

EMPLOYEE HANDBOOK FOR APAC REGION

People Relations
January 2025

Table of Contents

<i>ABOUT THIS HANDBOOK</i>	<i>3</i>
<i>EMPLOYMENT POLICIES</i>	<i>5</i>
<i>OPEN DOOR POLICY</i>	<i>5</i>
<i>EQUAL EMPLOYMENT OPPORTUNITY</i>	<i>5</i>
<i>BUSINESS ENTERTAINMENT</i>	<i>6</i>
<i>DISABILITY, PREGNANCY & MEDICAL CONDITIONS.....</i>	<i>6</i>
<i>FREEDOM FROM UNLAWFUL HARASSMENT</i>	<i>6</i>
<i>POLICY AGAINST BULLYING</i>	<i>8</i>
<i>RETALIATION/VICTIMIZATION/REPRISALS PROHIBITED</i>	<i>10</i>
<i>COMPLAINT PROCEDURE.....</i>	<i>10</i>
<i>SOCIAL MEDIA.....</i>	<i>12</i>
<i>CONFLICT OF INTEREST</i>	<i>13</i>
<i>OUTSIDE EMPLOYMENT GUIDANCE</i>	<i>14</i>
<i>EMPLOYMENT OF RELATIVES AND OTHER PERSONAL RELATIONSHIPS</i>	<i>15</i>
<i>EMPLOYEE CONDUCT AND WORK RULES</i>	<i>16</i>
<i>NO SOLICITATION.....</i>	<i>17</i>
<i>CONFIDENTIAL INFORMATION.....</i>	<i>18</i>
<i>INFORMATION SECURITY PROGRAM</i>	<i>18</i>

PAY PRACTICES	19
PAYDAYS.....	19
TIMEKEEPING.....	19
TRAVEL AND REIMBURSEMENT EXPENSES	19
HOLIDAY AND LEAVES	19
SAFETY	20
WORKPLACE VIOLENCE POLICY.....	20
DRUG AND ALCOHOL POLICY.....	21
INSPECTION	23
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT	24

ABOUT THIS HANDBOOK

We are pleased to welcome you to The Trade Desk Group (the “Company” or “TTD”)¹. We truly value both you and the contribution you make through your employment with us, and we hope you will find your employment here to be rewarding.

Our Values

At TTD, some core values we shared and embraced are Agility, Grit, Generosity, Vision, Full-hearted and Openness.²

Agility - We are fast-moving and nimble. We are constantly iterating to support the evolving needs of the people and brands we work with.

Grit - We get it done. We approach every situation with resolve, persistence, and commitment to our business, our customers, our partners and each other.

Generosity - We have a genuine desire to share, teach, and care for those around us. By starting with empathy, we aim to quickly build trust with our customers, our partners, and each other.

Vision – We have a unique view of what tomorrow looks like and how to get there. We are ambitious and passionate about creating this future. Now we're helping our customers and partners see and embrace it too.

Full-Hearted - We take our work seriously, but laughter is never too far away. That's because we bring our whole selves—who we are as people—to work. We enjoy each other and strive to make our time together awesome.

Openness - We love to learn and experience new people, places, and ideas. The insights that move our company forward can come from anywhere in the world. Together we prioritize listening and embrace new thinking.

This Handbook includes policies, procedures, rules and expectations for all TTD employees (including part-time employees). The Handbook is designed to acquaint you with TTD and to provide summary guidelines for employees and therefore are not all inclusive.

This Handbook supersedes all previous handbooks, policies, manuals, practices, understandings or descriptions of TTD's policies (together “Policies”) with regard to each particular topic addressed in this Handbook, except it does not supersede Policies (a) that are included in any TTD global code of conduct or TTD global policy; (b) which are not inconsistent with this Handbook; (c) which are locally required regulations or rules of employment, lawfully adopted and/or submitted to local labor authorities (where required) in accordance with local law; or (d) which are or arise out of any applicable collective agreements (collectively “Exceptions”); other than the Exceptions, this Handbook will govern any inconsistent provision in any other policy existing at the time of this Handbook's effective date. TTD reserves the right to determine, in its sole discretion, which policies are superseded by this Handbook, in the event of a dispute arising out of any ambiguity.

Employees should read, understand, and comply with all provisions of the Handbook. It describes many of our employee's responsibilities and outlines the programs developed by us to benefit employees. If you have any questions about our current practices or policies, please contact People Operations.

No employee handbook can anticipate every circumstance or question about

¹ This Handbook applies to each subsidiary, affiliate, or related entity of The Trade Desk Group in Asia Pacific region that has ratified it and its supplement(s) (if any) or will ratify it and its supplement(s) (if any). Each such entity will be responsible for establishing and enforcing this handbook and its supplements directly on its own employees.

² To understand more on above mentioned values, please refer to confluence page.

policies. In addition, a need to update and/or modify Company's policies will periodically arise. TTD reserves the right to revise, supplement, suspend, terminate, rescind, interpret, or change any or all policies or guidelines or any portion of the Handbook, along with any other procedures, practices, benefits, or other TTD programs, as it deems appropriate, in its sole and absolute discretion, with or without notice. Employees generally will be notified of such changes to the Handbook as they occur. The Company may also, from time to time, issue country supplements designed specifically to modify or supplement this Handbook to align with any local regulations or statutes, and such supplements shall – for purposes of employees employed in that jurisdiction – be deemed a part of this Handbook and such provisions shall govern any inconsistency with this Handbook.

If you have an employment agreement with the Company which is contrary to or inconsistent with any of the provisions in this Handbook, the terms of the employment agreement are controlling. If there is ever a discrepancy between this Handbook and applicable law, then the law will always govern. This Handbook will be deemed modified to comply with all applicable laws.

