



CYBERARK®

HEALTH AND SAFETY POLICY

Date of last review: August 7, 2018

1. About this policy

- 1.1 This policy sets out CyberArk's (the Company) arrangements for ensuring that it meets its health and safety obligations to staff and anyone visiting its premises or affected by its work.
- 1.2 The Company's Human Resources Director, EMEA & APJ (HR Director) has overall responsibility for health and safety and the operation of this policy.
- 1.3 This policy does not form part of any employee's contract of employment and the Company may amend it at any time. The Company will continue to review this policy to ensure it is achieving its aims.

2. Your responsibilities

- 2.1 All staff share responsibility for achieving safe working conditions. Individuals must take care of his/her own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 2.2 You should report any health and safety concerns immediately to your line manager or HR Director.
- 2.3 You must co-operate with managers on health and safety matters, including the investigation of any incident.
- 2.4 Failure to comply with this policy may be treated as misconduct and dealt with under the Company's standard disciplinary procedures.

3. Information and consultation

- 3.1 The Company will inform and consult your workplace safety representative directly regarding health and safety matters.

4. Training

- 4.1 The Company will ensure that you are given adequate training and supervision to perform your work safely.
- 4.2 Staff will be given a health and safety induction and provided with appropriate safety training, including manual handling or electrical safety.



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5. Equipment

- 5.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

6. Accidents and first aid

- 6.1 Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.
- 6.2 All accidents and injuries at work, however minor, should be reported to the HR Director or Office Manager and recorded by them in the Accident Book, which is kept in the trays by the Finance Team.

7. Fire safety

- 7.1 All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.
- 7.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices displayed on each floor. The fire assembly point is currently located on the corner of Waterloo Road and Baylis Road.
- 7.3 Fire drills will be held at least every 6 months and participation is mandatory. The Company also carries out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

8. Risk assessments and measures to control risk

- 8.1 The Company carries out general workplace risk assessments periodically. The purpose is to assess the risks to the health and safety of employees, visitors and other third parties as a result of the Company's activities, and to identify any measures that need to be taken to control those risks.

9. Computers and display screen equipment

- 9.1 If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at the Company's expense.
- 9.2 Further information on workstation assessments, eye tests and the use of DSE can be obtained from the HR Director.