GLOBAL INFECTION CONTROL GUIDELINES

1.   Our Commitment

In our increasingly globalized world, infectious diseases can multiply, and spread at alarming rates. Without proper infection control practices, we may unknowingly amplify the spread of these germs that can lead to outbreaks in the community and across borders. CyberArk has set out its intentions of how to minimize exposure to protect the physical and mental wellbeing of its employees and contractors and encourages CyberArk's partners, clients and visitors to do the same.

2.   Scope of these Guidelines

2.1   The CyberArk Global Infection Control Guidelines apply to all of CyberArk's physical locations.

2.2   These Guidelines intentionally do not specify the types of infection or the number that constitutes an outbreak. This will be determined through any data from the U.S. Centers for Disease Control and Prevention, the World Health Organization and any other relevant governing bodies in the local region.

2.3   These Guidelines do not form part of any contractual obligations with any persons, and CyberArk may amend it at any time. CyberArk will periodically review these Guidelines to ensure they are achieving its aims.

3.   Responsibilities

3.1   CyberArk's's SVP, Human Resources has overall responsibility for the operation of these Guidelines and to ensure a rapid well-co-ordinated response to a major outbreak of infection by providing a framework in which to manage it.

3.2   HR managers in every region need to ensure that these Guidelines are brought to the attention of our people and that they the Guidelines are understood and observed by them.

3.3   All employees have a duty to provide a safe working environment and observe health and safety guidance, including these Guidelines.

4.   Core Principles: The Framework

4.1   CyberArk is committed to making health, safety and wellbeing management integral to everything we do.

4.2   In order to restrict and reduce the risk of any infection in the workplace, CyberArk will:

(a)   Trust the Experts

As a global organization CyberArk will comply with regional guidance mandated by respective local authorities, health ministries or other governing bodies such as the CDC and or the World Health Organization. This may include advice around: social distancing, public transport, self-isolation/quarantine.

CyberArk will consider non-mandated guidelines through assessing the risk of prevention, detection and control of the risk of infection prior to making any decisions.

(b)   Hygiene Measures

CyberArk's offices are provided with the highest levels of cleaning. Should an outbreak occur and CyberArk decide that an office will remain open for business, CyberArk will adopt enhanced cleaning services (e.g. frequency, no. of areas, surfaces, equipment) unless relevant guidance suggests that these measures may not be thorough enough to reduce the risk of any given infection, disease or virus transmission.

Provide clarity around infection control procedures, which may include placing anti-bacterial hand sanitisers at various points in the offices and wearing protective clothing.

(c)   Continuous Communication

During any outbreak, and if the circumstances allow, CyberArk employees will be encouraged to engage in bi-monthly communication (where possible) at the Company-wide level, to offer transparency on actions being taken, and ongoing communication at the team level to discuss workload and wellbeing measures.

Additionally, CyberArk will collaborate with clients, partners, and supply chain members to share information and, where necessary, to prevent any outbreak through various measures as outlined in joint working practices.

(d)   Reporting

Across the globe, it is important for all our people to report any symptoms of infectious diseases to their manager and local HR Partner.

CyberArk exercises the right to ask staff who have infectious disease symptoms to not attend work and, in the case of diarrhea, vomiting, fever or high temperature, to stay away for at least 48 hours (or as mandated by local authorities) after the symptoms have stopped to prevent the spread.

Where required and in accordance with applicable privacy laws, CyberArk will ensure notifiable outbreaks are reported to the relevant local authority/governing body and co-operate and comply with any authority led investigation and findings.

(e) Review and Assess Working Practices

During any outbreak our people are our first priority and to ensure business continuity we will review all areas that apply, including but not limited to:

i. review of workplace – Do the employees continue working from the office, client site or should they move to a temporary work from home arrangement? What would the impact be upon productivity?

ii. hours of work – If people continue to attend the office do we implement core hours in place to reduce risk of infection from public places such as transportation systems; or do we need to stagger hours so fewer people are together at any one time? If people are working from home, how do they attend to childcare needs in situations like a shelter-in-place order and what support does CyberArk need to offer?

iii. training – Does it need to continue? Should the content change? Can its delivery be different?

iv. domestic and international travel - Should it take place, or do we cancel travel?

v. facilities - If it is determined that face-to-face meetings must take place, how will CyberArk ensure as far as reasonably possible that facilities are set up to minimize the spread of infection?

vi. wellbeing – What additional steps do we need to take to ensure the wellbeing of our employees? What measures can we take to to ensure productivity and business continuity?

4.2 Overtime, we will continuously review and amend this framework and make it relevant to any outbreak at that time.

5. Implementation

5.1 CyberArk is committed to training and motivating our people to conduct activities in a safe, healthy and responsible manner. This will include providing our people with information and tools on necessary steps to prevent ill-health and preserve their physical, mental and emotional wellbeing.

5.2 Anyone who reports a possible violation of applicable laws or the Guidelines will be protected from retaliation in any form.

6. Data Protection

- CyberArk processes personal data collected in accordance with its data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals and relevant health authorities only in accordance with applicable laws and regulations, including data privacy laws. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported immediately in accordance with CyberArk's Internal Privacy Policy and Handbook.

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