

Employment Policies

Granicus Code of Ethics and Conduct

The Granicus Code of Ethics and Conduct (“Code”) includes standards and policies that must always be observed by you when acting on behalf of Granicus or any of its subsidiaries and affiliates. It is important that you know and understand the policies and standards contained in this Code and all other Granicus policies and procedures. For the avoidance of doubt, compliance with this Handbook and all Granicus policies and procedures is mandatory and includes during all work-related events, work-related travel or otherwise.

Granicus is dedicated to supporting our customers and conducting business ethically and with integrity. We sell our platform solutions and services directly and indirectly to federal, state and local public sector entities, as well as to commercial entities. This Code is our roadmap for doing business the right way. Put simply, we do business the right way when we act ethically and consistently with the core value of integrity, the Handbook, the Code, our policies and all applicable laws. Although no document can address every decision you could face during your career with Granicus, this Code will help guide you. Employees must contact Human Resources for assistance with any questions about this Code or the Legal Department regarding corporate ethics and compliance generally.

This Code applies to all officers, directors, employees, and agents acting on behalf of Granicus. We are each personally responsible for acting within the letter and spirit of the law and upholding this Code. Supervisory personnel are also responsible for ensuring that this Code is understood and enforced within their departments.

Violations of this Code, including, subject to applicable law, failures to report potential violations by others, may result in adverse disciplinary actions, including termination of employment. If you believe in good faith that a violation of this Code has occurred, we encourage you to discuss the issue with (1) your supervisor, (2) an appropriate Human Resources Business Partner or bring this to the attention of Chief Human Resources Officer (CHRO)

Company Personnel may also raise concerns or questions regarding the Code or make good faith complaints or reports at any time through the confidential online NAVEX Ethics Point Help Line (see Anonymous Reporting section below for additional details) at: **Hotline Number:** 1-833-547-0144. *For additional details including FAQ please visit the website www.Granicus.EthicsPoint.com*

Retaliation for raising a concern under this Code in good faith or for participating in an investigation into any such concerns is **strictly prohibited**. Retaliation is a serious violation of the Code and should be reported immediately through the channels discussed above.

Any terms not defined in this Code shall have the meanings attributed to them in the Handbook.

At-Will Employment

Employment with Granicus is at-will and entered voluntarily, which means that any employee is free to resign at any time, for any reason, with or without notice. Similarly, Granicus is free

to terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment any benefit will be continued for any period of time. In addition, no one has authority to alter the at-will relationship, other than in writing signed by the CEO of Granicus.

Please also refer to the resignation policy – notice periods for additional details.

Equal Employment Opportunity

Granicus is committed to providing equal employment opportunities. All qualified applicants and employees will be considered for employment and advancement without regard to race, color, religion, creed, national origin, ancestry, sex, gender, gender identity, gender expression, physical or mental disability, age, genetic information, sexual or affectional orientation, marital status, status with regard to public assistance, familial status, military or veteran status or any other status protected by applicable law. This policy applies to all employment practices and terms and conditions of employment, including but not limited to promotions, transfers, compensation, terminations, training and participation in Granicus sponsored benefits or programs.

Employees should raise any concerns they might have regarding possible discrimination in accordance with the complaint procedure described below. No retaliation against anyone who in good faith brings forth a complaint of possible discrimination will be permitted or tolerated.

Internal Employee Mobility Program

Purpose

This policy has been developed and introduced to retain talent and provide employees a platform to acquire a broad set of skill sets and enhance their professional development through internal movement.

Employees can apply through the company's job portal Lever for open roles they are interested in.

Eligibility

1. All employees who have completed at least 18 months' service in their current role are eligible to participate in this program.
2. The performance rating should meet expectations and above.
3. Employees are encouraged to notify their current manager before or when applying for any open position.
4. Applying for an internal role does not guarantee the employee a role he/she has applied for until he/she is invited to attend an internal assessment as deemed necessary.
5. Successful applicants will be transferred to the new role at a date mutually agreed upon by the current and new manager in line with the applicable notice period guidelines defined for the position

Employee Referral

The purpose of this policy is to reward employee's contribution in attracting new associates to the organization by promoting Granicus as brand ambassadors.

Eligibility

1. All full-time employees are eligible to participate in this program apart from Directors and HR team.
2. An eligible referral is a friend/family or professional acquaintance known to an employee, whose qualifications match the requirements for a Granicus job opening.
3. The following types of referrals are not eligible for a referral bonus:
 - Referral by a Granicus employee for a position where that employee has influence on the decision, including a referral by a Granicus hiring manager for a position in his or her own department.
 - Referral of a former Granicus employee within one year. This also includes any interns.
 - Referral of a candidate working as a temporary worker or contractor and becoming a full-time employee.
 - Referral of an individual where the company is already paying a placement fee or recruiting fee who got selected on a first come first serve.
 - Candidates who have less than 18 months of total experience.
4. Applications or resumes must be submitted with the advance consent of the applicant.
Granicus reserves the right to verify that any resume submitted has been done with the applicant's consent.
5. HR will post all positions eligible for referrals on the internal bulletin board.

How to Submit a Referral

All referrals must be communicated to Recruiting/Human Resources prior to the candidate applying for the role. If the candidate applies on their own, then the individual must reference you as the referral source to gain credit for the referral. Referrals can be sent in either of the ways as mentioned below:

- Emailing the referral resumes to HR team at recruitingteamindia@granicus.com
- Uploading the referral resumes on lever at <https://hire.lever.co/referrals/new>

Payout of Referral Fees

6. For each qualified candidate referred, the employee will earn the referral bonus of INR 30,000/- if the candidate has 1 to 3 years of experience. If the referred candidate has over 3 years of experience, the referral bonus will be INR 75,000/-. All payouts will be done after 90 days of successful completion of the referred

employee's start date.

7. Candidates offered by Granicus are also eligible for the bonus pay out if they refer someone prior to joining Granicus. However, bonus payment will be made 90 days after the referred/referring employee's start date, whichever is later.
8. Any referral payments are made only when both the referred employee and the referring employee must be employed by Granicus at that time to collect payment.
9. All referral bonus payments are subject to applicable Income tax laws and other payroll deductions.
10. If a candidate is referred by more than one Granicus employee, the bonus (if applicable) will be paid out on a first come, first serve basis.
11. The Chief Human Resource Officer will have final authority over all aspects of this program and may discontinue this program at any time.

