individual's body, suggestive or obscene letters or notes and unwelcome sexual advances. All such harassment, regardless of form or motivation, is a violation of the Company's policies and may subject the harasser to disciplinary action (up to and including dismissal) and/or personal liability under state and federal laws. Harassing behavior is unacceptable in the workplace as well as in all other work-related settings, such as business trips and business-related social events.

Employees who believe that they have been harassed or discriminated against may contact state or federal agencies to file a complaint. Employees who wish to contact the California Department of Fair Employment and Housing ("DFEH") may do so by calling +1-800-884-1684 (or, TTY, +1-800-700-2320). For more information about or from the DFEH, visit [www.dfeh.ca.gov](http://www.dfeh.ca.gov). Employees who wish to contact the U.S. Equal Employment Opportunity Commission ("EEOC") may do so by calling +1-800- 669-4000 (or, TTY, +1-800-669-6820). For more information about or from the EEOC, visit [www.eeoc.gov](http://www.eeoc.gov).

Both the DFEH and the EEOC will investigate complaints of discrimination or harassment and may attempt to resolve such complaints either by prosecuting, conciliating or settling the matter on the employee's behalf. The Company will not retaliate against any employee who files a complaint with, or otherwise participates in, an investigation, proceeding or hearing conducted by the DFEH or the EEOC.

#### California Whistleblower Protection Act

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a state or federal rule or regulation. A "whistleblower" is an employee who discloses information to a government or law enforcement agency where the employee has reasonable cause to believe that the information discloses:

- ❖ A violation of a state or federal statute,
- ❖ A violation or noncompliance with a state or federal rule or regulation, or

- ❖ With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment.

The Company will not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower. The Company will not retaliate against an employee who is a whistleblower or for having exercised his or her rights as a whistleblower in any former employment. In accordance with law, a copy of this policy will be posted in all California employment facilities.

## **Payroll**

### **Overtime**

California non-exempt employees are entitled to overtime pay, at a rate of one and one-half times their hourly rate of pay for all actual hours worked in excess of eight (8) hours daily, forty (40) hours weekly, and the first eight (8) hours worked on the 7th work day in any one workweek. Double time will be paid for any actual hours worked in excess of twelve (12) hours daily and for work over eight (8) hours on the 7th day of a workweek.

### **Meal and Rest Period**

In California, employees are entitled to one 10-minute paid rest break for every four (4) hours of work, or as indicated in a union agreement. Employees who work at least 5 hours in a day will be provided with a 30-minute, unpaid uninterrupted meal break. Employees working ten (10) hours or more, where applicable, will be entitled to a second 30-minute, unpaid uninterrupted meal break. If an employee elects not to take a meal period for which he or she is fully relieved, the employee should notify his or her supervisor in writing.

## **Time Away from Appian**

### **Paid Leave / Carry-Over**

An employee may accumulate up to one hundred and twenty-five percent (125%) of his or her annual Paid Leave allowance. Once the maximum amount of Paid Leave is accumulated, an employee will not accrue any further Paid Leave until the employee takes Paid Leave time and drops below the maximum earnings cap.

### **Military Leave of Absence**

USERRA protects employees who serve in the United States military, including those who serve in the Army, Navy, Marine Corps, Air Force, Coast Guard, Reserves, Army or Air National Guard, and Commissioned Corps of the Public Health Service. If you work in California and you need time off for service in one of these branches of the military, you are protected by USERRA.

Members of the California National Guard who are called to active duty are entitled to unlimited paid leave and reinstatement to their former position or a position of similar seniority, pay, and status, without loss of retirement or other benefits. Employees must apply for reinstatement within 40 days after they are discharged, and cannot be terminated without cause for one year.

Employees who are in the Guard, Reserves, or Naval Militia are entitled to up to 17 days of unpaid leave per year for military training, drills, encampment, naval cruises, special exercises, or similar activities. The Company may not terminate employees or limit their benefits or seniority because an employee has a temporary disability resulting from duty in the National Guard or Naval Militia (for up to 52 weeks).

### **California Pregnancy Leave Protection Act**

California Pregnancy Disability Leave permits a female employee up to four months leave for the period during which she is disabled due to pregnancy, childbirth, or a related medical condition. An employee is considered disabled if she is

unable to perform one or more essential functions of her job due to her pregnancy or related health condition. The employee is required to provide medical verification from her doctor. During the period of pregnancy disability, the employee may use any earned Paid Leave Appian makes available to temporarily disabled employees. The Company will maintain the employee's health coverage for up to 12 weeks while she is on pregnancy disability leave. More information can be found at: <http://www.dfeh.ca.gov/res/docs/publications/dfeh-186.pdf>.

### **California Emergency Duty Leave**

California employees who serve as a volunteer firefighter, reserve police officer or emergency rescue person are entitled to an unpaid leave of absence to perform emergency duty, up to fourteen (14) days per calendar year. Employees should give reasonable notice of the need for such leave, when possible. Employees are required, however, to notify their supervisor of his or her status as a registered volunteer firefighter or law enforcement officer. Employees may use any available PTO for these absences.

### **California Literacy Assistance Leave**

Upon request, California employees will be provided with unpaid absences to participate or attend a literacy program. Such requests will be kept confidential and the Company will make all reasonable efforts to safeguard an employee's privacy regarding a literacy problem. Retaliation for disclosure of attendance at a literacy program is strictly forbidden.

## **Personnel Policies**

### **Terminations**

If an employee is discharged, all wages earned and unpaid at the time of discharge will be paid immediately. Such discharged employee will be paid at the place of discharge.

If an employee resigns, all wages earned and unpaid will be paid at the time of resignation, if the employee provides at least seventy-two (72) hours of notice of his or her resignation. Such employee will be paid at the Company's office in the county where the employee has been performing labor. If less than seventy-two (72) hours of notice is provided, then payment will be made within seventy-two (72) hours of his or her resignation and, if requested by the employee, shall be mailed to a provided mailing address.

The final payment will include any unused, accrued Paid Leave at the employee's final rate of pay.

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## Colorado State Supplement

This supplement contains specific provisions that apply to Appian's Colorado employees. It is incorporated into the Employee Handbook. All capitalized terms not defined in this supplement have the meanings ascribed to them in the Employee Handbook. Any conflict between this supplement and the Employee Handbook shall be settled in favor of the provision most generous to the employee.

### Time Away from Appian

#### Military Leave of Absence

In addition to the federal protections included in the Employee Handbook, employees who are members of the Colorado National Guard are entitled to an unpaid leave of absence to perform active state service. Upon providing evidence of satisfactory completion of service, an employee qualified to perform the duties of his or her prior position will be reinstated to that position or a similar position with the same status, pay and seniority.

Members of the Colorado National Guard are also entitled to an unpaid leave of absence in order to receive military training, not to exceed fifteen days in any one calendar year. Upon providing evidence of satisfactory completion of such training, an employee qualified to perform the duties of his or her prior position will be reinstated to that position or a similar position with the same status, pay and seniority. This leave does not apply to employees in temporary positions.

For more information, please contact your supervisor or a member of Human Resources.

#### Members of the Civil Air Patrol

Employees called to duty for a Civil Air Patrol Mission are eligible for a leave of absence not to exceed fifteen (15) work days in any calendar year. The employee may be asked to provide evidence to the Company of the satisfactory completion of the service for the Civil Air Patrol Mission. A "Civil Air Patrol Mission" means an actual emergency operational mission of the Colorado Wing of the Civil Air Patrol that has been duly authorized under Civil Air Patrol Regulations. The leave allowed shall be without pay but shall in no way affect the employee's rights to vacation, sick leave, bonus, advancement, or other employment benefits or advantages relating to and normally to be expected for the employee's particular employment. The employee must return to his or her employment position as soon as practicable after being relieved from service for the Civil Air Patrol Mission. The employee shall, upon completion of the Mission and return to work, be restored to the same or similar position as the employee held prior to the leave.

Civil Air Patrol Mission leave is not available to temporary employees.

#### Voting Leave

Employees who are eligible to vote during an election shall be entitled to two hours during the time the polls are open for the purpose of voting on the day of the election. Hourly paid employees shall receive their regular hourly wages for the period of absence not to exceed two hours.

Employees shall apply for the leave of absence with their immediate supervisor prior to the day of the election. The Company may specify the hours during which the employee may be absent, but the hours shall be at the beginning or end of the work shift if the employee so requests.

The above does not apply to any person whose hours of employment on the day of the election are such that there are three or more hours between the opening and the closing of the polls during which the employee is not required to be on the job.

### **Crime Victim Leave**

An employee may take time off from work, without pay, for the purpose of responding to a subpoena to testify in a criminal proceeding or to participate in the preparation of a criminal proceeding, if:

- ❖ the employee is a victim of the crime at issue in the proceeding;
- ❖ the employee is a family member of the victim, or
- ❖ the victim is deceased or incapacitated and the employee is the victim's spouse, partner, parent, child, sibling, grandparent, significant other, or other lawful representative.

For purposes of this policy family member means a child by birth or adoption, a stepchild, parent, stepparent, sibling, legal guardian or significant other (i.e., someone in a family-type living arrangement, who would constitute the spouse or partner of the victim if they were married).

An employee, who is in custody for the crime, accused of the crime or otherwise accountable for the crime, is not eligible for time off under this policy.

### **Time off for Victims of Domestic Abuse or Violence**

#### **Leave Entitlement and Eligibility**

An eligible employee may take up to three days of leave from work in any 12-month period to protect him or herself by:

- ❖ Seeking a protective order to prevent domestic abuse.
- ❖ Obtaining medical care and/or mental health counseling for the employee or his or her children to address physical or psychological injuries resulting from the act of domestic abuse, stalking, sexual assault or other crime involving domestic violence.
- ❖ Making his or her home secure from the perpetrator of the act or crime, or seeking new housing to escape the perpetrator.
- ❖ Seeking legal assistance to address issues arising from the act or crime and attending and preparing for court-related proceedings arising from the act or crime.

An employee is eligible for leave under this policy if he or she has been employed by the Company for at least 12 months, and is a victim of domestic abuse, stalking, sexual assault, or any other crime the underlying factual basis of which has been found by a court to include an act of domestic violence.

#### **Notice Requirements**

Except in a case of imminent danger, an employee seeking leave from work under this policy must provide the Company with advance notice of the leave. In addition, the Company may require the employee to provide documentation verifying the need for the leave.

#### **Confidentiality and Retaliation**

Confidentiality of the situation will be maintained to the extent possible. Moreover, the Company will not retaliate or tolerate retaliation against any employee who seeks or obtains leave under this policy.

### **Adoption Leave**

To the extent the Company permits paternity or maternity time off for biological parents following the birth of a child, the Company shall, upon request by the employee, make such time off available for adoption of a child. The Company shall provide, at a minimum, the same period of leave to adoptive parents that it provides to biological parents. Requests by the employee for additional leave due to the adoption of an ill child or a child with a disability shall be considered on the same basis as comparable cases of such complications accompanying the birth of such a child to an

employee or employee's spouse or partner. Any other benefits provided by the employer, such as job guarantee or pay, shall be available to both adoptive and biological parents on an equal basis.

### **Emergency Qualified Volunteers**

Employees who are Qualified Volunteers are entitled to a leave of absence from the time when the employee is serving for a volunteer organization. The leave shall not exceed fifteen (15) work days in any calendar year, and the leave shall be allowed only if the employee is called into service for a disaster and gives evidence to the Company of status as a "Qualified Volunteer" including with appropriate verification from the Department of Local Affairs. The leave allowed shall be without pay but shall in no way affect the employee's rights to vacation, sick leave, bonus, advancement, or other employment benefits or advantages relating to and normally to be expected for the employee's particular employment.

An employee is a "Qualified Volunteer" under Colorado law if:

1. the employee is a member of a volunteer organization that enters into a memorandum of understanding with a county sheriff, local government, local emergency planning committee, or state agency;
2. the volunteer organization of which the employee is a member is included on the qualified volunteer organization list created and maintained by the Department of Local Affairs;
3. the employee is called to service through the volunteer organization under the authority of the county sheriff, local government, local emergency planning committee, or state agency to volunteer in a disaster; and
4. the employee receives the appropriate verification from the Colorado Department of Local Affairs that (a) the volunteer was called to service by a volunteer organization for the purpose of assisting in a disaster; (b) the volunteer reported for service and performed the activities required of him or her by the volunteer organization; and (c) includes the number of days of service that the volunteer provided.

The employee must return to his or her employment position as soon as practicable after being relieved from service. The employee will, upon completion of the volunteer emergency service and return to work, be restored to the same or similar position as the employee held prior to the leave.

This provision does not apply to temporary employees.

Leave may be denied if more than 20% percent of the Company's employees on any work day request such leave. Leave may also not be available for essential employees, defined as those employees the Company deems essential to the operation of the Company's daily enterprise, whose absence would likely cause the Company to suffer economic injury, or whose duties including assisting in disaster recovery for the Company.

### **Time Off for Volunteer Firefighters**

An employee who serves as a volunteer firefighter may take time off to respond to an emergency summons. Time off under this policy will be without pay. The employee must make every effort to notify the Company of his or her absence as soon as practicable. The employee must also provide the Company with a written statement signed by the chief of the employee's fire department certifying the date, time, and duration of the employee response.

In addition, where an employee is on-duty at the Company and is summoned to respond to an emergency, the employee may leave work to respond if:

- ❖ the Company does not deem the employee to be essential to the operation of the Company's daily enterprise;
- ❖ the Company has previously received written documentation from the fire chief of the employee's fire department notifying the Company of the Employee's status as a volunteer firefighter; and
- ❖ the emergency is within the response area of the employee's fire department and is of such magnitude that the emergency summons issued by the fire chief requires all firefighters to respond.

## Work Policies & Procedures

### Meal and Rest Periods

Non-exempt employees are entitled to an uninterrupted and “duty free” meal period of thirty (30) minute duration when their scheduled work shift exceeds five (5) consecutive hours of work. The employee shall not be paid for this work-free meal break. If the nature of the job or circumstances makes an uninterrupted meal period impracticable, the employee is entitled to an on-duty meal period without any loss of time or compensation.

A compensated ten-minute rest period will also be permitted for each four hours (or major fraction thereof) worked. To the extent possible, rest periods should be taken in the middle of each four-hour work period.

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## Connecticut State Supplement

This supplement contains specific provisions that apply to Appian's Connecticut employees. It is incorporated into the Employee Handbook. All capitalized terms not defined in this supplement have the meanings ascribed to them in the Employee Handbook. Any conflict between this supplement and the Employee Handbook shall be settled in favor of the provision most generous to the employee.

### Work Policies and Procedures

#### Meal Breaks

Employees who work seven and one-half or more consecutive hours will be provided one 30-minute meal break. The meal break generally should be taken after the first two hours of work and before the last two hours of work.

An uninterrupted 30-minute meal break will be unpaid for nonexempt employees. All nonexempt employees must record their meal breaks.

Employees who are unable to take all of the meal breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which he or she is entitled under this policy, should immediately notify a supervisor or a Human Resources representative.

#### Employee Data Privacy Policy

##### Scope and Application

This Employee Data Privacy Policy outlines the principles Appian seeks to observe regarding the collection, use, disclosure, security and disposal of personal information for its current and former United States employees and applicants ("Employees").