You should read, understand, and comply with all provisions in this Handbook. They describe many of your responsibilities as an employee. Any violation of the provisions in this Handbook will subject you to appropriate discipline.

EMPLOYMENT POLICIES

OPEN DOOR POLICY

Our employees are our foundation and are critical to TTD's success. For this reason, maintaining a positive work environment is one of our highest priorities. We encourage open communication between all employees and are committed to promoting a spirit of teamwork, cooperation, and mutual respect among all employees.

We believe that by communicating with each other openly, honestly and directly, we can minimize any difficulties or misunderstandings and maintain a positive work environment with a mutually respectful atmosphere.

If at any time you have a suggestion for improvement or a question or concern related to your work; if you feel that you have been treated unfairly; or if you know of a problem affecting you, your coworkers or our organization, you are encouraged to bring it to our attention.

We encourage you to try to resolve any issues by speaking with your manager, department manager, or other member of management with whom you feel comfortable. If that is not practicable, or your issue is not resolved, you may contact People Operations, who will help address any questions or concerns you may have.

We value your observations, and you should feel free to raise issues of concern, in good faith, without fear of retaliation.

EQUAL EMPLOYMENT OPPORTUNITY

At TTD, we celebrate a diverse and inclusive workplace where employees can bring their full authentic self to work. We are committed to creating a workplace where employees feel safe, respected and empowered to do their best work. We take great pride in knowing that we are global citizens and our work around the world makes the most of the open internet, giving our customers the flexibility, they seek in a marketplace of ideas, media, and content.

TTD is an equal opportunity employer. It is our goal to provide equal employment opportunities for all applicants and employees, to prevent any unlawful discrimination or harassment of any individual working at or with us, and to provide a mechanism by which individuals can bring any concerns about discrimination or harassment to our attention.

We are committed to providing a work environment free of harassment, including disrespectful or other unprofessional conduct. We are committed to providing equal employment and advancement opportunities to all individuals. We do not discriminate in employment opportunities or practices on the basis of any characteristic protected by any applicable law.

Common characteristics protected under statutes are age, race, sex, religion, gender, marital status etc.

We interpret these protected statuses broadly to include both the actual status and also any perceptions and assumptions made regarding these statuses. Employees or workers with questions or concerns about any type of discrimination in the workplace are encouraged to immediately bring these issues to the People Operations.

This policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as hiring, training, promotions, work assignments, compensation, discipline, benefits and termination of employment. This policy, and the law, prohibits employment discrimination against any employee or applicant on the basis of any legally protected status.

All employees must follow this policy. Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment. If you feel this policy has been violated or if you believe you may have been discriminated against or harassed based on the characteristics listed above, please raise your concern to People Operations.

BUSINESS ENTERTAINMENT

We are expected to behave with integrity and help maintain TTD's reputation. All business entertainment events organized (regardless of whether it is an internal event for TTD employees only, or is attended by TTD clients/prospective clients, or partner agencies) must serve a legitimate and appropriate business purpose. Such events should take place in appropriate settings. Employees must not organize any such events at inappropriate locations such as hostess bars, strip clubs, discotheques, night clubs or at any other forms of adult entertainment centers. Whilst TTD recognizes that alcohol may be consumed at such events, employees are reminded to always behave responsibly. Inappropriate conduct at these events may subject the employee to disciplinary action.

DISABILITY, PREGNANCY & MEDICAL CONDITIONS

We are committed to complying fully with applicable discrimination laws in all countries where we have presence, and to ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Similarly, we will provide reasonable accommodations in workplaces as needed to employees who are pregnant, have given birth, or have any related medical conditions, in compliance with the local laws. Employees may be required to provide medical documentation from their health care provider supporting their need for certain accommodations and should contact People Operations.

FREEDOM FROM UNLAWFUL HARASSMENT

Unlawful harassment includes verbal, visual, or physical conduct inflicted on someone because of that person's *protected* status which has the purpose or effect of substantially interfering with the person's work performance or creating an intimidating, hostile, or offensive work environment. Laws in different countries designate different lists of locally-protected special characteristics. Examples of special or protected characteristics that the law in some—not all—countries protects include: gender/sex/pregnancy (sometimes including recent childbirth, sexual orientation, gender identity or transgender status); race/"color"/national origin/ethnicity; immigration status; language fluency; religion; disability; age; family/marital status; political opinions; trade union membership.

TTD expects every employee to show respect for all of our colleagues, clients, employees, and vendors. Professional conduct furthers our mission, promotes productivity, minimizes disputes, and enhances our reputation. Accordingly, this policy forbids any unlawful harassment. We interpret these protected statuses broadly to include both the actual status and also any perceptions and assumptions made regarding these statuses. We are committed to providing a work environment that is free of unlawful discrimination, including harassment that is based on any legally protected status. We will not tolerate any form of harassment that violates this policy.

This policy applies to everyone involved in the operation of TTD and sets a standard of expected behavior for all persons working at or with TTD. We will not tolerate any discrimination, harassment, retaliation, disrespectful or unprofessional conduct toward any employee, contractor, intern, or volunteer—whether by another TTD employee, manager, client, or other third party that an employee encounters in connection with TTD business—on the basis of any legally protected status or activity. This policy also prohibits offensive conduct that does not rise to a violation of law, as explained below.

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any discriminatory employment action and any unwelcome conduct that is inflicted on someone because of that individual's protected status. Among the types of unwelcome conduct prohibited by this policy are epithets, slurs, negative stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals because of their protected status. We prohibit that conduct in the workplace, even if the conduct is not sufficiently severe or pervasive to constitute unlawful harassment.

Actions, words, jokes, comments or other harassing conduct committed by a co-worker, a member of management, or by third parties (i.e., customers, vendors, suppliers) that relate to a special or protected characteristic and that unreasonably interfere with an employee's work performance—or create an intimidating, hostile, or offensive work environment—will not be tolerated.