##### Employee Personally Identifiable Information

The Company generally will collect personally identifiable information (PII) from employees, and create and maintain records about employees that contain employee PII, only for legitimate company purposes and only to the extent necessary to achieve those purposes. PII includes first name or initial and last name in combination with any of the following categories of information (as long as the information is not otherwise publicly available): Social Security Number, passport numbers, employee identification number, driver's license number, date of birth, maiden name, mother's maiden name, credit card or financial account information, results of background or criminal history checks, payroll and salary information, medical information, accommodation requests and related information, biometric data (such as fingerprint, voice print, retina or iris images), and/or digital or other electronic signature files.

##### Collection and Use of Employee PII

The Company typically will collect, create and maintain employee PII only in connection with the employment relationship. For example, the Company typically collects and uses employee PII as part of the job application process in order to make employment decisions. During the employment relationship, the Company may collect, create, use, or maintain employee PII needed for payroll administration, to provide health insurance and other benefits, for evaluating an employee's job performance or transfer request, to evaluate leave requests made by employees, to determine fitness for duty, as part of the reasonable accommodation process, during an investigation of misconduct related to work, or for various other purposes.

From time to time, the Company may use employee PII for purposes unrelated to administration of the employment relationship. The Company, for example, might use PII to introduce new products or services to its workforce. Before making such uses of employee PII, the Company will provide employees with notice and an opportunity to opt out.

The records and databases that contain employee PII are the property of the Company, and access to the information they contain is restricted. Employees may not access, use or disclose employee PII unless authorized to do so and then only for the Company's legitimate business purposes. The Company's Human Resources and Legal Departments are responsible for establishing appropriate authorization. Generally, only company management personnel, or their designees, will receive authorization to access, use or disclose employee PII. Employees with authorized access are required to limit their use and disclosure of employee PII to those legitimate purposes for which access was granted.

### **Safeguarding Employee PII**

Appian is committed to safeguarding the confidentiality, integrity and availability of employee PII through the use of reasonable and appropriate physical, administrative and technical safeguards

The Company's Information Security Policy provides additional guidance on the creation, access, storage, distribution, destruction, backup and recovery of information.

### **Additional Safeguards for Social Security Numbers**

Employee Social Security Numbers (SSNs) and documents containing employee SSNs should receive the following additional protections:

- ❖ SSNs should not be publicly displayed, for example, by including them in electronic documents posted on internal web sites or in paper documents posted on employee bulletin boards;
- ❖ SSNs should not be printed on cards, such as insurance identification cards, that must be presented for an employee to obtain goods or services;
- ❖ SSNs generally should not be printed on paper documents that are mailed unless the document, by law, is required to include an SSN (such as a Form W-2) or in certain other limited circumstances. Employees should consult with the Law Department before including SSNs in a mailing; and
- ❖ SSNs should not be transmitted over the internet unless encrypted pursuant to the Company's Information Security Policy.

### **Disposal of Employee PII**

Disposal of documents containing employee PII should be accomplished in a manner intended to prevent unauthorized access to such employee PII. For example, paper documents containing background or criminal history reports or any documents containing information derived from those reports should be shredded. Employee PII stored on electronic media, such as hard drives, compact disks, and back-up tapes, should be subject to processes, before disposal or reassignment, that render the employee PII irretrievable.

### **Disclosure and Use of Employee PII by Third Parties**

Appian generally will disclose an employee's PII to third parties who are not acting as service providers for the Company only with an employee's consent, when required by law or in connection with a legal or regulatory proceeding or process, or when disclosure is otherwise necessary or advisable. In accordance with company policies, the Company may disclose employee PII to its third-party service providers, including but not limited to benefit, payroll and workers' compensation administrators. The Company will disclose employee PII only to those service providers who have agreed to implement reasonable and appropriate safeguards for such employee PII that are similar to those required by this policy.

### **Violations of the Employee Data Privacy Policy**

The Company is committed to ensuring that employee PII is handled in accordance with this Employee Data Privacy Policy. Anyone who is aware of a suspected or perceived violation of this policy should immediately contact Human

Resources. Employees who violate this policy will be subject to discipline, up to and including termination of employment.

## **Personnel Policies**

### **Personnel Records and References**

Access to the information contained in employee personnel files and medical records is restricted. Only authorized personnel will have access to an employee's personnel file or medical records. The Company will divulge or permit review of employees' personnel files or medical records to third parties only as permitted or required by law.

#### **Personnel Files**

Employees in Connecticut can access their own personnel file up to two times each calendar year. An employee's request to access his or her personnel file must be in writing, addressed to the Human Resources Department. Current employees will be permitted to inspect, and if requested, copy their personnel files within seven business days after the Company receives their written request. Such inspection will take place during regular business hours at a location at, or reasonably near, the employee's place of employment. Employees who request and receive a copy or partial copy of their personnel file may be charged a fee reasonably related to the cost of supplying those documents.

Former employees who worked for the Company in Connecticut will be permitted to inspect, and if requested, copy their personnel files within 10 business days after the Company receives their written request, provided that the former employee's written request is received no later than one year after the termination of his or her employment. Such inspection will take place during regular business hours at a location mutually agreed upon by the Company and the former employee, or the former employee will be mailed a copy of his or her personnel file.

Personnel file documents do not include stock option or management bonus plan records, medical records, letters of reference or recommendations from third parties including former employers, materials that are used by the Company to plan for future operations, information contained in separately maintained security files, test information, the disclosure of which would invalidate the test, or documents which are being developed or prepared for use in civil, criminal or grievance procedures.

If an employee disagrees with any of the information contained in his or her personnel file or medical records, the employee may request that the Company remove or correct such information. If the employee and the Company cannot agree upon such removal or correction, the employee may submit a written statement explaining his or her position. The employee's written statement will be maintained as part of his or her personnel file or medical records and will accompany any transmittal or disclosure from such file or records made to a third party.

Employees will be provided any documentation of any disciplinary action imposed on them within one business day after the date of imposing such action. An employee immediately will be provided with a copy of any documented notice of his or her termination of employment. If an employee disagrees with any of the information contained in a documented disciplinary action, notice of termination or performance evaluation, he or she may submit a written statement explaining his or her position. The employee's written statement will be maintained as part of his or her personnel file and will accompany any transmittal or disclosure from such file or records made to a third party.

#### **Medical Records**

Any medical records submitted to the Company with respect to a Connecticut employee will be kept separate and apart from the employee's personnel file. An employee may submit a written request to the Human Resources Department for an inspection of any medical records that may be in the Company's possession regarding the employee. The Company will allow such inspection within a reasonable time after it receives the employee's written request. The inspection will take place during regular business hours at a location at or reasonably near the employee's place of employment, and will be made by a physician chosen by the employee or a physician chosen by the employer with the employee's consent.

## **Time Away From Appian**

### **Leave for Victims of Crime**

Employees may take time off from work, without pay, for the following reasons:

- ❖ To comply with a legal subpoena to appear before any court of Connecticut as a witness in a criminal proceeding.
- ❖ To attend a court proceeding or to participate in a police investigation related to a criminal case in which the employee is a crime victim (i.e., has suffered direct or threatened physical, emotional or financial harm as a result of the crime) or is an immediate family member or guardian of a person who suffers such harm and is a minor, physically disabled incompetent or a homicide victim.
- ❖ To attend a court proceeding with respect to a criminal case of a person charged with committing a crime that resulted in the death of the employee's parent, child, sibling or spouse.
- ❖ Employees should provide the Company as much advance notice of the need for leave under this policy as is possible. If advance notice is not feasible, the employee must provide appropriate documentation within a reasonable period of time after the absence. An employee can elect to use accrued paid leave instead of taking unpaid leave.

The Company will not retaliate, or tolerate retaliation, against any employee who seeks or obtains leave under this policy.

### **Leave Due to Domestic Abuse or Violence**

Employees may take a leave of absence of up to 12 days during any calendar year in which the leave is reasonably necessary for the following reasons relating to family violence:

- ❖ To seek medical care or counseling for physical or psychological injury or disability;
- ❖ To obtain services from a victim services organization;
- ❖ To relocate due to the family violence; or
- ❖ To participate in any civil or criminal proceeding related to or resulting from such family violence.

For purposes of this policy, family violence includes incidents between family or household members that result in physical harm, bodily injury or assault; acts of threatened violence that result in a fear of imminent physical harm, bodily injury or assault, including, but not limited to, stalking or a pattern of threatening; or verbal abuse accompanied by a present danger and likelihood that physical violence will result.

Time off under this policy will be without pay, except that employees may elect to use available accrued Paid Leave. This leave does not affect any other leave provided under state or federal law.

Employees must provide seven days' notice when the need to use leave is foreseeable and notice as soon as practicable when it is not. The Company may require that employees submit a signed written statement certifying that the leave is due to family violence, as well as other types of verifying documentation.

Confidentiality of the situation will be maintained to the extent possible.

The Company will not retaliate or tolerate retaliation against any employee who seeks or obtains leave under this policy.

### **Leave for Emergency Responders**

Employees who are volunteer firefighters or members of a volunteer ambulance service may arrive late to work or be absent from work in order to respond to a fire or ambulance call prior to or during their regular hours of employment. Time off under this policy will be without pay, except that exempt employees may be paid for partial day absences, as required by law.

To be eligible for leave under this policy, employees must submit a written statement signed by the chief of their volunteer fire department or the medical director or chief administrator of the ambulance service or company, notifying the Company of the employee's status as a volunteer firefighter or member of a volunteer ambulance service or company. In addition, employees must promptly notify the Company of any change in this status.

Employees must make every effort to notify the Company on each occasion that they will be late to work or absent under this policy. The Company may require employees to submit a written statement signed by the chief of their volunteer fire department or the medical director or chief administrator of their volunteer ambulance service or company, verifying that the employee responded to a fire or ambulance call and listing the date, time and duration of the response.

### **Legislative Leave**

Employees may take a leave of absence to perform duties as a candidate, member-elect or member of the General Assembly. The Company will not terminate or otherwise discriminate against an employee who requests or obtains leave under this policy.

Employees will not lose seniority due to the leave and will be provided a choice of shifts to accommodate the leave.

Time off under this policy will be unpaid, except that exempt employees may receive compensation, as required by applicable law.

### **Municipal or State Office Leave**

Employees who accept a full-time elective municipal or state office position will be granted an unpaid personal leave of absence for not more than two consecutive terms of office. Employees who accept part-time elective positions are not entitled to leave under this policy.

Employees seeking leave under this policy must give the Company written notice of their candidacy for a full-time municipal or state office within 30 days after nomination for that office.

Upon application for reinstatement following the term of office, the employee will be reinstated to his or her original position or to a similar position with equivalent pay and accumulated seniority, retirement, fringe benefits and any other service credits. The Company reserves the right to deny reinstatement if its circumstances have changed such that it is impossible or unreasonable to provide reinstatement.

### **Military Leave**

Connecticut employees who, as part of their service in the armed forces of the state or any reserve component of the armed forces of the United States, are ordered to perform military duty, including meetings or drills during regular work hours will be provided a leave of absence for such service.

Time off under this policy will be without pay, except that exempt employees will not incur any reduction in pay for a partial week absence due to military duty. Employees may choose to substitute accrued Paid Leave for unpaid leave under this policy. Employees should contact the Human Resources Department concerning their rights and entitlements if they are, or are contemplating being, in the military service.

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## Georgia State Supplement

This supplement contains specific provisions that apply to Appian's Georgia employees. It is incorporated into the Employee Handbook. All capitalized terms not defined in this supplement have the meanings ascribed to them in the Employee Handbook. Any conflict between this supplement and the Employee Handbook shall be settled in favor of the provision most generous to the employee.

### Employment Policies

#### **Equal Employment Opportunity, Anti-Harassment & Nondiscrimination Policy**

As set forth in Appian's Equal Employment Opportunity, Anti-harassment & Nondiscrimination policy, the Company is committed to equal employment opportunity. In addition to the categories listed in that Policy, Georgia employees may be protected from discrimination and harassment based upon fair employment ordinances enacted by certain local governments. Appian will not tolerate discrimination or harassment based upon any characteristic protected by applicable federal, state or local law.

### Safety & Security Policies & Procedures

#### **Weapons**

In the interest of maintaining a workplace that is safe and free of violence, and in accordance with the policy set forth in the Handbook, the Company generally prohibits the presence or use of firearms and other weapons on the Company's property, regardless of whether or not the person is licensed to carry the weapon. In compliance with Georgia law, the Company permits employees who lawfully possess a concealed weapon to leave their weapon in their locked car in the Company's parking lot. In the event that an employee has been subject to a disciplinary action or who has a disciplinary action pending, the Company reserves the right to prohibit the employee from bringing a concealed weapon onto company property.

The Company will not be liable for criminal or civil actions resulting from the theft of a firearm from an employee's vehicle, and the Company will not provide additional security for employees who wish to store a firearm in their personal vehicle in compliance with this policy.

The Company will generally not search an employee's private vehicle or condition employment on an agreement by an employee not to store a licensed weapon in a locked car. However, employees should note that vehicles may be searched by law enforcement personnel, by the Company if the vehicle is employer-owned or in any situation in which a reasonable person would believe that accessing an employee's locked vehicle is necessary to prevent an immediate threat to human health, life or safety.

### Time Away From Appian

#### **State Military Leave**

In addition to the military leave rights set forth in the Handbook, Georgia regular full-time or part-time employees, including members of the Georgia National Guard and the state militia or reserves, are entitled a leave of absence for military duty. Eligible employees, who provide a certificate of military service completion, are qualified for the job and apply for reinstatement within 90 days after being relieved from military service will be restored to the same employment position or to a position of like seniority, status and pay. An exception may arise if the Company's circumstances change such that it is impossible or unreasonable to provide reinstatement following the leave of absence.

Non-temporary employees who must leave the Company for up to six months in a four year period to participate in assemblies or annual training, or to attend service schools conducted by the United States armed forces, are also

entitled to reinstatement to their previous position, provided they are still qualified for the position and they apply for reemployment within 10 days after completion of the temporary period of service.

Eligible employees who are reinstated following a leave of absence will not be discharged without cause for one year following reinstatement.

Please contact Human Resources for more information.

### **Time to Vote**

We encourage all employees to fulfill their civic responsibilities and to vote in public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

If your shift starts less than two (2) hours after the polls open or ends less than two (2) hours before the polls close, you may take up to two hours off of work to vote. Time off under this policy will be without pay.

Employees must request time off to vote from their supervisor at least one day prior to Election Day so that time off can be scheduled to minimize disruption to normal work schedules.

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## Illinois State Supplement

This supplement contains specific provisions that apply to Appian's Illinois employees. It is incorporated into the Employee Handbook. All capitalized terms not defined in this supplement have the meanings ascribed to them in the Employee Handbook. Any conflict between this supplement and the Employee Handbook shall be settled in favor of the provision most generous to the employee.

### Safety & Security Policies & Procedures

#### Weapons

In accordance with the Company's Workplace Violence Policy, employees are prohibited from carrying concealed weapons while they are performing their job duties or on Company premises. The Company also prohibits employees from keeping concealed weapons in a company vehicle. The Company does not, however, prohibit Illinois employees from keeping weapons in their private vehicles, even when those vehicles are parked in Company parking lots. The Company will post notices stating that carrying concealed weapons in the Company's buildings is prohibited.

### Work Policies & Procedures

#### Paydays

Illinois employees will be paid their wages no later than thirteen (13) days after the end of the pay period in which such wages were earned.

#### Meal and Rest Breaks

Employees are entitled to a twenty (20) minute unpaid meal period each day that they work seven-and-one-half or more continuous hours. The meal period will commence no later than five (5) hours after the start of the workday.