TTD treats unlawful harassment like any other form of serious employee misconduct. Any employee—including any member of management—engaging in unlawful harassment in violation of this policy will be subject to disciplinary action up to and including termination. In some countries, employees who engage in unlawful harassment are also subject to being held personally or criminally liable, under law.

Sex Harassment

Sex harassment is one type of unlawful harassment. Harassing conduct based on gender often is sexual in nature but sometimes is not. This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature. Sexually harassing conduct may occur between members of the same gender as well as those of the opposite gender.

Sexual harassment refers to unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments and other unwelcome sexual behavior or advances, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering

with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Further, any romantic relationship between an employee and someone under his/her supervision is inappropriate and against Company policy because it so often results in a risk of claims of sexual harassment.

Here are examples of behaviors that may be considered sex harassment violating our policy against unlawful harassment:

Verbal	Nonverbal	Physical
<ul style="list-style-type: none"> • Sexual innuendoes or graphic comments about an employee's body or appearance • Sexually suggestive, vulgar, or offensive language, jokes, insults or comments • Comments, jokes, suggestions or questions about anyone's gender, sexual preference or sexual experiences • Repeated flirtation, sexual advances, propositions or requests to date • Threatening or implying "sexual cooperation" will have an effect on employment, compensation, advancement or other aspects of the job • Screaming at an employee or co-worker, related to gender • Spreading malicious rumors, related to gender • Calling an employee or co-worker a derogatory name, related to gender 	<ul style="list-style-type: none"> • Repeatedly looking someone up and down in an obviously suggestive fashion or staring • Obscene gestures • Indecent exposure • Displaying sexually suggestive or obscene objects, pictures, cartoons, or posters • Accessing, downloading, storing, displaying or transmitting pornographic or sexual material from the Internet, using company equipment or facilities like e-mail • Suggestive or obscene notes, letters or love letters 	<ul style="list-style-type: none"> • Any unwanted gender-related physical contact including sexually suggestive or offensive touching • Impeding or blocking movements, related to gender • Brushing up against the body, related to gender • Pinching, grabbing or patting, related to gender • Touching, hugging, rubbing or massaging an employee's shoulder, or kissing • Humiliating, gender-related physical behavior such as hazing or initiation practices

You are expected to conduct yourself in a professional manner at all times.

POLICY AGAINST BULLYING

Here at TTD, we do not tolerate abusive conduct or bullying in the workplace. What we call "bullying" is called many things around the world—for example, "moral harassment," "psycho-social harassment," "mobbing," "psychological violence," "violence at work," "workplace harassment," "power harassment," and "abusive conduct." Bullying is not necessarily illegal, although in some countries, in some contexts, it is.

Bullying means conduct of an employer or employee in the workplace, that

a reasonable person would find hostile, offensive, and an abuse of one's position over another, or other demeaning, humiliating conduct or conduct that embarrasses its victim. Bullying may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act does not normally constitute abusive conduct, unless especially severe and egregious.

The Company considers the following types of behavior examples of bullying:

- Verbal bullying. Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying. Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Gesture bullying. Nonverbal gestures that can convey threatening messages.
- Exclusion. Socially or physically excluding or disregarding a person in work-related activities
- While bullying is distinct from poor management or general disagreements, misunderstandings, and differences in communication styles, the following examples may constitute or contribute to evidence of bullying in the workplace:
 - Persistent singling out of one person.
 - Shouting or raising one's voice at an individual in public or in private.
 - Using obscene or intimidating gestures.
 - Not allowing the person to speak or express themselves (i.e., ignoring or interrupting).
 - Personal insults and use of offensive nicknames.
 - Public humiliation in any form.
 - Constant criticism on matters unrelated or minimally related to the person's job performance or description.
 - Public reprimands.
 - Repeatedly accusing someone of errors that cannot be documented.
 - Spreading rumors and gossip regarding individuals.
 - Encouraging others to disregard a supervisor's instructions.
 - Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting

deadlines that cannot be met, giving deliberately ambiguous instructions).

- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Deliberately excluding an individual or isolating them from work-related activities.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

RETALIATION/VICTIMIZATION/REPRISALS PROHIBITED

The Company prohibits retaliation (also known as victimization or reprisals) including intimidation against an employee who has reported discrimination, harassment, workplace violence, other breach of any Company policies, or participated in any workplace investigation. If you feel you have experienced retaliation, follow the steps outlined in the complaint procedure above. If retaliation has occurred, or if the Company's investigation is otherwise interfered with, it may result in discipline up to and including termination of the individual retaliating or otherwise interfering with the investigation.

Any adverse action or behavior that is intended to intimidate, threaten, coerce, or discriminate against a colleague for raising a good-faith concern/complaint or participating in an employee investigation may be considered retaliatory in nature. Examples of adverse action or behavior that may be considered retaliatory include, but are not limited to: demotion, suspension; termination; ostracizing or harassing the colleague or encouraging others to engage in such behavior against the employee; unjustifiably failing to hire, promote or consider for hire or promotion; failing to give equal consideration in making employment decisions or to make impartial employment recommendations; adversely impacting working conditions or otherwise denying any employment benefit to which the colleague is otherwise entitled; and/or attempting to identify the colleague who reported a concern or inappropriate behavior or participated in an investigation to take adverse action.

COMPLAINT PROCEDURE

Prompt reporting lessens the likelihood any inappropriate conduct will become severe or pervasive, and helps ensure that the Company is positioned to take appropriate action to prevent similar conduct in the future. If you believe you have experienced discrimination, harassment, retaliation, or other conduct inconsistent with this policy, you can:

- Report it to your manager or another leader with whom you are comfortable.
 - If your manager is involved in, or might prejudge, your report, then report it to someone at the next level of management.
- Report it (orally or in writing) to the People Operations
- Where bullying and harassment are reportable on the Ethics Line,

report it over that channel.

These are the individuals authorized by this policy to receive and act upon complaints of discrimination, harassment, and retaliation on behalf of TTD. Any manager or supervisor who is aware of conduct inconsistent with this policy, or who receives a report of conduct inconsistent with this policy, must report it immediately to People Operations or SVP, People Operations. Managers must report the claim as described to them, even if they believe the situation will resolve itself and even if the employee making the complaint says they do not want to get anyone in trouble or do not want the situation reported or investigated. Tell the employee that Company policy requires you to report. A manager's failure to report violates this policy and may subject the manager to discipline including dismissal.

Your complaint should include details of the incident(s) and the names of the individuals and witnesses involved. We expect you to make a timely complaint to enable us to investigate and correct any behavior that may be in violation of this policy. You can raise concerns and make reports without fear of reprisal or retaliation.

We require a factual determination based on the particulars of each situation before finding a violation of this policy. We have a procedure to deal with inappropriate conduct encountered by employees. We will investigate each plausible bullying or unlawful harassment claim promptly, thoroughly and impartially. We will take appropriate corrective action if we determine that a violation of this policy or other inappropriate conduct occurred. Such corrective action may include disciplinary action ranging from a reprimand to termination of employment, reassignment, changes in reporting relationships, training, or other measures we deem appropriate under the circumstances, regardless of the job positions of the parties involved. If the person who engaged in harassment is not employed by TTD, then we will take whatever corrective action is reasonable and appropriate under the circumstances. We may take corrective action for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy.

The Company will conduct a timely and thorough investigation by qualified personnel in a manner fair to all parties that reaches reasonable conclusions based on the evidence. Employees, including witnesses, may be questioned and may be asked to provide brief written statements to facilitate the process. Your complaint will be kept as confidential as practicable, but the investigation may not be kept completely confidential. You are expected to fully cooperate in the investigation process. You may not discourage or prevent any individual from using our complaint procedure to report conduct under this policy or discourage or prevent any witness from participating in an investigation.

Intentionally false complaints of bullying or harassment are extremely serious. An intentionally false complaint, of course, does not include a claim for which there is some evidence, but insufficient to support a finding that discipline is warranted. If the Company learns that an employee has lodged an intentionally false harassment complaint or given untrue information about a complaint, disciplinary action up to and including termination may result.

After an investigation ends, the Company will make a determination regarding resolution of the case. If warranted, the Company will take prompt and appropriate corrective action against the offending party, up to and including termination of employment.

SOCIAL MEDIA

Our social media policy provides guidance for employee use of any kind of social media, which should be broadly understood for purposes of this policy to include but not limit to blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites (e.g., Facebook, X, Instagram, Reddit, WhatsApp, WeChat, Telegram, Discord etc.) and other sites and services that permit users to share information with others in a contemporaneous manner. We understand that social media has become an increasingly integrated method of communicating in day-to-day social and business interactions. At the same time, we expect employees to understand the impact that social media can have on a company's reputation, co-workers, and a company's business relationships.

Employees should be aware of the effect their use of social media may have on their images, as well as our image. We trust that our employees will act responsibly, exercise good judgment and the highest degree of professionalism and respect confidentiality when communicating any information that concerns or identifies us or any of our employees. If you fail to act responsibly in that regard, the information that you communicate may cause harm to us, our employees, or others. Employees should therefore use their best judgment and common sense in refraining from disseminating information through social media that is harmful to us, our employees, or our customers. The following standards and guidelines are intended to assist employees in understanding conduct that is impermissible under the policy, and they apply to conduct that occurs both in the workplace while employees are on duty and to activities that occur during an employee's own time, outside of work:

- Employees are prohibited from publishing, posting, or releasing any information via social media that is considered confidential, proprietary, or non-public information about our customers or clients, or related to our trade secrets and/or intellectual property.
- If there are any questions about what is considered confidential, employee should consult People Operations.
- Employees must adhere to all applicable privacy and confidentiality policies and laws regarding our clients when using social media. Employees are prohibited from disclosing or communicating any material that violates the privacy rights of another person. This means that employees are prohibited from disclosing the identity of our clients/customers, taking pictures of clients/customers and posting them on any social media site, and disseminating any images, pictures, or depictions of our clients/customers for any purpose without express authorization from us. Employees should also use good judgment about what information to publish regarding their coworkers and should refrain from publishing anything that a reasonable person would expect to be kept private.
- Employees should not use our logo, letterhead, or name when communicating on social media sites without express authorization from us. To the extent employees choose to publish information on social media relating to us or our business, they should make clear that the views expressed are their opinion and do not represent the views of TTD and that they are not speaking officially or unofficially on behalf of TTD.
- When communicating about a TTD product or service, employees must disclose that they are an employee of TTD. Employees must also ensure that any comments about our products and services are

accurate and do not disclose confidential or competitive business information.

- In using social media, employees must comply at all times with our policies against unlawful harassment and discrimination. Employees should be respectful of one another and should avoid participating in communications on social media that are false, malicious, obscene, or that violate our policies prohibiting discrimination, harassment, retaliation, or abusive behavior.
- Employees should remain aware that postings and communications transmitted on social media sites are not private.
- Employees should respect all copyright laws. As a general rule, employees should not distribute or incorporate material that they have retrieved or copied from another web site or publication, unless their usage of such material meets the legal definition of "fair use." An employee who wishes to reproduce the contents of an electronic or print publication for job-related purposes should contact the Legal Department to determine whether such use is proper.
- Unless specifically part of your job duties here at TTD, all time and effort spent on personal social media should be done on your own personal, non-working time, and should not interfere with your work duties and commitments. You may not use your work e-mail address or other work credentials to log-in to personal social media accounts.