### Time Away from Appian

#### Time Off to Vote

On the day of an election, all employees may take off two (2) hours of unpaid time off during the work day for the purpose of voting. The Company may specify the hours during which the employee may be absent.

Employees whose shift begins less than two (2) hours after the opening of the polls and ends less than two (2) hours before the closing of the polls will be entitled to two (2) hours of personal time off to vote.

#### Leave for Voluntary Emergency Workers

The Company will not terminate any employee who is absent or late to work because he/she is performing duties as a volunteer emergency worker.

An employee who is a volunteer emergency worker may be absent or late to work in order to respond to an emergency prior to the time the employee is scheduled to work. The Company may charge against an employee's pay any time from work that the employee loses because of the employee's response to an emergency in the course of performing his/her duties as a volunteer emergency worker.

The employee must make reasonable efforts to notify the Company in advance that he/she will be absent from or late to work as a result of responding to an emergency. The Company may require a written statement from the supervisor or governmental entity to verify that the employee was working as a volunteer emergency worker prior to or during working hours.



### **Leave for Victims of Crime**

An employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence may take up to twelve (12) workweeks of unpaid leave during any twelve-month period to address the domestic or sexual violence by seeking medical attention; obtaining services from a victim services organization; participating in safety planning; or seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member.

The employee must provide the Company with at least forty-eight (48) hours of advance notice unless providing such notice is impracticable. The Company may require the employee to provide certification of the purpose of the leave in the form of a letter from a volunteer services organization, police report or court record, or other corroborating evidence.

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## Massachusetts State Supplement

This supplement contains specific provisions that apply to Appian's Massachusetts employees. It is incorporated into the Employee Handbook. All capitalized terms not defined in this supplement have the meanings ascribed to them in the Employee Handbook. Any conflict between this supplement and the Employee Handbook shall be settled in favor of the provision most generous to the employee.

### Work Policies & Procedures

#### Holidays

Any employee who is a veteran and who desires to participate in a local Veterans' Day or Memorial Day exercise, parade or service, may take time off without pay to participate in such activities. For purposes of this policy, a veteran is generally someone who has received an honorable discharge from military service.

#### Meal and Rest Breaks

Employees are entitled to 1 30-minute unpaid meal period each day that they work in excess of 6 consecutive hours. Employees are free to leave the workplace during the meal break, and must not perform any work during the break. Employees are expected to return to work promptly at the end of every meal period.

### Time Away from Appian

#### Military Leave

An employee, other than a temporary employee, who is a member of the United States Reserves, is entitled to up to 17 days of unpaid leave in any calendar year for military training. The employee must give notice of the dates of departure and return, as well as provide notice to the Company of the satisfactory completion of such training upon his or her return.

Upon return from leave, the employee will be restored to his or her previous position or a similar one with the same status, pay and seniority. Time off for military training will not affect the employee's right to receive normal vacation or sick leave. Nor will it affect an employee's bonus, advancement or other conditions of employment.

#### Time Off for Volunteer Firefighters

Any employee who serves as a volunteer firefighter may take time off, without pay, to respond to an emergency that occurred prior to the time the employee is scheduled to report to work. The employee must notify the Company of the reason why he or she was absent or late to work.

For purposes of this policy, "respond to an emergency" means responding to, working at the scene of, or returning from a fire or a call of fire, in the good faith belief that such action is necessary to prevent the imminent loss of life or property."

The employee must provide the Company with a statement signed by the chief of the fire department certifying the date and time the employee responded to and returned from the emergency.

#### Leave for Victims of a Crime

An employee who is a victim of a crime, who has been subpoenaed to attend a criminal action as a witness, may take time off without pay. The employee must notify the Company of his or her required service prior to the day of attendance.

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## Michigan State Supplement

This supplement contains specific provisions that apply to Appian's Michigan employees. It is incorporated into the Employee Handbook. All capitalized terms not defined in this supplement have the meanings ascribed to them in the Employee Handbook. Any conflict between this supplement and the Employee Handbook shall be settled in favor of the provision most generous to the employee.

### Safety & Security Policies & Procedures

#### Social Security Number Privacy Policy

Consistent with State law, it is necessary that each employee provide the Company with his/her social security number in order for Appian to satisfy payroll, state and federal tax and insurance coverage requirements.

Appian takes reasonable steps necessary to maintain the confidentiality of your social security number. All documents and records containing social security numbers and information are kept in a secure environment. Only authorized personnel may access records and documents, both internal and external, that contain an employee's social security number and identification information. In addition to Appian's policy protecting against the disclosure of confidential information, employees are prohibited from accessing, viewing or using coworker's social security information. No employee is permitted to access or use social security numbers without the express permission of the Company. When necessary, documents containing your social security number will be properly destroyed through shredding or other means before disposal.

Any employee who accesses social security data without authorization and/or for unlawful purposes shall be disciplined up to and including discharge, and may be referred to authorities for possible prosecution.

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## New Jersey State Supplement

This supplement contains specific provisions that apply to Appian's New Jersey employees. It is incorporated into the Employee Handbook. All capitalized terms not defined in this supplement have the meanings ascribed to them in the Employee Handbook. Any conflict between this supplement and the Employee Handbook shall be settled in favor of the provision most generous to the employee.

### Employment Policies

#### Conscientious Employee Protection Act

The Company will not take any adverse employment action or otherwise retaliate against an employee for any of the following:

- ❖ Disclosing, or threatening to disclose, to a supervisor or to a public body, an activity, policy, or practice of the employer or another employer with whom there is a business relationship, that the employee reasonably believes is in violation of a law or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;\*\*
- ❖ Providing information to, or testifying before, any public body conducting an investigation, hearing, or inquiry into any violation of law or a rule or regulation issued under the law by the employer or another employer with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, providing information to, or testifying before, any public body conducting an investigation, hearing or inquiry into quality of patient care;
- ❖ Providing information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree, or pensioner of the employer or any governmental entity;
- ❖ Providing information regarding any perceived criminal or fraudulent activity, policy, or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree, or pensioner of the employer or any governmental entity;
- ❖ Objecting to, or refusing to participate in, any activity, policy, or practice which the employee reasonably believes:
  - is in violation of a law, or a rule or regulation issued under the law, or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
  - is fraudulent or criminal; or
  - is incompatible with a clear mandate of public policy concerning the public health, safety, or welfare or protection of the environment.

Any questions or complaints under this policy may be directed to:

- ❖ Name: Appian Human Resources, Attention Debbie Moser
- ❖ Address: 11955 Democracy Drive, 17<sup>th</sup> Floor, Reston, Virginia 20190
- ❖ Telephone: 703-442-1051

### Personnel Policies

#### Short Term Disability Benefits

Employees who are absent for an extended period due to non-work-related illness or injury may be entitled to short-term disability benefits paid through the State of New Jersey Disability Insurance program for a maximum of 26 weeks. Employees should contact Human Resources for the necessary forms.

### **Paid Family Leave**

In accordance with New Jersey's Family Leave Insurance law, eligible employees may apply for up to 6 weeks of Family Leave Insurance benefits for the following purposes:

- ❖ Bonding with a child during the first 12 months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first 12 months after the placement of the child for adoption with the covered individual.
- ❖ Caring for a family member with a serious health condition supported by a certification provided by a health care provider.

To be eligible for this state-provided benefit, employees must have worked at least 20 calendar weeks in covered New Jersey employment or have earned at least 1,000 times the minimum wage in the prior year. Employees must also have been granted a leave of absence under the Company's family leave provisions. Claims may be filed for consecutive weeks or for intermittent periods of time during the 12 month period beginning with the first date of the claim.

Employees intending to take leave to bond with a newborn or newly adopted child must provide the Company with a minimum of 30 days' notice prior to commencement of the family leave. Unless the leave is unforeseeable, employees who fail to provide this notice may have the amount of benefits they receive reduced.

Unless an emergency or other unforeseen circumstances preclude prior notice, employees intending to take continuous leave to care for a family member must provide the Company with prior notice in a reasonable and practicable manner, and employees intending to take intermittent leave to care for a family member must provide the Company with a minimum of 15 days' notice prior to the commencement of the family leave.

Paid Family Leave benefits will run concurrently with any leave time under federal and state leave laws where those laws are applicable. Employees are required to utilize any accrued but unused paid time, up to a maximum of two weeks.

All employees contemplating taking leave are encouraged to contact Human Resources for further information.

## **Time Away From Appian**

### **Leave for Voluntary Emergency Responders**

Employees, who are emergency responders for a volunteer fire company, first aid, rescue or ambulance squad, or a county or municipal volunteer Office of Emergency Management, will be permitted to take time off during a declared state or federal emergency, for time necessary to respond to an emergency alarm. Time off is generally unpaid, unless the employee chooses to use accrued paid leave. Employees should request time off at least one hour before they are scheduled to report. The Emergency Responders Employment Protection Act provides an exception for "essential employees" who are considered "essential to operations," and leave may be denied to such employees if they are deemed essential to operations in a given situation.

### **Military Leave**

In addition to the military leave rights set forth in the main Employee Handbook, New Jersey employees (other than temporary employees) who leave their positions to perform military service generally are eligible for reinstatement to their former or a similar position if they:

- ❖ Receive a duly executed certificate of completion of military service;
- ❖ Are still qualified to perform the duties of their position; and
- ❖ Apply for reemployment within ninety (90) days after being relieved from service.

For purposes of the New Jersey Act, military service means duty by any person in the active military service of the United States and active duty in the military service of the state pursuant to an order of the Governor.

Reinstatement may be denied if the Company's circumstances have changed making it impossible or unreasonable to reinstate the employee.

Qualified employees (not in a temporary position) who take a temporary leave of up to three (3) months in order to participate in assemblies or annual training, or attend any service schooling conducted by the Armed Forces of the United States are eligible for reemployment if they make an application for employment within ten (10) days after completing service. Such leave may not exceed three months in any four year period.

An employee who takes leave under this policy will be treated like other employees on leave of absence, and may not be discharged from his or her position without cause for one year after reinstatement unless otherwise permitted by law.

### **Family Leave of Absence**

In accordance with New Jersey's Family Leave Act ("FLA"), the Company will provide eligible employees with leave for specified family reasons. Where applicable, FLA leave will run concurrently with leave granted under the FMLA.

#### **Employee Eligibility**

In order to be eligible for FLA leave, an employee must have been employed by the Company for at least 12 months and have actually worked at least 1,000 hours during the preceding 12-month period.

#### **Leave Entitlement**

An eligible employee will be granted unpaid leave of up to 12 weeks in a 24-month period for one or more of the following reasons:

- ❖ The birth of a child of the employee;
- ❖ The placement a child with the employee in connection with the adoption of such child by the employee;
- ❖ The serious health condition of the employee's family member (child, parent, or spouse, as defined by New Jersey law).

For the purposes of calculating the 24-month window period, the Company will measure the 24-month period backward from the date of an employee's request for FLA leave.

Leave for the birth or placement of a child for adoption must commence within 12 months of the birth or placement.

Employees may not commence part-time employment that exceeds more than half of the regularly scheduled hours worked for the Company during FLA leave.

#### **Intermittent or Reduced Leaves**

FLA leave can be taken in one consecutive period of up to 12 workweeks, and when medically necessary, an employee may take FLA leave on an intermittent or reduced leave schedule. Employees needing intermittent or reduced schedule FLA leave must attempt to schedule their leave so as not to disrupt the Company's operations. In addition, the Company may assign an employee to an alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced leave schedule. Intermittent or reduced schedule leave to care for a newborn or newly adopted or foster-placed child may be taken only if granted in the discretion of the Company.

#### **Substitution of Paid Leave Time**

All leaves of absence under this policy are without pay. However, where permitted by law, Paid Leave may run concurrently with FLA leave. Use of Paid Leave will not serve to extend the length of any leave. Please speak to Human Resources for more information.

## **Health and Other Insurance Benefits**

During an FLA leave, the Company will maintain the employee's existing group health insurance coverage for up to 12 weeks.

## **Job Restoration**

Upon the expiration of FLA leave, an employee shall be restored to the position the employee held immediately prior to the commencement of the leave. If such position has been filled, the Company will reinstate such employee to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment. If, during a family leave provided by the Act, the employer experiences a reduction in force or layoff and the employee would have lost the employee's position had the employee not been on leave, the employee is not entitled to reinstatement to the former or an equivalent position.

In situations where the Company allows an employee to remain on leave past his or her entitlement, the employee is no longer entitled to reinstatement, but may, in the sole discretion of the Company, be reinstated to an available position for which he or she is qualified. If no position exists, the employee will be considered to have resigned voluntarily. An employee who does not return to work upon his or her scheduled return, or who has not received an approved extension of leave, will be considered to have resigned voluntarily from his or her employment.

## **Key Employee Exception to Job Restoration**

The Company is not required to grant a family leave to any employee if:

- ❖ The employee's base salary ranks within the highest paid 5% or his or her base salary is one of the 7 highest, whichever number of employees is greater;
- ❖ The granting of the leave would cause a substantial and grievous economic injury to the Company's operations; and
- ❖ The Company notifies the employee of its intent to deny the leave when such determination is made.

## **Advance Notice and Medical Certification**

An employee seeking to use FLA leave must submit certain documentation to the Human Resources Department. Unless an emergency exists, employees must provide at least 30 days' notice to Human Resources prior to the requested leave. Failure to provide proper notice for any type of leave may result in a delay of leave.

Upon an employee's request for leave, the Human Resources Department will issue the appropriate leave paperwork including a Certification form. Failure to return the Certification form in a timely manner may result in the delay or denial of leave and/or benefits, denial of reinstatement, or termination of employment for unauthorized absence.

The Company reserves the right to require employees or their family members to submit medical certification, and at its expense, to obtain second or third medical opinions, in order to determine the necessity of leave.

## **Safe Act Leave**

The New Jersey SAFE Act provides up to 20 days of unpaid leave in one 12-month period when an employee or their child, parent, spouse, domestic or civil union partner has been the victim of a domestic violence incident or a sexually violent offense and the employee has been employed by the employer for at least 12 months and 1,000 base hours during the 12-month period immediately preceding the leave.

Under the New Jersey SAFE Act, each incident of domestic violence or any sexually violent offense constitutes a separate offense for which the eligible employee may take leave, so long as the employee has not already exhausted the allotted 20 days for the 12-month period. The unpaid leave may be taken intermittently in intervals of no less than one day, as

needed for the employee or the employee's family or household member to handle issues arising from the incident such as:

- ❖ Seeking medical attention for, or recovering from the injuries caused by the domestic or sexual violence;
- ❖ Obtaining services from a victim services organization;
- ❖ Obtaining psychological or other counseling;
- ❖ Participating in safety planning, relocation or other activities to increase the safety of the employee or the employee's family or household member and to ensure economic security;
- ❖ Seeking legal assistance to ensure the health and safety of the employee or the employee's family or household member; or
- ❖ Attending, participating in, or preparing for a court proceeding related to the incident of which the employee or the employee's family or household member was the victim.

An eligible employee may elect, or the Company may require, the employee to use any or all accrued paid time off during any part of the 20-day leave provided under the New Jersey SAFE Act. If the employee's request for leave under the New Jersey SAFE Act is also covered by the New Jersey Family Leave Act or the federal Family and Medical Leave Act, the leave will count simultaneously against the employee's entitlement under each law.

Before taking leave under the New Jersey SAFE Act, the employee must give the Company written notice, if the necessity for the leave is foreseeable, as far in advance as reasonable and practical under the circumstances. The Company may also require the employee to substantiate the domestic violence or sexually violent offense which is the basis for the leave. If the employee provides one or more of the types of documentation listed in the Act such as a restraining order or a letter from the prosecutor, it will be deemed sufficient.