It is important for employees to understand that the guidelines outlined above simply provide illustrations of principles that employees should keep in mind and of practices that we encourage and prohibit. It is not an exhaustive list. We reserve the right to impose disciplinary action, including the possibility of immediate termination, either with or without cause or advance notice, for failure to follow this policy.

Please remember that we may monitor blogs, social networking sites or other electronic media. If you fail to abide by these guidelines or our policies while online, you may be subject to legal or disciplinary action by TTD and/or others. If you have any questions or concerns about any aspect of this social media policy, please contact People Operations.

CONFLICT OF INTEREST

Conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise his or her judgment, decisions, or actions in the workplace. Government agencies take conflicts of interest so seriously that they are regulated.

A conflict-of-interest policy refers to any case where an employee's personal interest might contradict the interest of the company they work for and outlines the responsibilities of employees and the company in resolving any such discrepancies. Examples of Conflicts of Interest at Work are:

- Hiring or making payment on behalf of the Company to a family member, close friend, or someone with whom the employee is romantically involved.
- Starting a company that provides services similar to your full-time employer.
- Failing to disclose that you're related to a job candidate the

Company is considering hiring.

- Performing a management role as an external director or maintaining an external employment relationship with another employer that interferes with your job duties for the Company.
- Maintaining a managerial or oversight relationship over someone where the work relationship has evolved into a relationship as a family member, domestic partner or a romantic interest.
- Serving as a board member for an outside commercial company or organization without disclosing the service to the Company first.
- Participating in a civic or professional organization activities in a manner that divulges Company Confidential Information.
- Owning or having a substantial interest in a competitor, supplier, or contractor of the Company;
- Misusing Confidential Information or revealing Confidential Information to outsiders;
- Accepting substantial gifts, discounts, favors or services from a customer, potential customer, competitor or supplier, unless equally available to all Company employees.

Employees who believe they have, or may have, a conflict of interest or potential conflict of interest must discuss the concern with their direct manager or People Operations immediately. The direct manager or People Operations will review any concerns. The Company reserves the right to take any action it deems necessary to address any actual or potential conflict of interest, in its sole discretion and in accordance with local law.

OUTSIDE EMPLOYMENT GUIDANCE

The Trade Desk recognizes that some employees may need or want to hold additional jobs outside their employment with the company. Employees of the Trade Desk are only permitted to engage in outside work or hold other jobs subject to approval of the Company, which approval will be based on reasonable business concerns and local law requirements. Employees are expected to report any outside employment.

The Company applies this policy consistently and without discrimination, and in compliance with all applicable employment and labor laws and regulations.

The following rules for outside employment apply to all employees:

- Outside work approval requests will be determined on a case-by-case basis.
- Outside work must not compete with, conflict with or compromise the Company's interests or adversely affect job performance and the ability to fulfill all responsibilities to the Trade Desk. This prohibition also extends to the unauthorized use of any Company tools or equipment and the unauthorized use or application of any Company confidential information. In addition, employees may not solicit or conduct any outside business during work time for any other company with which they engage.
- Employees must carefully consider the demands that outside work

will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work causes or contributes to performance or other problems at the Trade Desk, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).

- Employees may not use paid sick or other authorized leave fraudulently from the Trade Desk to perform work for another employer.
- If an employee's outside employment presents a conflict of interest with the Trade Desk, as defined in the Conflict of Interest Policy, or if such outside employment has any potential for negative impact on the Trade Desk, the employee will be asked to terminate the outside employment.
- Fraudulent use of company leave or an employee's refusal to comply with the Trade Desk's reasonable request to terminate outside employment may result in immediate termination of employment with the Trade Desk.
- Employees may not use Company devices to process any restricted or confidential information or materials for outside employers. Data security for each employer must be properly safe guarded by the employee.

EMPLOYMENT OF RELATIVES AND OTHER PERSONAL RELATIONSHIPS

Relatives of employees may be eligible for TTD employment only if the individuals involved do not work in job positions in which a conflict of interest could arise. We retain the discretion to evaluate each relationship relative to its potential conflict, but the following situations will not be permissible under any circumstances:

- (1) where the individuals involved work in a direct managerial relationship,
- (2) where one of the individuals is in a position in a Human Resource capacity, which has responsibility relating to the employment of the other individual, or
- (3) where the individuals involved are situated in the organizational structure such that a natural line of progression will result in a direct managerial relationship. "Relatives" are defined to include spouses, registered domestic partners, children, siblings, parents, in-laws and step-relatives.

Employees who marry or become romantically involved with each other will be permitted to continue working in their job positions unless one of the above applies, in which case the Company reserves the right to take such actions as it deems necessary to correct the conflict, in accordance with the law.

Dating

TTD strives to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and the employee morale and dissension problems that can potentially result from romantic relationships involving managerial employees in the Company. Even if no improper conduct occurs, the relationship may cause

gossip, hard feelings, dissatisfaction, and distraction among other employees in the workplace. A relationship between a manager and a non-managerial employee may also appear to other employees as an inappropriate use of power and might create serious consequences for the Company (e.g., charges of sexual harassment even years after a relationship has ended).

Accordingly, any fraternization (including dating, romantic involvement, and sexual relations) or close relationships are discouraged between a manager and a non-managerial employee, or anyone in a reporting relationship. If a manager decides to date or become involved with another employee inside or outside of the manager's direct reporting chain, then the manager and employee must immediately inform the People Operations. The Company will then decide in its sole discretion what, if any, actions are necessary to take in regard to assignments, reporting structures and job duties.

Marriage

If employees who marry or become romantically involved do work in a direct supervisory relationship with one another, we will attempt to reassign one of the employees to another position for which such employee is qualified, if such a position is available. If no such position is available, then one of the employees will be required to leave TTD in accordance with applicable law. The decision as to who shall leave will be made by the spouse/involved-employees, subject to the approval and discretion of TTD. Even if employees are in a personal relationship which falls outside of the above categories and creates no obvious conflict of interest, the Company reserves the right to take such actions as are necessary to ensure there is no conflict of interest or other policy violation, and the Company still may require the employees to sign a memorandum confirming that the relationship is consensual and that nothing has been promised or received in exchange for the relationship.

The Company does not in general seek to monitor or involve itself in employees' personal lives or other activities, and we respect each individual's privacy. However, we require that employees refrain from activities that create a real or potential conflict of interest. We reserve the right to take what actions are necessary if employee failed to report the conflict of interest or comply with the policy.

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and to provide the best possible work environment, we expect employees to follow rules of conduct that will protect the interests and safety of all employees and TTD.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The performance standards listed below, and others which may be established from time to time obviously are not all-inclusive, but merely indicate some of the types of actions that are unacceptable in the workplace. These performance standards are merely examples of the types of misconduct for which employees may be disciplined or dismissed. By providing these examples, TTD in no way restricts its legal discretion to discipline employees or terminate the employment relationship permissible under applicable law.

Unacceptable conduct not specifically listed may, nonetheless, result in disciplinary action such as a Strong Conduct Reminder, Verbal warning, Written Warning, or discharge/termination of employment. If you need clarification of a specific issue related to these standards, you should seek clarification from your manager or People Operations. Your location may

have its own local disciplinary policy applicable to you.

Employees should understand that discipline is directed at the specific act, not the individual. Employees should be aware that engaging in the following actions or violating other TTD rules while on TTD property or during the performance of their duties, even at company-sponsored events, or at any after-work events where TTD employees, partner agencies or clients are present, will subject an employee to disciplinary action, up to and including suspension or immediate termination:

- Violation of TTD rules, policies, or practices as set forth in this Handbook or elsewhere.
- Making or knowingly using a falsified document in any format (e.g., hardcopy of softcopy timecard, attendance record, invoice, contracts or agreements, delivery receipt, etc.) or the filing of a fraudulent document or claim for benefits.
- Possession, distribution, sale, transfer, use, or working under the influence of alcohol or illegal drugs on Company property, or while on duty.
- Fighting or threatening violence or bodily injury to another in the workplace.
- Negligence or improper conduct leading to damage or loss of TTD property or the property of other employees.
- Insubordination.
- Violation of our policies, or policies prohibiting discrimination and retaliation.
- Possession of dangerous or unauthorized materials, such as explosives or firearms or other weapons, on TTD property or while on duty.
- Excessive absenteeism or tardiness (excluding legally protected absences or tardiness) or any absence without appropriate notice, subject to legally required exceptions.
- Giving, selling, publishing or assisting in the giving, selling or publishing, or otherwise disclosing any confidential, proprietary or trade secret information of TTD.
- Unsatisfactory performance or conduct.
- Failure to cooperate fully or provide truthful information in a TTD investigation.
- Dishonesty.
- The theft of TTD property or the property of another person.
- Conducting personal business while on duty.
- Failure to observe safety rules as posted and common-sense safety in the general performance of duties.
- Not showing up as scheduled for work, or leaving work early without permission, subject to legally required exceptions.
- Failure to report any accidents occurring on TTD premises to management immediately.

Any questions regarding these rules should be discussed with your appropriate manager or with People Operations.

NO SOLICITATION

Solicitation or distribution of literature by persons not employed by TTD, unrelated to work at TTD, is prohibited at all times on TTD property. You may not solicit your co-workers or distribute literature for any purpose during working time. Working time includes the working time of the co-worker doing the soliciting or distributing and the co-worker to whom the soliciting or distributing is being directed, but does not include meal periods, scheduled breaks, times before or after a shift, sending of email while not on duty, or

other times when co-workers are properly not performing their job duties. Distribution of hard copy literature in work areas is prohibited at all times.

CONFIDENTIAL INFORMATION

As part of their jobs, some employees may have access to “confidential information” regarding such things as our customers, vendors, computer programs and data processing, pricing, business and marketing plans and strategies, financial performance, and other non-public proprietary business information or trade secrets. Revealing all or any part of this type of “confidential information” may result in financial loss to TTD. It is each employee’s responsibility to never reveal or give out this type of confidential TTD information in any form. No pictures or video footage of any protectable trade secrets or the type of “confidential information” described herein may be made. The employees must also abide by the confidentiality obligations under their individual contracts.

When employees are in doubt regarding the handling of any information, they should discuss it with their manager. The disclosure by any employee of the type of protected “confidential information” referenced above may result in disciplinary action up to and including termination of employment. Further, this policy does not prohibit employees from discussing their own personnel information with one another or with a government agency.

INFORMATION SECURITY PROGRAM

The purpose of our Information Security Program is to ensure the business continuity of our information systems and to minimize the risk of damage by preventing and reducing the potential impact of information security incidents caused by any internal, external, deliberate or accidental threats. For the most up to date policies regarding acceptable use, email, internet and technology, please access the policies through Confluence under Company Policies – Information Security Program Policy.

Our e-mail, telephone, voicemail, fax, Internet and technology systems belong to TTD, and we reserve the right to monitor and examine all communications over these systems at its discretion. Accordingly, no employee should have any expectation of privacy as to their Internet or technology systems usage and should not use these systems for information they wish to keep private. These systems should be used primarily for TTD-related business. Personal use of e-mail, voicemail, fax and the Internet is acceptable, but should be done using good judgment and with the recognition that these systems are provided in order to conduct business. Country specific laws and regulations and TTD policies regarding intellectual property, misuse of TTD property, discrimination, harassment, sexual harassment, information and data security and confidentiality apply to the use of all TTD technology systems.