All documentation regarding the leave will be retained by the Company in strictest confidence unless the employee voluntarily authorizes disclosure or it is required by federal or State law, rule or regulation.

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## New York State Supplement

This supplement contains specific provisions that apply to Appian's New York employees. It is incorporated into the Employee Handbook. All capitalized terms not defined in this supplement have the meanings ascribed to them in the Employee Handbook. Any conflict between this supplement and the Employee Handbook shall be settled in favor of the provision most generous to the employee.

### Employment Policies

#### Political Opinion

The Company will not tolerate intimidation, threats or impeding the voting activities of employees to influence them to vote or refrain from voting for a particular candidate or proposition. Additionally, the Company will not threaten or attempt to influence the political opinions of its employees by placing any political material within an employee's pay envelope.

### Time Away From Appian

#### Leave for Victims of Domestic Violence (New York City)

The Company will provide reasonable accommodations to employees working in New York City who are victims of domestic violence, unless providing the accommodation would cause an undue hardship on the Company's business.

The Company may request that an employee provide proof that he or she is a victim of domestic violence, such as documentation from a victim's services agency, lawyer, clergy, medical provider, court or the police.

Employees who wish to request an accommodation under this policy should contact their Human Resources representative.

The Company will not refuse to hire, terminate or discriminate against any employee because the employee is, or is perceived to be, a victim of domestic violence, sex offenses or stalking.

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## North Carolina State Supplement

This supplement contains specific provisions that apply to Appian's North Carolina employees. It is incorporated into the Employee Handbook. All capitalized terms not defined in this supplement have the meanings ascribed to them in the Employee Handbook. Any conflict between this supplement and the Employee Handbook shall be settled in favor of the provision most generous to the employee.

### Time Away From Appian

#### School Activities Leave

Each employee who is a parent or guardian of a school-aged child is entitled to up to four (4) hours per year of unpaid leave so that the employee may attend or otherwise be involved at such child's school. Salaried, exempt employees may be paid for such time, as required by law. You must provide your supervisor with 48 hours advance written notice prior to taking leave, if practicable. Upon your return to work you must provide your supervisor with verification of that the leave was taken for a qualifying reason under this policy.

#### Leave for Victims of Domestic Violence

An employee may take reasonable unpaid time off from work to obtain relief under the domestic violence laws or civil no-contact laws including but not limited to instituting a civil action, obtaining a protective order or obtaining emergency assistance. Salaried, exempt employees will be paid as required by law.

Except in cases of emergency, an employee needing domestic violence leave must provide his or her supervisor with at least 48 hours of advance notice. Upon your return to work, you must also provide your supervisor with a certification of the purpose of the leave in the form of a letter from a volunteer services organization, police report, court record, or other corroborating document verifying that you took leave for a qualifying reason under this policy.

#### Leave for Voluntary Emergency Responders

The Company will provide unpaid leave to employees who are active volunteer firefighters, fire police, or members of a volunteer ambulance service or rescue squad for time the employee is late arriving to work or absent from work as a result of responding to a fire or ambulance call prior to regular hours of employment. Employees must make every effort to notify their supervisors that they may report to work late or be absent from work in order to respond to an emergency call prior to the employee's regular hours of employment.

The Company may require an employee to submit a written statement from the chief executive officer of the volunteer fire company, ambulance service, or rescue squad, documenting the time of the call and the employee's presence at the scene.

#### Voluntary Emergency Services Leave

Employees who are members of a volunteer fire department, rescue squad, or emergency medical services agency, called into service of the state in certain emergency situations, are eligible for unpaid leave. Salaried, exempt employees may be paid for such time, as required by law. Employees may choose to use accrued PTO time during the leave. Requests to take volunteer emergency services leave must be made in writing to the Company by the Director of the Division of Emergency Management or by the head of a local Emergency Management Agency. Volunteer Emergency Services leave is not available to employees who have been certified by the Company to the Director of the Division of Emergency Management, or to the head of a local Emergency Management Agency, as essential to the Company's own on-going emergency or disaster relief activities.

The Company will not discriminate against any employee who has been injured in the line of duty as a volunteer firefighter, fire police officer, or member of a volunteer ambulance service or rescue squad or who has received workers' compensation benefits as a result of such an injury.

### **Military Leave**

In addition to the benefits listed above, and those available in the Employee Handbook, employees in North Carolina may use available Paid Leave time during any period of active service with the National Guard. The choice to use paid Paid Leave time is solely within the employee's discretion.

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## Ohio State Supplement

This supplement contains specific provisions that apply to Appian's Ohio employees. It is incorporated into the Employee Handbook. All capitalized terms not defined in this supplement have the meanings ascribed to them in the Employee Handbook. Any conflict between this supplement and the Employee Handbook shall be settled in favor of the provision most generous to the employee.

### Safety & Security Policies & Procedures

#### Cell Phone Use / Texting While Driving

As is set forth in the Handbook, the Company prohibits employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes or driving a company-owned vehicle. Employees should also be aware that using a handheld electronic wireless communications device to write, send or read a text-based communication is a violation of Ohio law, in addition to being a violation of Company policy.

### Time Away From Appian

#### Voluntary Emergency Responder Leave

Employees who serve as volunteer firefighters or volunteer providers of emergency medical services may arrive late to work or be absent from work in order to respond to an emergency occurring prior to the employee's reporting time. For purposes of this policy, responding to an emergency includes going to, attending to, or coming from a fire, hazardous or toxic materials spill and cleanup, medical emergency or other situation that poses an imminent threat of loss of life or property to which the fire department or provider of emergency medical services has been or later could be dispatched.

Time off under this policy will be without pay, except that exempt employees may be paid for partial day absences, as required by law.

Employees must submit a written notification to Human Resources within 30 days of being certified as a volunteer firefighter or volunteer emergency services provider and must provide notice of any change in their status as a volunteer.

Employees must make every effort to notify the Company when they will be late to work or absent from work to provide emergency services. If notification is not possible, employees must provide the Company with a written explanation from the chief of the volunteer fire department or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical service organization with which the employee serves, to explain why prior notice was not given.

Employees who take time off to respond to an emergency may be required to provide a written statement from the chief of the volunteer fire department or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical service organization, stating that the employee responded to an emergency and listing the time and date of that response.

#### Crime Victim Leave

Eligible employees who are crime victims or family members of crime victims may take time off from work to participate, upon the prosecutor's request, in preparation for a criminal or delinquency proceeding or for attending such a proceeding in response to a subpoena where attendance is reasonably necessary to protect a crime victim's interests.

Employees are eligible for time off under this policy if they are: (1) the victim of the crime at issue in the proceeding; (2) the spouse, child, stepchild, sibling, parent, stepparent, grandparent or other relative of a victim of the crime at issue in the proceeding; or (3) a representative of the crime victim.

Employees who are the victims of, or represent a victim of, an act for which a child has been committed to the legal custody of the department of youth services, will not be terminated, disciplined or otherwise retaliated against for participating in a hearing before the release authority pertaining to the release of the child.

Employees will not be eligible for leave under this policy if they are charged with, convicted of or adjudicated to be a delinquent child for the crime or delinquent acts against the victim or another crime or delinquent act arising from the same episode or conduct.

Time off under this policy will be without pay except that exempt employees will not incur any reduction in pay for a partial week's absence for leave to appear as a witness.

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## Pennsylvania State Supplement

This supplement contains specific provisions that apply to Appian's Pennsylvania employees. It is incorporated into the Employee Handbook. All capitalized terms not defined in this supplement have the meanings ascribed to them in the Employee Handbook. Any conflict between this supplement and the Employee Handbook shall be settled in favor of the provision most generous to the employee.

### Personnel Files

#### Access to Personnel Files

Employees may inspect their own personnel file in the presence of a Company official in accordance with the procedure in the main Employee Handbook. In addition, once a year an employee may designate, in writing, an agent to inspect his or her records. All inspections will take place at reasonable times during regular business hours.

Records subject to inspection include the following to the extent maintained by the Company: applications for employment, wage or salary information, notices of commendation, warning or discipline, authorizations for deductions or withholdings of pay, fringe benefit information, leave records, employment history with the Company and performance evaluations. The following records are not subject to inspection: records relating to the investigation of a possible criminal offense, letters of reference, documents that are being developed or prepared for use in civil, criminal or grievance procedures, medical records, information used by the Company to plan for future operations.

Employees wishing to review their personnel file should submit a written request to the HR Department or the HR Director. To assist the Company in providing you with the correct records, the written request should indicate the purpose for which the inspection is requested or the particular records you wish to inspect.

### Time Away From Appian

#### Leave for Victims of Crime

An eligible employee may take time off from work, without pay, to comply with a subpoena or other court order to serve as a witness in a criminal proceeding, or to attend a criminal proceeding.

An employee is eligible for time off under this policy if he or she: (1) is the victim of the crime at issue in the proceeding; (2) is related to the victim within the third degree of consanguinity or affinity; (3) is in a common-law relationship with the victim; or (4) resides in the same household with the victim. An employee who is the alleged offender is not eligible for time off under this policy.

An employee in the City of Philadelphia who is the victim, or the family member or household member of a victim, of domestic or sexual violence is entitled to up to 8 weeks of leave during any 12-month period to seek medical attention, obtain services from a victim services organization, obtain psychological or other counseling, participate in safety training, relocating, or seeking legal assistance including preparing for or participating in any legal proceeding relating to the violence. Employees who are also eligible for the federal Family and Medical Leave Act may not exceed 12 weeks of total leave within the same 12-month period. Leave may be taken intermittently or on a reduced work schedule.

Employees must provide 48 hours' notice of the intent to take leave when practicable. In the event of an unscheduled absence, employers may not take any adverse action if the employee provides certification of the leave within a reasonable amount of time. Employers may request certification of any leave taken, and it must include a sworn statement along with one of the following:

- ❖ documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or

household member has sought assistance in addressing domestic or sexual violence or the effects of the violence; or

- ❖ a police or court record; or
- ❖ other corroborating evidence.

Employees will not lose any accrued benefits during the leave, and health benefits will be maintained. An employee may choose to use any available Paid Leave.

Every employer in the City must post in a conspicuous place, a copy of the law as provided by the city.

### **Leave for Voluntary Emergency Responders**

The Company will provide unpaid leave to employees who are active volunteer firefighters, fire police, or members of a volunteer ambulance service or rescue squad for time the employee is late arriving to work or absent from work as a result of responding to a fire or ambulance call prior to regular hours of employment. Employees must make every effort to notify their supervisors that they may report to work late or be absent from work in order to respond to an emergency call prior to the employee's regular hours of employment.

The Company may require an employee to submit a written statement from the chief executive officer of the volunteer fire company, ambulance service, or rescue squad, documenting the time of the call and the employee's presence at the scene.

The Company will not discriminate against any employee who has been injured in the line of duty as a volunteer firefighter, fire police officer, or member of a volunteer ambulance service or rescue squad or who has received workers' compensation benefits as a result of such an injury.

### **Military Leave**

In addition to the military leave rights set forth in the main Employee Handbook, Pennsylvania employees who serve in the military are entitled to the protections of the Pennsylvania Military Leave of Absence Act (the Pennsylvania Act). Under the Pennsylvania Act, the Company will grant an unpaid leave of absence to any employee who is: (1) drafted into or enlists in active military service at the time of war, armed conflict or emergency proclaimed by the Governor or President of the United States; (2) a member of the reserve components of the armed forces who is called to active duty by the United States, or (3) a member of the Pennsylvania National Guard who is called to active duty by the Governor or his or her designee. A military leave granted under this policy will generally expire 90 days after expiration of the period of military duty unless federal law provides for a longer period of leave. However, a military leave granted to an employee ordered to active state duty or special state duty as a member of the Pennsylvania National Guard will expire 30 days after the expiration of the period of state duty. An employee may return to employment prior to the expiration of a leave upon notifying the Company of his or her desire and availability to return.

The Company will continue health insurance and other benefits during the first 30 days of military duty served by a member of the Pennsylvania National Guard, or a member of any reserve component called or ordered into active duty, other than active duty for training. At the end of the first 30 days, the employee will be given the option of continuing health insurance and other benefits at his or her own expense at the rate paid by the Company.

Upon return from leave an employee will be restored to his or her prior position, or a position of like seniority, status and pay. If, however, an employee is not qualified to perform such positions due to disability sustained during duty, the Company will restore the employee to another position that he or she is qualified to perform, if any, that will provide him or her with like seniority, status and pay, or nearest approximation therefore, unless the Company's circumstances have changed making it impossible or unreasonable to do so. An employee who is separated from service due to an undesirable, bad conduct or dishonorable discharge generally will not be entitled to benefits under the Pennsylvania Act.

This policy, and the military leave policy set forth in the main Employee Handbook, are intended to grant military leave in accordance with the requirements of applicable state and federal law in effect at the time a leave is granted. No greater or lesser leave benefits will be granted than those set forth in these laws. In all cases, employees will be eligible for the most generous benefits available under applicable law except that state law will not apply where it is invalid due to federal benefit law preemption.

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## Tennessee State Supplement

This supplement contains specific provisions that apply to Appian's Tennessee employees. It is incorporated into the Employee Handbook. All capitalized terms not defined in this supplement have the meanings ascribed to them in the Employee Handbook. Any conflict between this supplement and the Employee Handbook shall be settled in favor of the provision most generous to the employee.

### Employment Policies

#### Immigration Law Compliance

The Tennessee Lawful Employment Act requires all employers in Tennessee to demonstrate that they are hiring and maintaining a legal workforce either by:

- ❖ Enrolling and verifying the employment eligibility of all newly hired employees through the E-Verify program; or
- ❖ Requesting all newly hired employees to provide one of the following identity and employment authorization documents:
  - A valid Tennessee driver's license or photo identification
  - A valid driver's license or photo identification from another state where the license requirements are at least as strict as those in Tennessee
  - A birth certificate issued by a U.S. state, jurisdiction or territory
  - A U.S. government issued certified birth certificate
  - A valid, unexpired U.S. passport
  - A U.S. certificate of birth abroad
  - A certificate of citizenship
  - A certificate of naturalization
  - A U.S. citizen identification card
  - A lawful permanent resident card
  - Other proof of employee's immigration status and authorization to work in the United States

### Work Policies & Procedures

#### Meal and Rest Periods

Employees are required to take a thirty (30) minute meal break if scheduled to work six (6) consecutive hours, except in workplace environments that by their nature of business provide ample opportunity to take an appropriate meal break. Such break may not be scheduled before or during the first hour of work.

### Time Away From Appian

#### Leave for Volunteer Firefighters and Volunteer Rescue Squad

Any employee who serves as a volunteer firefighter or a volunteer rescue squad worker may take time off, without pay, to respond to an emergency that occurred prior to the time the employee was scheduled to report to work. The employee must make a reasonable effort to notify the Company that he or she will be absent or late to work.

Active volunteer firefighters may be permitted to leave work in order to respond to fire calls during the employee's regular hours of employment without loss of pay, vacation time, sick leave or earned overtime accumulation. The employee may be permitted to take off the next scheduled work period within 12 hours following such response as a vacation day or sick leave day without loss of pay if the employee assisted in fighting the fire for more than four hours. If the employee is not entitled to a vacation day or sick leave, then the employee may take the time off without pay.