We reserve the right to inspect any and all files stored in all areas of our network, including those assigned to individual employees, and those stored on any TTD computer, in order to assure compliance with this and other TTD policies, subject to applicable law.

Access to all areas of the Internet is allowed from within TTD. However, we reserve the right to control access to any non-business-related Internet service, if necessary, to control bandwidth. Efforts will be made to provide access to all Internet services; however, non-business-related Internet services may be blocked, possibly without notice, if necessary.

PAY PRACTICES

PAYDAYS

Pay periods are prescribed in accordance with applicable local law. If the regular payday occurs on a holiday, the payday is the last working day prior to the holiday.

After each payday in the month, you will receive a statement showing gross pay, deductions, and net pay, and any other information required by laws and regulations. Other exceptional payment will be made as per company or regulatory requirements.

For your convenience, we will have your salary deposited to your designated bank account.

TIMEKEEPING

Employees are expected to report for work punctually and to work all scheduled hours and any required overtime in accordance with the local office instructions and requirements. Excessive unexcused tardiness and poor attendance disrupt workflow and customer service and will not be tolerated and may subject an employee to disciplinary action, up to and including termination. Employees who wish to seek a disability or medical accommodation affecting scheduling should consult the People Team to determine whether reasonable accommodation can be provided.

Employees should refer to the specific time and attendance practices that apply to them in their respective offices (which is typically provided as part of an employee's new hire onboarding process, subject to periodic updates) for detailed information regarding the Company's expectations as to tardiness, calling out, and absences.

TRAVEL AND REIMBURSEMENT EXPENSES

Some positions require travel domestically and abroad. All travel arrangements must receive prior approval in writing in accordance with the guidelines outlined in TTD's Travel Approval Matrix, as detailed in the Guiding Principles of Business Travel. All employees will be reimbursed for reasonable travel expenses, subject to our expense reimbursement guidelines applicable to your location.

Employees who are required to incur necessary reasonable expenses as a consequence of their work will be reimbursed for such expenses, upon timely submission of receipts and a request for reimbursement.

HOLIDAY AND LEAVES

Your Holiday entitlement and leave entitlements can be found in your respective country supplement / Confluent Page.

SAFETY

Every employee is responsible for their own safety, as well as for others in the workplace. To achieve The Trade Desk's goal of maintaining a safe workplace, everyone must be safety conscious at all times.

Your safety is extremely important to us. Good housekeeping is a natural part of safety. Keep your eye out for and pick up all trash and debris and any other foreign objects regardless of where they are located to the extent that you can do so in a safe manner. If you notice an unsafe condition that you cannot correct yourself, report it immediately to your manager. In the event of injuries to employees, notify your manager at once.

If an employee becomes injured, do not attempt to move them or administer first aid unless you are qualified. Notify your manager immediately. Also, do not discuss the accident with other employees, and do not make any statements about the accident to third parties at the accident scene. Management personnel will handle the accident report.

It is a violation of our policies to fail to report any work-related injury or illness to management. Employees are required to immediately report any work-related injury or illness to management, or any suspected work-related injury or illness to management as soon as the employee becomes aware of the injury or illness. Reporting work-related injuries and illnesses is critical to the wellbeing of our employees and enables us to ensure appropriate medical care and treatment are provided to injured or ill employees and to investigate and correct potential hazards in the workplace.

Employees are subject to discipline for violations of these safety rules. Please note that it is a violation of our policy for any employee who reports an injury or illness to be retaliated against because the employee has reported a work-related injury or illness.

WORKPLACE VIOLENCE POLICY

We are firmly committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, we have established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, while on Company-related business. This policy applies to all employees, including management. As part of this policy, we seek to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence, even prior to any violent behavior occurring.

In order to achieve our goal of providing a workplace that is secure and free from violence, we must enlist the support of all employees. Compliance with this policy and our commitment to a "zero tolerance" policy with respect to workplace violence is every employee's responsibility.

Employees are required to report any incident involving a threat of violence or act of violence immediately to their manager. Management will investigate the matter and take appropriate corrective action. This may include the imposition of disciplinary action against any employee who violates this policy, up to and possibly including immediate termination.

If employees become aware of any workplace security hazards or identify methods of increasing security in the workplace, they should report that information to their manager. Employees are required to report violations of this policy, including any incidents involving actual or threatened violence. We will not tolerate retaliation against any employee who reports workplace

violence.

Conduct that is prohibited under this policy includes, but is not limited to:

- Verbal or written threats of any kind;
- Threatening, physically aggressive or violent behavior, such as intimidation of, or attempts to instill fear in, others;
- Other behavior that suggests a propensity toward violence, including threatening speech, sabotage, threats of sabotage of Company property or a demonstrated pattern of refusal to follow Company policies and procedures;
- Defacing Company property or causing physical damage to a Company facility;
- Bringing weapons or firearms of any kind into a Company operational facility or space or while conducting Company business. Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocket knives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Pepper spray or mace is excluded from this policy to the extent employees carry it for personal protection outside the workplace and is kept in a secured locker while it is at the worksite.

Employees should report reasonable suspicion of any conduct described above to a supervisor or the People Team. All reports of workplace violence will be taken seriously and will be thoroughly investigated, and all complaints reported will be treated with as much confidentiality as possible, subject to applicable law, though confidentiality may not be guaranteed in all cases. TTD will report suspected criminal conduct to the authorities as appropriate. If TTD determines that workplace violence has occurred, the Company will take all appropriate action it deems necessary and appropriate under the circumstances.

TTD reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on TTD property, to the extent permitted by applicable law.

In addition, the Company may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all personal property and other items that are in violation of Company rules and policies, to the extent permitted by applicable law.