Any employee who is an active volunteer firefighter and who worked for more than four hours the prior day or night as a volunteer firefighter in an emergency may be permitted to take off the next scheduled work period within 12 hours following such emergency as a vacation day or sick leave day without the loss of pay. If the employee is not entitled to a vacation day or sick leave, then the employee may take the time off without pay.

In addition, the employee must provide Appian with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency and listing the time and date of the emergency.

### **Time Off to Vote**

When necessary, eligible employees may take up to three (3) hours off of work to vote in an election in Tennessee. Appian may specify the hours during which the employee may be absent.

All employees are eligible for leave under this policy, except those whose work hours begin three (3) hours or more after the polls in the county where the employee reside open, or whose work hours end three (3) hours or more before the polls close. In addition, to be eligible for time off under this policy, the employee must apply for the absence before twelve o'clock (12:00) noon on the day preceding the election. Leave taken to vote is paid leave.

Employees who choose to take time off from work to vote in compliance with the terms of this policy will not be subjected to any penalty or reduction in pay for such absence.

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## Texas State Supplement

This supplement contains specific provisions that apply to Appian's Texas employees. It is incorporated into the Employee Handbook. All capitalized terms not defined in this supplement have the meanings ascribed to them in the Employee Handbook. Any conflict between this supplement and the Employee Handbook shall be settled in favor of the provision most generous to the employee.

### Safety & Security Policies & Procedures

#### Weapons

Notwithstanding the Company's policy against the possession of weapons on Company premises, as set forth in the Employee Handbook, any of the foregoing restrictions, the Company does not prohibit employees who lawfully possess firearms or ammunition from storing their firearms or ammunition inside their locked, privately owned vehicles in parking lots or other parking areas provided by the Company. Such lawfully possessed firearms and ammunition may not be removed from the employee's personal vehicle or displayed to others. To the extent that parking lots or other parking areas utilized by employees are not owned by the Company, the owners of such parking lots may have additional rules that impact the storage of firearms and ammunition. In such situations, employees must comply with the rules of both the Company and the property owner, in keeping with applicable law.

Any employee who violates this policy is subject to disciplinary action up to and including termination of employment. A visitor who violates this policy may be removed from the property and reported to authorities. This policy does not apply to law enforcement personnel or security personnel who are engaging in official duties.

The Company reserves the right at any time and at its discretion to search all company-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to disciplinary action up to and including termination.

If you have any questions regarding this policy please contact your supervisor or a Human Resources representative.

### Time Away From Appian

#### Military Leave

Employees, who are called by the Governor to active state duty as members of the Texas National Guard or state militia, are entitled to the same rights, privileges, benefits and protections as employees called to action to serve in the United States military. Accordingly, employees called to active state duty in Texas are entitled to a leave of absence in accordance with the Military Leave Policy set forth in Appian's Employee Handbook.

#### Political Leave

The Company will not terminate or otherwise discriminate against an employee who takes a leave from work in order to attend a precinct convention or attend a county, district, or state convention as a delegate. Such leave is unpaid.

#### Time Off to Appear in Court

Employees may take time off from work, without pay, for the following reasons:

- ❖ To attend juvenile court proceedings when required to do so as the parent or guardian of the juvenile.
- ❖ To comply with a valid subpoena to appear at a civil, criminal, legislative or administrative proceeding.

An employee who gives the Company notice of his or her intention to return to work after being released from a subpoena or attending a juvenile proceeding will usually be returned to his or her same employment. Reemployment may be denied, however, if the Company's circumstances have changed making reemployment impossible or unreasonable.

#### **Participation in Emergency Evacuation**

No employee will be terminated or subjected to adverse employment action for leaving work in order to participate in a general public evacuation ordered under an emergency evacuation order.

An "emergency evacuation order" is an official statement issued by the governing body of the state or of a political subdivision of the state recommending the evacuation of all or part of the population of an area stricken or threatened with a disaster.

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## Virginia State Supplement

This supplement contains specific provisions that apply to Appian's Virginia employees. It is incorporated into the Employee Handbook. All capitalized terms not defined in this supplement have the meanings ascribed to them in the Employee Handbook. Any conflict between this supplement and the Employee Handbook shall be settled in favor of the provision most generous to the employee.

### Work Policies & Procedures

#### Employee Data Privacy Policy

The Company will provide notice to all impacted employees and individuals who reside in Virginia if at any time there is a breach of security or unauthorized access to or acquisition of electronic files, media, databases or computerized data containing un-redacted or unencrypted medical or personal information of any employee or other individual residing in Virginia.

### Time Away From Appian

#### Election Officer Leave

Employees may take unpaid leave to serve as an officer of election (a person appointed by an electoral board to serve at a polling place for any election), provided the employee provides reasonable notice of the need for leave. You should provide notice of the need for such leave to your supervisor. Time off for election officer leave will be unpaid except that exempt employees will not incur any reduction in pay for a partial week of absence due to election officer leave.

You must provide verification from a representative of the electoral board of having served as an officer of election to your supervisor as soon as possible after you have returned from leave. You will be expected to report or return to work for the remainder of your work schedule on any day you are dismissed from your duties as an officer of election. However, employees who serve as officers of election who serve for four or more hours, including travel time, on the day of election service are not required to return to work to start any shift that begins on or after 5:00 p.m. on the day of service or begins before 3:00 a.m. on the day following the day of service.

It is against Company policy to discharge or take any adverse employment action against an employee as a result of election officer leave. No employee will be required to use sick leave or vacation time for election officer leave.

#### Military Leave

Members of the state military forces, including the Virginia National Guard, the Virginia State Defense and naval militia, are entitled to the same leave and reemployment rights as those provided under the federal Uniformed Services Employment and Reemployment Rights Act ("USERRA").

An employee who voluntarily leaves employment with Appian to accompany his or her spouse to the location of the spouse's new duty assignment will not be disqualified from receiving unemployment benefits if:

- ❖ The spouse is on active military duty;
- ❖ The relocation is directed by a permanent change of station order;
- ❖ The new location is not readily accessible from the employee's place of employment; and
- ❖ Except for members of the Virginia National Guard relocating to a new assignment within the state, the spouse's new assignment is located in a state that, by statute, does not deem a person accompanying a military spouse as leaving work voluntarily without good cause (i.e., has a similar statute).

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### Australia Country Supplement

Appian recognizes that the laws and customs of employment in Australia differ from those in the United States and, accordingly, that Appian's employees in Australia should be governed by a different set of workplace rules. Accordingly, the following specific workplace rules and policies apply to Appian Australia employees. In the case of a conflict between Appian's general Employee Handbook and this Appendix, this Appendix will control. If there is an issue covered by Appian's general Employee Handbook but not covered in this Appendix, you should rely upon Appian's general Employee Handbook.

Appian's Code of Business Ethics and Conduct Policy, Employment and Confidentiality Agreement Policy, Anti-Harassment and Nondiscrimination Policy, Outside Employment Policy, Client and Other Third Party Data Policy, Computer, Email, and Internet Use Policy, Social Media Policy, and Drug-Free Workplace Policy expressly apply to all Appian Australia employees and should be considered part of Appian Australia's workplace rules and policies.

PLEASE NOTE: The laws of Australia are extensive and generous with respect to the amount of leave, severance and holidays afforded to employees. As an employee of Appian in Australia, you will be afforded the benefits of these laws, which may exceed those of your fellow Appian employees in the United States in some instances. Likewise, because of the differences in laws, Appian's policies may also be more generous in the U.S. in some instances.

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### Compensation and Payroll

The initial compensation of each Appian employee who works in Australia will be set forth in their individual employment agreement with Appian, and will be revised per the process set forth in that agreement and in the general Employee Handbook.

Appian employees in Australia are paid monthly for the current month's work. Payment is made on the last business day of each month. Please refer to the general Employee Handbook for further guidance on payroll and expense reimbursement.

Appian will withhold and make all required payroll/income tax and social insurance payments to the Australia government.

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### Holidays and Leave

#### Public holidays

Appian's Australia offices will be closed on the following paid national public holidays:

- New Year's Day: 1 January
- Australia Day: 26 January
- Good Friday: March/April (varies)
- Easter Monday: March/April (varies)
- Anzac Day: 25 April
- Christmas Day: 25 December
- Boxing Day: 26 December

In addition, Appian's Offices will be closed in recognition of the following state holidays:

- Queen's Birthday: 13 June (Sydney Office)/First Monday of October (Brisbane Office)
- Labour Day: First Monday of October (Sydney Office)/ First Monday of May (Brisbane Office)
- Royal Queensland Show holiday (Brisbane Office): August (varies)

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### **Annual Leave**

Appian's Australian employees are entitled to a minimum amount of paid holiday leave under the law of Australia. Under Australian law, full-time employees are entitled to a minimum four weeks of paid annual leave per year. If an employee is employed for only part of the year, they acquire a proportionate amount of annual leave. Annual leave will accrue during periods of unpaid leave.

Appian reserves the right to grant additional paid annual leave to employees at its discretion or upon agreement with an employee. Any unused annual leave in a calendar year will roll over to the next calendar year.

Accrued but untaken annual leave will be paid out on termination of employment.

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### **Personal Leave / Carer's Leave**

Under Australian law, each Appian Australia employee is entitled to 10 days per year of personal/carer's leave. An employee may take paid personal/carer's leave if (a) they are unfit for work because of their own personal illness or injury (including pregnancy-related illness), or (b) to provide care or support to a member of their immediate family or household because of a personal illness, injury or unexpected emergency affecting the household member. If the period of leave includes a public holiday, an employee is not paid personal/carer's leave for that holiday.

In addition to paid carer's leave, an employee is entitled to two days of unpaid carer's leave for each occasion when a member of the employee's immediate family or household requires care or support because of a personal illness, injury, or an unexpected emergency. An employee may take unpaid carer's leave for each occasion as a single continuous period of up to two days, or any separate periods to which the employee and his or her employer agree. An employee cannot take unpaid carer's leave during a particular period if the employee could instead take paid personal/carer's leave.

Appian Australia employees must provide notice that they will be taking personal or carer's leave as soon as is practicable.

Appian Australia is entitled under Australian law to request evidence that would substantiate the reason for leave. A failure to either provide notice or, if reasonably required, evidence substantiating the need for the leave, means the employee is not entitled to the leave.

Appian Australia employees are not entitled to cash out unused personal or carer's leave.

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### **Compassionate Leave**

An Appian Australia employee is entitled to two days of paid compassionate leave to spend time with a member of their immediate family or household who has sustained a life-threatening illness or injury. Compassionate leave may also be taken after the death of a member of the employee's immediate family or household. An employee may take

compassionate leave for each occasion as: (a) a single continuous two day period; (b) two separate periods of one day each; or (c) any separate periods to which Appian Australia agrees.

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### **Community Service Leave**

Under Australian law, Appian Australia is required to offer all employees leave for jury service or voluntary emergency management activity. Any employees seeking to take Community Service Leave should inform their manager and Appian HR of their need to take such leave as soon as is practicable, as well as the period or expected period of the leave. Appian Australia reserves the right to request evidence that the employee is entitled to the leave. Except for the “Make up Pay” for the first 10 days of jury service, all Community Service Leave will be unpaid. An Appian Australia employee may use his or her paid annual leave during a Community Service Leave period.

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### **Long Service Leave**

Appian Australia offers its employees Long Service Leave consistent with the Australian state in which the employee resides. In general, Australian state law provides employees with two months (8.33 weeks) of Long Service Leave after 10 continuous years of service to Appian, with the opportunity to earn additional Long Service Leave thereafter. The amount of Long Service Leave that accrues after 10 years of continuous service varies from state to state.

Appian Australia may agree to allow employees to take Long Service Leave in multiple periods, but state law may limit the number of periods in which the leave may be taken. Long Service Leave must be taken away from the office and cannot be “cashed out.”

When an employee becomes eligible for Long Service Leave, Appian Australia and the employee will come to an agreement as to when Long Service Leave will be taken.

Appian Australia reserves the right to direct an employee to take Long Service Leave at a particular time with at least three months’ written notice, if it cannot reach an agreement with an employee about when Long Service Leave is to be taken.

Based on the state in which an employee resides, an employee may be entitled to compensation for their Long Service Leave if their employment is terminated prior to 10 years of continuous service.

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## **Parental Leave and Pay**

### **Unpaid Parental leave**

Appian Australia employees may take unpaid parental leave under Australian law upon the birth of a child or the adoption of a child under the age of 16. Appian Australia employees are eligible for up to 12 months of unpaid parental leave if

- (a) They have worked for Appian Australia for at least 12 months prior to the date of the birth of the child or the child is adopted; and
- (b) Are the primary caregivers for the newly born or adopted child

Per the Australian Department of Human Services, “primary carer” is defined as “the person who most meets the child’s physical needs. This is usually the birth mother of a newborn or the initial primary carer of an adopted child.”



In addition, employees adopting children may take up to 2 days of unpaid pre-adoption leave related to the adoption of the child. Appian requires that employees use all available paid annual leave before using pre-adoption unpaid leave.

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### **Paid Parental Leave**

The Australian government provides for up to 18 weeks of Paid Parental Leave at the national minimum wage (as of March 2016, \$657 per week) to primary carers of a newborn or recently adopted child for employees meeting certain eligibility requirements. To be eligible for parental leave pay, an employee must:

- (a) Be the primary carer of a newborn or newly adopted child.
- (b) Meet the work test, i.e., have worked 10 of the 13 months prior to the birth or adoption of the child.
- (c) Be an Australian resident during the period of leave
- (d) Have earned less than \$150,000 in adjusted taxable income in the year prior to the birth or adoption
- (e) Actually be on leave and not working.

Employees on Paid Parental Day are entitled to up to 10 “Keeping in Touch” days during their Paid Parental Leave period in which they work at least one hour in the day on a paid basis, provided that Keeping In Touch days cannot occur prior to two weeks after the birth or adoption of the child.

Australian Law also provides two weeks “Dad and Partner Pay” for individuals who are not the primary carers of newborn or adopted children but are the fathers of newborn or adopted children or the partners of primary carers of newborn or adopted children. The Australian government pays 2 weeks of pay at the statutory minimum wage as Dad and Partner Pay provided that an employee meets the eligibility requirements:

- (a) Be a “Dad” or “Partner” (biological father of child, partner of birth mother, adopting parent or partner thereof, parent in a surrogacy arrangement or partner thereof, or same-sex partner of the birth mother or biological father).
- (b) Provide care for a newborn or recently adopted child
- (c) Meet the work test, i.e., have worked 10 of the 13 months prior to the birth or adoption of the child.
- (d) Have earned less than \$150,000 in adjusted taxable income in the year prior to the birth or adoption
- (e) Be an Australian resident
- (f) Actually be on leave and not working

Dad and Partner Pay must be taken in one continuous block.

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### **Supplemental Parental Leave Pay**

Appian Australia provides supplemental parental leave pay for those employees who have been employed by Appian Australia for at least 12 months prior to the birth or adoption of a child.

During the first twelve weeks of Paid Parental Leave for Appian Australian employees **who give birth**, Appian Australia will pay the difference between the Paid Parental Leave offered by the Australian government and the employee’s full salary.

For Appian employees adopting children, are partners of a newly adopted child, or non-primary carers of newborn children, Appian Australia will pay the difference between the Paid Parental Leave or Dad and Partner Pay offered by the Australian government and the employee’s full salary during the first two weeks of such parental leave.