Any employee violating this policy is subject to discipline up to and including termination for the first offense.

DRUG AND ALCOHOL POLICY

Purpose

The use of illegal drugs and misuse of alcohol by employees are inconsistent with our commitment to maintain a safe, healthy, and productive work environment and a drug-free workplace. For the purposes of this policy, "illegal drugs" include controlled substances that are not being used or possessed under the supervision of a doctor or other licensed health care

professional, or whose use or possession is unlawful under laws and regulations.

Information about the dangers of drug abuse and alcohol misuse in the workplace, sources of help for drug and alcohol problems, this policy, and the consequences that may result from violations of this policy, is available from People Operations.

Voluntary Requests for Assistance

Employees with drug and alcohol problems are encouraged to seek help before they become subject to discipline for violating this or other TTD policies. We will support, assist, and accommodate such employees to the extent required by applicable law. Management can assist employees in a confidential manner, by providing them with information about community resources for evaluation, counseling, and treatment, and helping them utilize any available employee benefits. Employees will not be disciplined by TTD because they request assistance. Employees may not, however, avoid discipline by requesting assistance after they violate our policies. In addition, employees who request assistance will not be excused from complying with our policies, including its standards for employee performance and conduct. Employee can always reach out to EAP program and seek for advice from professionals to help and support them when facing drug and alcohol challenges. Feel free to talk to People Operations for more information on EAP program where confidentiality and privacy will be respected during the whole process.

Conduct

Whenever employees are performing services for TTD, whether they are at the office or at any other location, they are prohibited from:

- using, possessing, buying, selling, manufacturing, distributing, dispensing or transferring illegal drugs; and
- being under the influence of illegal drugs or alcohol.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol.

Employees may possess and consume alcohol provided by the Company, and as authorized by the Company, in certain legitimate business settings. At all such times, however, employees are expected to act responsibly and to drink moderately (not to the point that they are under the influence). The Company may withdraw these privileges if they are abused by an employee or if an employee violates this policy.

This policy does not prohibit employees from the lawful possession and use of prescribed medications. Employees have the responsibility to consult with their doctors or other licensed health care professionals about the effect of prescribed medications on their ability to perform their specific job duties in a safe manner, and to promptly disclose any work restrictions to their managers or to People Operations. Employees should not, however, disclose underlying medical conditions, impairments or disabilities to their managers or to People Operations unless specifically directed to do so by their doctors or other licensed health care professionals.

Consequences

Employees who violate this policy will be subject to appropriate disciplinary action up to and including termination of employment. Depending on the circumstances, an employee's return to work, reinstatement and/or continued employment may be conditioned on the employee's successful

participation in and/or completion of any and all evaluations, counseling, treatment, and rehabilitation programs, passing of return-to-duty and follow-up drug and alcohol tests, and/or other appropriate conditions as determined by TTD.

Testing

We reserve the right to ask the employee to conduct reasonable suspicion and other drug and alcohol tests in accordance with the requirements of applicable law.

INSPECTION

The Company provides its employees with the use of various property and facilities which are necessary in the performance of their work. The Company, at all times, retains full title and control, including the right of inspection, over such property or facilities, to the extent permitted by applicable law.

The Company wishes to maintain a work environment that is free of illegal drugs, firearms, explosives, or other improper materials. To this end, the Company prohibits the possession, transfer, sale, or use of such materials on its premises and we require the cooperation of all employees in administering this policy.

The Company also wishes to discourage theft or unauthorized possession of property belonging to employees, TTD, and visitors, and to ensure the Company's access at all times to TTD property, records, documents and files. Accordingly, although the Company may provide offices, furniture, desks, lockers, file cabinets, files, computer disks and files, and other storage devices for its employees, they remain the sole property of TTD at all times, and they, as well as any articles found within them, can be inspected by any agent or representative of TTD at any time, with or without prior notice, to the extent permitted by applicable law.

To facilitate enforcement of this policy, we reserve the right to conduct inspections, at management's discretion, of:

- the contents of all packages, bundles, boxes, tote bags, knapsacks, purses, suitcases, briefcases, lunch pails, or other containers taken into or out of TTD premises;
- all offices, desks, and work stations; and
- all motor vehicles on TTD premises.

Whenever practicable, we will conduct the inspection in the presence of the employee working in the particular location involved. However, in emergencies or other appropriate circumstances, we reserve the right to conduct an inspection without the presence of the employee involved, to the extent permitted by law. A refusal to permit an inspection requested by management may result in disciplinary action up to and including immediate termination. Because an inspection might result in the discovery of an employee's personal possessions, all employees are encouraged to avoid bringing into the workplace any personal property. In addition, for security reasons, employees should not leave personal belongings of value in the workplace.

Prior authorization must be obtained before any TTD property may be removed from the premises.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT



I have received The Trade Desk APAC Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it. The Handbook describes some important information about The Trade Desk, and I understand that this Handbook replaces any previous manual and Handbook, and to the extent inconsistent, any previous understanding, practice, policy, or representation concerning the subject matters addressed in this Handbook. The guidelines, benefits, and procedures outlined in this Handbook may be changed or eliminated at any time, at The Trade Desk' sole discretion. I understand that it is my responsibility to retain a copy of this Handbook, and to request a new copy if mine is lost or damaged. I also understand that it is my responsibility to return all company assets to The Trade Desk at the end of my employment all property of The Trade Desk that may be in my possession or within my control, including but not limited to keys and equipment.

I have entered into my employment relationship with The Trade Desk voluntarily and acknowledge that there is no specified length of employment.

I understand that the Handbook is not intended to express or imply any contractual obligation by The Trade Desk to continue my employment or to follow any stated policy or procedure with respect to my employment.

EMPLOYEE'S SIGNATURE DATE

EMPLOYEE'S NAME (PRINTED)