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## Flexible Working Policy

Employees who have worked for Appian Australia are entitled to make requests for flexible working arrangements under Australian law if they fall into one of six categories:

- (a) A parent of, or have responsibility for, a child who is school aged or younger
- (b) A “carer”, i.e., someone who (other than for pay) who provide personal care, support and assistance to another individual in need of support due to disability, medical condition, including terminal or chronic illness, mental illness or is frail and aged
- (c) Someone with a disability
- (d) 55 years of age or older
- (e) Someone experiencing family or domestic violence
- (f) Someone providing care or support to a member of their householder or immediate family who requires support because of family or domestic violence

Employees eligible to make flexible working arrangement requests must make their requests in writing setting forth their eligibility for making the request, the nature of their flexible work request, and the reasons for the change in working arrangements requested.

Appian Australia will consider all written requests for flexible working arrangements and will provide a written response to the request within 21 days either granting or refusing the request or suggesting alternative arrangements. Appian will only refuse a request on reasonable business grounds.

Each flexible working request will be assessed by Appian on a case by case basis and there is no guarantee that a request will be granted. Particular factors that will be relevant when considering a flexible working request may include:

- (a) any cost and/or disruption to the business;
- (b) length of service of the employee;
- (c) special qualifications, experience or skills of the employee;
- (d) particular role and responsibilities of the employee and nature of the area of work;
- (e) previous job performance;
- (f) degree of client contact and relationship with client(s);
- (g) supervision or management responsibilities of the employee;
- (h) impact and attitude of manager and other relevant staff;
- (i) alternative arrangements proposed by way of workload distribution and utilization of other employees.

Flexible working arrangements may be reviewed by Appian Australia from time to time and necessary adjustments may be made according to business requirements. Appian Australia may terminate or vary any flexible working arrangement in consultation with the employee.

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## Dismissal

Under the law of the Australia, employees who have completed six months of employment and earn less the statutory maximum (currently AUS \$136,700 per year excluding commissions, bonuses, reimbursements and superannuation contributions) may not be dismissed without their consent unless Appian Australia has a valid reason to do so. In the event that Appian desires to dismiss an employee in the Australia without that employee’s consent, Appian Australia will follow all requirements related to such dismissal. Employees may also be dismissed by mutual consent.

### **Dismissal with Proper Cause**

Appian Australia may dismiss an employee with a valid reason upon notice to the employee. Some of the reasons that constitute a valid reason include the following:

- Redundancy
- For poor performance in their job
- For serious employee misconduct
- Repeated violations of Appian policies or repeated employee misconduct.
- Completion of the specified employment term, the specified task, or the season

Prior to dismissing an employee for a reason other than redundancy or serious misconduct, Appian Australia will provide the employee with written warnings of the conduct or performance that could lead to dismissal. If Appian Australia determines that an employee is to be dismissed, Appian Australia will provide the employee with the reason(s) for dismissal.

Appian Australia will take into account all relevant evidence before making the decision to dismiss an employee and will give the employee being dismissed an opportunity to respond to any allegations against them, and will provide the employee with sufficient detail of the matters that form the basis for dismissal. Appian Australia will also take into account an employee's length of service, employment record, and personal circumstances when making the decision whether to dismiss an employee. If the employee desires, he or she may have a support person present at any meetings related to the dismissal of the employee.

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### **Notice of Dismissal**

Unless they are summarily dismissed or dismissed as a result of redundancy, employees who have been employed by Appian Australia that are terminated on the initiative of Appian Australia will receive advance notice of their termination. Appian will provide the minimum period of notice required by law:

Length of Employment	Amount of Notice
1 year or less	1 week
More than 1 year but less than 3 years	2 weeks
More than 3 years but less than 5 years	3 weeks
More than 5 years	4 weeks

Employees employed for specific tasks, seasons or specified periods of time are not entitled to notice of termination if they are terminated upon completion of the specified tasks, season, or specified periods of time.

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### **Redundancy Pay**

Appian Australia employees terminated as a result of redundancy will receive the amount of redundancy pay required by law. Redundancy pay does not include incentive-based payments, bonuses, monetary allowances, or any other compensation not related to ordinary hours worked. In the event an employee is terminated as a result of a redundancy, Appian will inform them as to the amount of redundancy pay they will be receiving at the time they are provided notice.

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### **Summary Dismissal**

Appian Australia reserves the right to dismiss an employee in the Australia on a summary basis (i.e., immediately and without warning) for serious misconduct. Serious misconduct includes, but is not limited to, theft, fraud, breach of confidentiality, commission of a serious crime, intentionally or despite warning destroying Appian property, acting violently towards another employee or a customer or threatening violence against an employee or customer, endangering other employees or customers, being under the influence of alcohol or a drug at work despite warning, refusal to come to work without providing good reason, and persistent failure to adhere to reasonable instructions given to the employee.

Notice of the reason or reasons for summary dismissal will be provided at the time of dismissal or as soon as is practicable thereafter. Employees subject to summary dismissal are not entitled to advance notice. Appian Australia reserves the right to suspend an employee pending investigation of serious misconduct.

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## Netherlands Country Supplement

Appian recognizes that the laws and customs of employment in the Netherlands differ from those in the United States and, accordingly, that Appian's employees in the Netherlands should be governed by a different set of workplace rules. Accordingly, the following specific workplace rules and policies apply to Appian Netherlands employees. In the case of a conflict between Appian's general Employee Handbook and this Appendix, this Appendix will control. If there is an issue covered by Appian's general Employee Handbook but not covered in this Appendix, you should rely upon Appian's general Employee Handbook.

Appian's Code of Business Ethics and Conduct Policy, Employment and Confidentiality Agreement Policy, Anti-Harassment and Nondiscrimination Policy, Outside Employment Policy, Client and Other Third Party Data Policy, Computer, Email, and Internet Use Policy, Social Media Policy, and Drug-Free Workplace Policy expressly apply to all Appian Netherlands employees and should be considered part of Appian Netherlands' workplace rules and policies.

PLEASE NOTE: The laws of the Netherlands are extensive and generous with respect to the amount of leave, severance and holidays afforded to employees. As an employee of Appian in the Netherlands, you will be afforded the benefits of these laws, which may exceed those of your fellow Appian employees in the United States in some instances. Likewise, because of the differences in laws, Appian's policies may also be more generous in the U.S. in some instances.

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### Compensation and Payroll

The initial compensation of each Appian employee who works in the Netherlands will be set forth in their individual employment agreement with Appian, and will be revised per the process set forth in that agreement and in the general Employee Handbook.

Appian employees in the Netherlands are paid monthly for the current month's work. Payment is made on the last business day of each month. Please refer to the general Employee Handbook for further guidance on payroll and expense reimbursement.

Appian will withhold and make all required payroll/income tax and social insurance payments to the Netherlands government.

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#### Holiday Allowance Payment

The Minimum Wage and Minimum Holiday Allowance Act (*Wet minimumloon en minimumvakantiebijslag*) of the Netherlands requires the payment a mandatory holiday allowance to employees working in the Netherlands. The holiday allowance is calculated under the law to be a minimum of 8 per cent (8%) of the employee's gross salary (exclusive of such holiday allowance). Appian employees in the Netherlands will receive their holiday allowance separately from their monthly salary and it will be stated separately on your payslip. Appian pays holiday allowances in equal installments with an employee's regular salary over the course of the year.

If an Appian Netherlands employee's gross compensation exceeds three times the minimum wage, Appian reserves the right to agree with the employee in writing that the employee is not entitled to 8% holiday allowance over the wage that exceeds three times the minimum monthly wage (or such other amount set by law), or that the employee will receive a holiday allowance lower than 8% of the employee's gross salary for the portion of that gross salary above three times the minimum wage.

Upon termination of an Appian Netherlands employee's employment, Appian will pay any remaining holiday allowance still owed to them as a part of their final salary payment.

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## Pension Scheme for Netherlands Employees

Appian will for the employee's benefit, contribute the equivalent of 6% of the employee's pensionable salary into a defined contribution plan nominated by Appian. The employee is required to participate and contribute 2% of the employee's pensionable salary into the scheme.

Details of the defined contribution plan will be subject to updating in light of changed legal or business requirements.

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## Holidays and Leave

### Public holidays

Appian's Netherlands office will be closed on the following paid public holidays:

- ❖ New Year's Day: 1 January
- ❖ Easter Monday: March/April (varies)
- ❖ King's Birthday: 27 April
- ❖ Ascension Day: May (varies)
- ❖ White Monday: May/June (varies)
- ❖ Christmas Day: 25 December
- ❖ Second Christmas Holiday (*Tweede Kerstdag*): 26 December
- ❖ Liberation Day (5 May) will be observed when it is an official holiday, every 5 years (next holiday: 2020)

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### Minimum Paid Holiday Leave Entitlement

Appian's Netherlands employees are entitled to a minimum amount of paid holiday leave under the law of the Netherlands. Under Netherlands law, an employee is entitled to a number of paid holiday leave days equal to four times the number of days the employee is expected to work per week (e.g., if the employee works a five-day week, the employee is entitled to twenty days of paid holiday leave). If an employee is employed for only part of the year, they acquire a proportionate amount of holiday. In the case of their full or partial incapacity to work because of sickness, employees still accumulate holiday in full.

Appian reserves the right to grant additional paid holiday leave to employees at its discretion or upon agreement with an employee. Full-time Appian Netherlands employees who have been employed for at least five years will receive twenty-five (25) days of holiday leave.

Appian Netherlands employees must take any accrued holiday leave within six months of the end of the calendar year in which they accrued such leave, otherwise such leave will expire. For example, statutory holiday leave accrued in 2016 will expire if untaken by 1 July 2017. This six month limitation period will not apply if an employee has not had a reasonable opportunity to take the statutory holiday leave accrued in the previous calendar year within the first six months of the next calendar year. The six month limitation only applies to statutory vacation days and not to any additional vacation days granted by Appian, which shall expire five years after the calendar year in which they have accrued.

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### Emergency leave (Calamiteitenverlof)

Appian Netherlands employees are entitled by Netherlands law to "emergency leave." Emergency leave is leave you can take when you suddenly and unexpectedly need to take time off, for example when the water mains in your house burst. The period should be reasonable, meaning that the length of the leave depends on why it is needed. In some cases a few hours will be enough, in other cases you might need a few days. During the emergency leave Appian will continue to pay your salary. Appian employees taking emergency leave should keep their managers informed concerning the need for such emergency leave and the time of their probable return to work.

### **Short-term compassionate leave (Kortdurend zorgverlof)**

By law, Appian Netherlands employees are entitled to short-term compassionate leave if they have to care for a parent, a sick child (including foster children) who lives at home, or the employee's spouse or partner who lives with the employee. Short term compassionate leave applies only when the employee is the only person who is able to provide the care at that time. Unlike the employee's spouse/partner and child, it is not necessary for a parent or parents to live with the employee.

Appian employees in the Netherlands are entitled to no more than twice the number of hours they regularly work in a week for short-term compassionate leave every year. For example, if you work 40 hours a week, you can take up to 80 hours of short-term compassionate leave each year. During short-term compassionate leave, you will receive 70% of your regular salary for that period, up to the maximum daily wage (currently €199.95, for a maximum payment of €139.95 per day). Employees may use their Paid Holiday leave balances during their short-term compassionate leave if they wish to receive full pay during that leave.

Employees must inform their Appian manager (or Appian Human Resources) of their intention to take short-term compassionate leave, and their time of their probable return to work.

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### **Long-term compassionate leave (Langdurig zorgverlof)**

By law, Appian Netherlands employees are entitled to long-term compassionate leave when they are caring for a spouse, partner, child or parent who has a life-threatening illness.

Life-threatening means that the life of the person concerned is at a serious risk over a short term. Every year Appian Netherlands employees are entitled to a long-term compassionate leave for a period of up to twelve weeks, during which they are allowed to reduce the number of working hours to not less than half of normal. Employees will not receive any wages for the number of hours that they utilize for long-term compassionate leave. Employees may use their Paid Holiday leave balances during their long-term compassionate leave if they wish to receive full pay during that leave.

Employees must inform their Appian manager (or Appian Human Resources) of their intention to take long-term compassionate leave.

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### **Sick Leave and Disability**

Appian employees in the Netherlands are entitled to the benefits of the laws of the Netherlands regarding sick leave and disability. During an employee's illness, the law of the Netherlands provides that Appian will pay the employee 70% of their salary, up to the maximum daily wage (currently €199.95, for a maximum payment of €139.95 per day in sick leave pay). Employees are entitled to statutory sick pay during the first 104 weeks of their illness. After 104 weeks of illness, an employee may be entitled to an incapacity benefit. Employees may use their Paid Holiday leave balances during their sick leave if they wish to receive full pay during that leave.

During an employee's disability, Appian will at times have the right to verify the disability via a medical or ARBO service designated by Appian. An employee taking sick leave will be required to provide all information necessary to be able to establish the right to continued salary payments during illness.

Appian may require an employee who is sick or has a limited disability to carry out suitable work during such illness or disability.

Should an employee's illness or injury require rehabilitation or re-integration, Appian will work with the employee to establish a plan for such rehabilitation or re-integration. If the employee is no longer able to carry out their contracted

job role due to an illness or disability, Appian will explore whether there is another suitable employment opportunity within the company. Appian may hire a reintegration bureau for this task.

Appian will maintain all necessary reintegration files as required by law.

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## **Maternity and Paternity Leave**

### **Maternity Leave**

Under Netherlands law, pregnant workers are granted at least 16 weeks of paid maternity leave at 100% of their salary up to the maximum daily wage (currently €199.95) commencing six weeks before the expected birth date. During the first twelve weeks of paid maternity leave, Appian Netherlands will pay 100% of an employee's salary without regard to the maximum daily wage.

If the childbirth is overdue, the extra pre-natal maternity leave is not deducted from the overall maternity leave entitlement (for example, if an employee takes maternity leave 6 weeks before the expected birth date, and the child is born two weeks after the birth date, the employee is still entitled to 10 additional weeks of paid maternity leave).

Employees who wish to take maternity leave are required to consult with Appian Human Resources to determine the start date of the maternity leave. Provided, however, that pregnant employees are not allowed to work from 4 weeks before the expected birth date up until 42 days after they give birth to their child.

If the employee is sick preceding the maternity leave due to the pregnancy, she is also entitled to the sickness benefit of 100% of her salary (up to the maximum daily wage). Should an employee remain ill after the period of maternity leave, she has the right of sickness benefits for a year at 100% of her salary (up to the daily minimum wage).

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### **Paternity Leave**

Appian Netherlands employees are welcome to take the Appian two-week paternity leave as offered in the United States, as Netherlands law provides for a shorter paternity leave. Appian Netherlands employees will be paid their full salary during paternity leave. Employees who wish to take paternity leave are required to consult with Appian Human Resources to determine the start date of the paternity leave.

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### **Adoption Leave**

Under Netherlands law, parents who adopt new children are granted four weeks of adoption leave at 100% of their salary up to the maximum daily wage. Either parent may take adoption leave, but such leave must occur between two weeks before and sixteen weeks after the adoption. Appian Netherlands employees will be paid their full salaries without regard to the maximum daily wage during the first two weeks of their adoption leave.

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### **Parental leave**

Appian Netherlands employees who are parents are entitled to unpaid leave on a part-time basis for a continuous period of up to six months to care for a child under the age of 8 years. In order to be entitled to this leave, the employee must have worked for Appian for at least one year. Both parents are entitled to parental leave, on the same conditions and may take such leave either simultaneously or successively. The leave entitlement is based on the individual's working hours per week calculated over thirteen weeks. For example, an employee who works 40 hours is entitled to 20 hours leave per week. Appian reserves the right to approve or disapprove more flexible parental leave arrangements.



## Dismissal

Under the law of the Netherlands, employees who have completed a “trial period” may not be dismissed without their consent unless Appian has proper cause. In the event that Appian desires to dismiss an employee in the Netherlands without that employee’s consent, Appian will follow all requirements related to such dismissal.

Employees may be dismissed by mutual consent. In the event of dismissal by mutual consent, the employee has a “cooling off” period of fourteen days in which the employee can change their mind and revoke their consent to the dismissal.

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### **Dismissal with Proper Cause**

Appian may dismiss an employee with proper cause upon notice to the employee. Some of the reasons that constitute proper cause include the following:

- ❖ For (business) economic reasons, for example if a reorganization is taking place or Appian is closing down the Netherlands office or relocating the office to another country. It can also occur if Appian believes that it can no longer economically justify employing a portion of its staff in the Netherlands.
- ❖ If an employee does not perform well or is no longer suitable for the job (for a reason other than the employee’s illness). Prior to such a dismissal, the employee will be provided written notice of their lack of performance or lack of suitability for the job and provided time to improve their performance.
- ❖ If there is a conflict between Appian and employee and the relationship is beyond repair.
- ❖ If an employee has serious conscientious objections to their duties and Appian is not able to offer a different role or suitable work.
- ❖ Repeated violations of Appian policies.
- ❖ If an employee is long-term occupationally disabled (minimum of 2 years).

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### **Transitional Severance Pay**

Unless they are summarily dismissed, employees who have been employed by Appian in the Netherlands for at least two years who are dismissed with proper cause will be provided with transitional severance pay. The transitional severance pay will equal 1/6<sup>th</sup> of a month’s salary for each six months of the employee’s service up to ten years, and then 1/4<sup>th</sup> of a month’s salary for each six months of the employee’s service after ten years. The total amount of transitional severance pay may not exceed the higher of a full year’s salary or €75,000.

Appian and a dismissed employee may agree to apply a portion of the transitional severance payment to outplacement services, re-training, or other expenses that may assist the employee in becoming more employable after the dismissal.

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### **Summary Dismissal**

Appian reserves the right to dismiss an employee in the Netherlands on a summary basis (i.e., immediately and without warning) for an urgent cause. Summary dismissal may occur in the event that Appian reasonably cannot be expected to continue to employ the person being dismissed. Reasons for summary dismissal include, but are not limited to, theft, fraud, breach of confidentiality, commission of a serious crime, intentionally or despite warning destroying Appian property, acting violently towards another employee or a customer or threatening violence against an employee or customer, endangering other employees or customers, being under the influence of alcohol or a drug at work despite warning, refusal to come to work without providing good reason, and persistent failure to adhere to reasonable instructions given to the employee.

Notice of the reason or reasons for summary dismissal will be provided at the time of dismissal or as soon as is practicable thereafter.

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## United Kingdom Country Supplement

Appian recognizes that the laws and customs of employment in the United Kingdom differ from those in the United States and, accordingly, that Appian's employees in the UK should be governed by a different set of workplace rules. Accordingly, the following specific workplace rules and policies apply to Appian UK employees. In the case of a conflict between Appian's general Employee Handbook and this Appendix, this Appendix will control. If there is an issue covered by Appian's general Employee Handbook but not covered in this Appendix, you should rely upon Appian's general Employee Handbook.

Appian's Code of Business Ethics and Conduct Policy, Employment and Confidentiality Agreement Policy, Anti-Harassment and Nondiscrimination Policy, Outside Employment Policy, Client and Other Third Party Data Policy, Computer, Email, and Internet Use Policy, Social Media Policy, and Drug-Free Workplace Policy expressly apply to all Appian UK employees and should be considered part of Appian UK's workplace rules and policies.

PLEASE NOTE: The laws of the UK are extensive and generous with respect to the amount of leave, severance and holidays afforded to employees. As an employee of Appian in the UK, you will be afforded the benefits of these laws, which may exceed those of your fellow Appian employees in the United States in some instances. Likewise, because of the differences in laws, Appian's policies may also be more generous in the U.S. in some instances.

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### Place of Work

The Employee's primary place of work will be at 3<sup>rd</sup> Floor, 24 Martin Lane, London EC4R 0DR, or such other place within the United Kingdom as Appian may reasonably require.

In addition employees will be required to work at such other places as Appian UK may from time to time specify for the performance of the employee's duties.

If Appian UK requires an employee to change his/her residence, Appian UK will reimburse such removal and other incidental expenses as Appian UK considers reasonable in the circumstances. In addition, employees may be required travel to such parts of the world as Appian UK may direct or authorize. If Appian UK requires an employee to work outside the United Kingdom for a period of more than one month it will provide him/her with written details of any terms and conditions which may apply to that work and his/her return to the United Kingdom.

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### Right to Work in the UK

It is the policy of Appian to comply with the requirements of applicable immigration laws.

All employees' continued employment with the Company is conditional on having the right to work in the UK and the Company has a responsibility to prevent illegal working in the UK by checking that its employees have the right to work in the role in which they are employed. Employees will be asked to report to the HR Department before they start work and provide an original passport, Biometric Residence Permit or other original evidence of their right to work in the UK so that a copy can be taken, signed and dated and the expiration date (if applicable) logged so that appropriate follow-up checks can be carried out on expiry. Please ask the HR Department for clarification if you are unsure as to what documentation will confirm your right to work in the UK.

Following the initial pre-employment check:

- ❖ for British and EEA nationals and non-EEA nationals settled in the UK – no further right to work checks will be required;
- ❖ for those who have limited leave to remain in the UK, a follow-up check when the document produced expires will be required to ensure that the employee still has the right to work;

- ❖ for those who have a pending Home Office application which requires the employer to make a request to the Employer Checking Service (ECS) and obtain a Positive Verification Notice (PVN) – a follow up check will be required within 6 months of the date of the PVN and a further ECS check if necessary.

From 16 May 2014, students (Tier 4/student visa holders) working for the Company with a limited leave/ right to work in the UK during term time must also provide evidence of their academic term and vacation dates in the form of:

- ❖ printout from the education institution's website or other material published by the institution setting out its timetable for the course; or
- ❖ copy of a letter or email addressed to the student from their education institution confirming term time dates for the course; or
- ❖ letter addressed to the Company from the education institution confirming term time dates for the course. If the employee is sponsored by the Company under Tier 2 of the Point Based System, in order to fulfil his/her obligations as Tier 2 migrant and to enable the Company to also meet its responsibilities, please note that:
  - employment is conditional upon the Tier 2 sponsored employee meeting the sponsorship criteria and continuing to meet those criteria during employment; and
  - the Tier 2 sponsored employee must notify the HR Department of a change to their residential address, contact telephone numbers and immigration status as soon as possible and, in any event, within 5 working days of the change occurring.

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## Business Hours

The hours of the UK office are from 9 a.m. through 6 p.m. GMT. Unless otherwise excused, Appian UK employees are expected to be in the Appian office during business hours. Given the relationship between Appian UK and Appian in the United States, Appian expects that its employees may be occasionally required to work outside of normal business hours to communicate with personnel in the United States. Each employee's salary is intended to compensate the employee for this and other aspects of performing his or her duties with Appian UK that may require the employee to work beyond normal business hours. Appian UK's standard employment agreement contains a provision stating that their compensation includes payment for such work beyond normal business hours. An employee may terminate his or her agreement to that provision by giving three months' advance notice in writing to Appian's SVP of Human Resources.

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## Compensation and Payroll

The initial compensation of each Appian employee who works in the UK will be set forth in their individual employment agreement with Appian, and will be revised per the process set forth in that agreement and in the general Employee Handbook.

Appian employees in the UK are paid monthly for the current month's work. Payment is made on the last business day of each month. Please refer to the general Employee Handbook for further guidance on payroll and expense reimbursement.

Appian will withhold and make all required payroll/income tax and social insurance payments to the UK government.

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## Pension Scheme for UK Employees

As of 2016, Appian UK will be subject to new auto enrollment obligations which will require Appian UK to enroll all employees into a workplace pension scheme that meets certain statutory requirements. These requirements include minimum level of contributions that must be made by the Company and the employee.

Appian will contribute 4.5% of the employee's base salary into a workplace pension scheme nominated by Appian if the employee contributes 2% of base salary. The law stipulates that minimum employee contributions will increase in stages, and employees will be notified as these minimums change.

Details of the workplace pension scheme will be subject to updating in light of changed legal or business requirements. Appian will not make contributions to personal pension plans outside of the workplace pension scheme.

New Appian UK employees may join the workplace pension scheme on the first of the month following the completion of 45 days of service.

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## Holidays and Leave

### Public Holidays

Appian's UK office will be closed on the following paid public holidays:

- ❖ New Year's Day: 1 January
- ❖ Good Friday: March/April (varies)
- ❖ Easter Monday: March/April (varies)
- ❖ Early May Bank Holiday: May (varies)
- ❖ Spring Bank Holiday: May (varies)
- ❖ Summer Bank Holiday: August (varies)
- ❖ Christmas Day: 25 December
- ❖ Boxing Day: 26 December

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### Annual Leave

Consistent with UK law, Appian offers its UK employees paid Annual Leave (or holiday leave) to full time employees. For employees who have been employed by Appian UK for a period of less than 5 years, Appian UK offers a total of 31 days of Annual Leave. For employees who have been employed for 5 years or more, Appian UK offers a total of 33 days of Annual Leave. Appian UK includes the 8 days of holidays in each employee's paid Annual Leave (e.g., 23 days of flexible Annual Leave and 8 holidays for employees with less than 5 years at Appian UK). Annual leave begins to accrue upon an employee's first date of employment.

The "leave year" for all Appian UK employees shall begin on January 1 and end on December 31. Appian UK employees may carry over up to 7 days of accrued but unused Annual Leave into the New Year. Such carried over Annual Leave must be taken prior to taking the Annual Leave that accrues during the new leave year. Provided further, however, that Appian UK employees who are prevented from taking Annual Leave because they are on maternity leave or are on long-term sick leave may carryover additional Annual Leave to the next year and should contact Appian HR to determine the appropriate amount of Annual Leave they may carry over.

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### Sick Leave

Appian UK employees may take up to 10 fully paid sick days per calendar year. Employees must notify their supervisor as soon as practically possible if taking sick time. Appian UK employees may use their Annual Leave on days that they are sick. After three consecutive days of absence, Appian UK employees becomes eligible for Statutory Sick Pay.

An employee eligible for Statutory Sick Pay is required to inform Appian UK in writing that they are claiming Statutory Sick Pay within 3 days of becoming eligible for Statutory Sick Pay. Any employee that is sick for more than 7 consecutive days is required to provide a note from a doctor indicating whether they are fit for work (a "fit note"). If the note says that the employee "may be fit for work", Appian UK will discuss any changes that Appian UK might make to help the employee return to work. If Appian UK and the employee cannot come to an agreement on the changes necessary for a return for work, the employee will remain on Statutory Sick Pay.

Employees are entitled by law to receive up to 28 weeks of Statutory Sick Pay over a rolling three-year period.

Appian UK will pay employees the difference between Statutory Sick Pay and their normal salary up to the amount of their Sick Leave balances (inclusive of paid sick days not included in the Statutory Sick Pay period). For example, if an employee has an Sick Leave balance of 10 days, and takes two paid sick days during February, and then is sick for 12 consecutive work days in May, Appian UK will pay the employee his or her full pay for the two days in February, the first three days in May, and the difference between Statutory Sick Pay and their salary for the first five days during which the employee is entitled to Statutory Sick Pay, for a total of 10 full days' pay. The remaining 4 days of sick leave in the May period will be paid only at the Statutory Sick Leave rate.

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## **New Child, Maternity, Paternity and Parental Leave**

### **Paid New Child Leave**

Appian UK employees are entitled to the benefits of UK law for new child leave, as supplemented by Appian's policies concerning parental leave.

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### **Maternity Leave and Statutory Maternity Pay**

Under UK law, Appian UK employees may take 26 weeks of Ordinary Maternity Leave and 26 weeks of Additional Maternity Leave, which must follow on directly after Ordinary Maternity Leave. All Appian employees giving birth are required to take 2 weeks of maternity leave by UK law. The amount of additional leave beyond 2 weeks is up to each individual employee. Employees may begin to take their statutory maternity leave as early as 11 weeks prior to the expected birth week. Leave will start automatically the day after the birth if the baby is early or if the employee has been off of work for a pregnancy-related illness in the 4 weeks before the due date.

Appian UK employees who have worked for Appian continuously for at least 26 weeks up to the 15th week prior to the expected week of childbirth are entitled to Statutory Maternity Pay. After 12 weeks of leave (during which an Appian UK employee is eligible for full pay if they are the primary caregiver), employees will receive statutory maternity pay for up to the next 27 weeks. Statutory Maternity Pay is paid in the same way as salary, with tax and National Insurance deducted. Statutory Maternity Pay is set by law and is updated by the UK government from time to time. In 2015, Statutory Maternity Pay was set at the lower of £139.58 per week or 90% of the employee's average weekly earnings.

If you and Appian UK agree, you may carry out up to 10 days' work for Appian UK during the maternity leave period without bringing your maternity leave or your entitlement to Statutory Maternity Pay to an end. These are known as "Keeping in Touch (or KIT) Days" and are designed to ease your return to work. They can be used for training or other events as well as actual work.

Under UK law, Appian UK employees may take statutory maternity leave if their baby is stillborn after 24 weeks of pregnancy or dies after being born.

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### **Paternity Leave and Statutory Paternity Pay**

Under UK law, fathers of newborn children are entitled to take up to 2 weeks of Ordinary Paternity Leave. Appian UK employees requesting Ordinary Paternity Leave must provide their request in writing to Appian UK at least 15 weeks before the week the baby is due. Ordinary Paternity Leave cannot start until after the baby is born or adopted. Appian UK will pay an employee's salary in full during their Ordinary Paternity Leave.

In addition, UK law allows fathers to take up to 26 weeks of Additional Paternity Leave. In order to be eligible for Additional Paternity leave, Appian UK employees must have worked continuously for Appian UK for at least 26 weeks by the end of the 15<sup>th</sup> week before the expected week of childbirth and the child's mother or co-adopter has returned to work.

The amount of Additional Paternity Leave depends upon the amount of Statutory Maternity Leave that has been left unused by the child's mother. All Additional Paternity Leave must be completed prior to one year after the child's birth or adoption. Any employee wishing to take Additional Paternity Leave must provide Appian UK with at least eight weeks' notice of when they want their period of Additional Paternity Leave to start.

Appian UK employees who have worked for Appian continuously for at least 26 weeks up to the 15<sup>th</sup> week prior to the expected week of childbirth are entitled to Statutory Paternity Pay. As indicated above, Appian's customary benefit is to provide one week of fully paid parental leave for Appian UK employees that are not the primary caregiver.

Employees taking an additional week of Ordinary Paternity Leave or any amount of Additional Paternity Leave may be eligible for Statutory Paternity Pay.

Statutory Paternity Pay is paid in the same way as salary, with tax and National Insurance deducted. In order to be eligible for Statutory Paternity Pay during the period of Additional Paternity Leave, the child's mother or adoption partner must have at least two weeks of unused Statutory Maternity Pay remaining, and any Additional Paternity Leave taken after the employee's partner's Statutory Maternity Pay period ends (i.e., 39 weeks in the case of childbirth) is unpaid. Statutory Paternity Pay is set by law and is updated by the UK government from time to time. In 2015, Statutory Paternity Pay was set at the lower of £139.58 per week or 90% of the employee's average weekly earnings.

Under UK law, Appian UK employees may take paternity leave if their baby is stillborn after 24 weeks of pregnancy or dies after being born.

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### **Adoption Leave**

UK law provides for Adoption Leave and Statutory Adoption Leave for employees who adopt children or who have children through surrogates. Appian UK will provide two weeks of full pay in the event an Appian UK employee adopts a child or has a child through a surrogate. An Appian UK employee adopting a child may obtain information about the full benefits provided by UK law by contacting Appian's HR department. Under UK law, employees must have worked for Appian continuously for at least 26 weeks prior to taking adoption leave.

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### **Parental leave**

UK law allows eligible employees to take unpaid parental leave to look after their child's welfare (including for example, reviewing schools, settling children into new childcare arrangements, etc.).

Employees are eligible for parental leave if they have been employed by Appian for more than a year, they are named on a child's birth or adoption certificate, and they have or expect to have parental responsibility.

Parental leave may extend to a total of 18 weeks per child up to a child's 5th birthday, or, in the case of an adoption, a total of 18 weeks up to the earlier of the child's 18th birthday or the 5th anniversary of adoption. No employee may take more than 4 weeks of parental leave in a year without approval from Appian UK. Parental leave applies to each child, and not to an employee's job; thus, for example, an employee that has used 10 weeks of parental leave with a previous employer may only use up to 8 weeks with Appian.

Employees must give 21 days' notice before the intended start date of their parental leave. Employees must confirm the start dates and end dates in their notice in writing upon Appian's request.

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### **Emergency Leave**

UK law allows employees time off to deal with emergencies involving a dependent, including a spouse, partner, child, parent or someone who depends on an employee for care. There is no limit on the number of times an employee can take off in emergency situations. However, Appian UK reserves the right to consult with employees if it believes that an

employee's use of emergency leave is affecting the employee's work and may require an employee to take annual or parental leave to account for his or her emergency leave.

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## **Statutory Benefits**

The laws of the UK provide Appian UK employees with government-based benefits comparable to those private and public insurance benefits available to Appian US employees. The UK has the National Health Service, as well as a National Insurance scheme that provides a variety of benefits.

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### **National Health Service**

The UK government provides comprehensive health services through the National Health Service (NHS). NHS is paid for through general taxes paid by UK taxpayers.

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### **Pension Benefits**

All Appian UK employees earn State Pension benefits under UK law through their contributions to National Insurance. State Pension benefits are administered by the Pension Service.

In addition, as described above, Appian UK provides additional pension benefits under a workplace pension scheme mandated by UK law.

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## **Dismissal from Employment**

UK laws provides for three kinds of involuntary dismissal from employment, each of which gives employees different legal entitlements and pay.

Appian UK employees will be subject to the same disciplinary and/or performance improvement processes described in the general Appian Employee Handbook.

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### **Termination with Notice**

Under UK law, employees serving for more than one year with an employer can only be dismissed for legitimate business reasons.

Employees who have served with Appian UK for longer than one month but less than two years who are terminated with notice are entitled to one week's notice of termination.

Employees with two years or more of consecutive service are entitled to one week notice for each year of consecutive service (e.g., three weeks' notice for employees that have more than three years of consecutive service). The maximum notice period provided by law is 12 weeks. Appian provides 3 months' notice for employees with more than 12 years of continuous employment.

Appian UK reserves the right to pay salary in lieu of notice or to require dismissed employees to take "gardening leave" during the notice period, i.e., require the employee to carry out no duties or remain away from the office.

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### **Redundancy**

Employees may be dismissed under UK law in the event that an employer needs to reduce its workforce. Under UK law, any employees dismissed as a result of redundancy are entitled to redundancy pay. The number of weeks of redundancy pay an employee is entitled to is determined on the basis of the age of the employee and the number of years of service.



Employees are entitled to 0.5 weeks of redundancy pay for each year of service with an employer during which they were under 22 years of age, 1 week of redundancy pay for each year of service with an employer during which they were between 22 and 40 years of age, and 1.5 weeks of redundancy pay for each year of service with an employer during which they were 41 years of age or older.

Redundancy pay is calculated as the lower of £450 per week or an employee's actual weekly pay. Employees who are dismissed as a result of redundancy will be provided with the statutory notice described above in the section entitled "Termination with Notice."

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### **Termination without Notice**

Under UK law, employees may be dismissed without notice in cases of gross misconduct or gross negligence. Gross misconduct includes, without limitation, violence in the workplace or towards another employee or customer outside the workplace, theft or embezzlement, serious breaches of health or safety in the workplace, intentional or grossly negligent disclosure of company or third party confidential information, gross insubordination, dishonest conduct, conviction of a crime of moral turpitude, attending the workplace or engaging in Appian UK's business while under the influence of drugs or alcohol, or any breach of the Bribery Act.

Any other serious or irreparable act or omission by an employee may be regarded as gross misconduct where such act or omission is, in the reasonable opinion of Appian UK likely to (or has) cause (d) serious harm to the business or reputation of the Appian UK or Appian UK's parent or sister companies or management.

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### **Voluntary Resignation of Employment**

Appian UK employees who have been employed by Appian UK for more than one month are required by law to provide at least one week's notice of resignation.

Appian UK reserves the right to pay salary in lieu of notice or to require the employee that is resigning to take "gardening leave" during the notice period, i.e., require the employee to carry out no duties or remain away from the office.

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## **Grievance Procedures**

In accordance with UK regulations, Appian UK has established a procedure for handling any grievances that may arise in the workplace.

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### **Dealing with Grievances Informally**

If an Appian UK employee has a grievance or complaint concerning his or her work or the people the employee works with, the employee should, wherever possible, start by talking it over with his or her manager. The employee and manager may be able to agree a solution informally.

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### **Formal Grievance**

If the matter is serious and/or the employee wishes to raise the matter formally, the employee should set out the grievance in writing to his or her manager. The formal written grievance should stick to the facts and avoid language that is insulting or abusive.

Where an employee has a grievance against his or her manager and feels unable to approach him or her, the employee should talk to another manager or the Vice President of Human Resources of Appian.

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### **Grievance Hearing**

After a written grievance is submitted, the employee and his or her manager will meet within five days business days to discuss the grievance. Employees have the right to be accompanied by a colleague or other representative at this meeting if they make a reasonable request for such accompaniment.

After the meeting the manager will give the employee a decision with respect to the grievance in writing, within 1 business day if practicable. Unless otherwise indicated, the decision should be considered confidential to the employee.

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### **Appeal**

An employee that disagrees with the decision of his or her manager has the opportunity to appeal that decision to a higher level of management. The employee wishing to do so may indicate to his or her manager that he or she would like to appeal the decision in writing within 1 business day of receiving the decision.

If an appeal is requested, the employee will meet (either in person, telephonically, or by videoconference) within five business days with the Chief Financial Officer (or, if the Chief Financial Officer is unable, such other senior executive designated by the Chief Financial Officer). Employees have the right to be accompanied by a colleague or other representative at this meeting if they make a reasonable request for such accompaniment.

After the appeal meeting the Chief Financial Officer will give the employee a decision within 1 business day, if practicable. The decision of the Chief Financial Officer is final.

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### **Record keeping and confidentiality**

Records will be kept of the grievance raised, our response, any action taken and the reasons for the action taken. These records are confidential and will be retained in accordance with the Data Protection Act 1998.

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## **Safety and Health Regulation**

### **Statement in Accordance with the Health & Safety at Work Act 1974**

Appian UK is committed to providing for the health, safety and welfare of all employees and to maintaining standards at least equal to the best practice in the software as a service industry.

Appian UK will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it from time to time. Appian UK will take into account any recommendations made by the Health and Safety Executive with regard to health and safety issues and where appropriate will liaise with the Health and Safety Executive on particular health and safety issues which are of particular relevance to Appian UK.

This commitment to health and safety is a management responsibility equivalent to that of any other management function. It will be the duty of the Appian UK's management to ensure that policy is upheld at all times and to seek corporate approval for expending the necessary funds and manpower required.

Appian UK will conduct its undertaking in such a way as to ensure, so far as it is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. Where such risks exist information will be provided and all reasonable steps will be taken to bring this to the attention of its employees.

As an employer, Appian UK is responsible for:

- ❖ Assessing the risk to the health and safety of employees and others who may be affected and identifying what measures are needed to comply with its health and safety obligations.
- ❖ Providing and maintaining locations, equipment, protective clothing and systems of work that are safe and without risks to health.
- ❖ Ensuring that all necessary safety devices are installed and maintained on equipment.
- ❖ Providing information, instruction, training and supervision in safe working methods and procedures.
- ❖ Providing and maintaining a healthy and safe place of work and providing a means of access therefrom.
- ❖ Promoting the co-operation of employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation.
- ❖ Establishing emergency procedures as required.
- ❖ Monitoring and reviewing the management of health and safety at work.
- ❖ Keeping this safety policy under review and making any revision it deems necessary from time to time. All such revisions will be brought to the attention of employees.

The above policy needs the full co-operation of all employees who are expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others. To achieve this end, every employee must:

- ❖ Comply with any safety instruction and directions issued by Appian UK.
- ❖ Take reasonable care for their health and safety and the health and safety of other persons (e.g. other employees, contractors, customers, workmen, etc.) who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
- ❖ Co-operate with Appian UK to ensure that the aims of the Health and Safety Policy Statement are achieved and any duty or requirement imposed on Appian UK by or under any of the relevant statutory provisions is complied with.
- ❖ Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- ❖ Use equipment or protective clothing provided in accordance with the training you have received.

Report any potential risk or hazard or malfunction of equipment to the appropriate authority.

Any failure by an employee to comply with any aspect of Appian UK's health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by Appian UK as misconduct which will be dealt with under the terms of Appian UK's disciplinary procedure.

The final level of responsibility for ensuring health and safety at work lies with each and every individual employee. Managers are responsible for the implementation of the health and safety policies in the areas under their control. Overall responsibility for giving effect to this health and safety policy lies with the Vice President, Professional Services of Appian UK.

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## Employee Change – Log Detail

Employee Name	Job Title	What was Changed	Date of Change	Reason for Change
Linh Chu	HR Compliance Specialist	Updated Verbiage (Salary Adjustment /Bonuses)	April 11, 2018	Updated verbiage to clarify when employees will be paid for raises.
Ashley Amador	Senior HR Coordinator	Updated Verbiage (Leaving Appian)	April 9, 2018	Updated verbiage to include new way of recording time.
Ashley Amador	Senior HR Coordinator	Updated Verbiage (Paid Leave)	April 9, 2018	Updated verbiage to include new way of recording time and submitting Paid Time Off requests.
Ashley Amador	Senior HR Coordinator	Updated Verbiage (Bereavement)	April 9, 2018	Updated verbiage to include UltiPro as a new time reporting system.
Ashley Amador	Senior HR Coordinator	Updated Verbiage (Payroll)	April 9, 2018	Updated verbiage to include UltiPro as a new time reporting system and where employees should submit timesheets and/or Paid Time Off requests.
Linh Chu	HR Compliance Specialist	Updated Verbiage (Floating Holidays)	April 9, 2018	Relevant school events such as Teacher work day will also count as Floating Holiday.
Korrin Glasscock	Manager, HR	Added International Travel Policy regarding IT equipment	October 24, 2017	Per ISO, due to recent events, violations of IP rights, updates from the State Department and Appian's review of export law, Appian is adopting a new travel policy with respect to Appian employees.
Korrin Glasscock	Manager, HR	Updated Verbiage (Floating Holidays) / Formatting Changes	January 19, 2017	Listed President's day and Washington's Birthday floating holiday on the same line. Updated space formatting.
Lauren Archibald	Senior Benefits Coordinator	Updated Verbiage	January 1, 2017	*Added US "Floating Holiday" policy. *Updated US "Adoption Leave" policy to specify legal adoption of child under the age of 18. *Updated "Maternity/Paternity/Adoption Leave" policy eligibility to specify benefit-eligible employees.

				Also removed policy's tie to FMLA eligibility requirements.
Korrin Glasscock	Manager, HR	Updated Verbiage	December 8, 2016	Updated the "Social Media" policy.
Korrin Glasscock	Manager, HR	Updated Verbiage	November 2, 2016	Updated "Personnel Records and References" and added last paragraph.
Korrin Glasscock	Manager, HR	Updated Verbiage	November 1, 2016	Updated "Bereavement Leave" verbiage to add HR and manager approval should be requested.
Korrin Glasscock	Manager, HR	Updated Verbiage	August 30, 2016	Updated "Jury Duty" verbiage to remove submission of a request off notice.
Korrin Glasscock	Manager, HR	Updated Verbiage	June 1, 2016	Updated "Background Investigations" verbiage and added a sub section in this section.
Korrin Glasscock	Manager, HR	Updated Verbiage	May 20, 2016	Updated AUS Paid Leave section, removed a redundant sentence.
Korrin Glasscock	Manager, HR	UK business address	May 17, 2016	UK office changed locations. Updated their address.
Korrin Glasscock	Manager, HR	Updates / Changes to: Australia's Appendix US employee pay cycle US PTO policy Bereavement Leave Leaving Appian	May 17, 2016	Addition / edit to sections in addition to updates to policies.
Korrin Glasscock	Manager, HR	Updated Verbiage	April 2016	Updated "Leaving Appian" section, stating a PTO payout is given IF a full 2 weeks' notice is provided.
Korrin Glasscock	Manager, HR	Updated Verbiage	March 15, 2016	Under UK Parental Leave: Changed "employee" to "employer"
Korrin Glasscock	Manager, HR	Updated Verbiage	January 20, 2016	Duplicate sentence in "Leave Appian" section.
Korrin Glasscock	Manager, HR	Update: UK pension verbiage	January 12, 2016	Added language regarding new employees in UK.
Korrin Glasscock	Manager, HR	Update: California Paid Leave, International Country Supplements Verbiage	January 6, 2016	Missing paid leave verbiage in CA and adding a clarifying statement.
Korrin Glasscock	Manager, HR	Updated Employee Handbook	December 17, 2015	Posted updated handbook to Home.
Korrin Glasscock	Manager, HR	Updated 401K Policy Updated Medical	March 3, 2015	Updated the verbiage regarding the new 2015 401(K) policy, which allows

				for monthly enrollments and changes. Also, added 30 hours or more to medical coverage.
Korrin Glasscock	Sr. HR Coordinator	Updated Holidays Section	December 15, 2014	Corrected verbiage regarding day before and day after Christmas holiday.
Korrin Glasscock	Sr. HR Coordinator	Updated EEO section on discrimination	August 1, 2014	Added GINA statement of "genetic information"
Korrin Glasscock	Sr. HR Coordinator	Updated Immigration Policy (p.10)	April 4, 2014	Created a new immigration policy.
Korrin Glasscock	Sr. HR Coordinator	*Removed Toastmasters Club / *Added Speech Club *Updated U.S. Employee benefits Section *Updated PTO	March 11, 2014	*Did not meet requirements for Toastmasters Club. Created new club. *Employee benefits were out of date. *PTO wording updates
Korrin Glasscock	Sr. HR Coordinator	Updated Formatting / Updating link on page. 32	February 27, 2014	Uniformity – Fix link
Korrin Glasscock	Sr. HR Coordinator	Added Employee Change Log	February 18, 2014	For auditing and documentation purposes.
Korrin Glasscock	HR Coordinator	IT / Security Policies	March 13, 2013	New / updated wording for security section.
Korrin Glasscock	HR Coordinator	Formatting of Handbook	January 16, 2013	Making the EH easier to read and function.

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