

## CITRIX SYSTEMS, INC. CORPORATE GOVERNANCE GUIDELINES

Set forth below are Citrix Systems, Inc.'s corporate governance policies. These guidelines are subject to change from time to time at the direction of the Nominating and Corporate Governance Committee.

### A. **BOARD COMPOSITION**

#### 1. *Separation of the Positions of Chairperson and CEO*

The Board's general policy is that the positions of Chairperson of the Board and Chief Executive Officer should be held by different persons. However, in certain circumstances, the Board may determine that it is in the best interests of the Company for the same person to hold the positions of Chairperson and CEO. In such event, the Board shall appoint an independent member of the Board as the Lead Independent Director.

#### 2. *Chairperson of the Board; Lead Independent Director*

The Board's general policy is that the position of Chairperson of the Board shall be held by an independent member of the Board. However, in certain circumstances, the Board may determine that it is in the best interests of the Company for the role of Chairperson to be held by a member of the Board that is not independent. In such event, the Board shall appoint an independent member of the Board as the Lead Independent Director. The Chairperson or Lead Independent Director, as the case may be, shall preside at executive sessions of the independent Directors and shall bear such further responsibilities, which the Board as a whole might designate from time to time.

#### 3. *Size of the Board*

The Board periodically reviews the appropriate size of the Board and, in accordance with the Company's By-laws, may adjust the number of Board Members from time to time.

#### 4. *Substantial Majority of Independent Directors*

The Board believes that there should be a substantial majority of independent Directors on the Board.

#### 5. *Board Definition of What Constitutes Independence for non-employee Directors*

Citrix defines an "independent" director in accordance with the applicable provisions of the Securities Exchange Act of 1934, the rules promulgated thereunder and the applicable rules of The Nasdaq Stock Market. Because

it is not possible to anticipate or explicitly provide for all potential situations that may affect independence, the Board periodically reviews each Director's status as an independent Director and whether any independent Director has any other relationship with the Company that, in the judgment of the Board, would interfere with the Director's exercise of independent judgment in carrying out his or her responsibilities as a Director.

**6. *Limit on Service on Other Boards***

Directors who also serve as chief executive officers, including as the Company's Chief Executive Officer, should not serve on more than two boards of directors of public companies besides their own. No Board member should hold more than five public directorships (including such member's seat on the Company's Board of Directors), unless otherwise agreed to by the Nominating and Corporate Governance Committee of the Board. Directors and executive officers should notify the Chairperson of the Nominating and Corporate Governance Committee before accepting a seat on the board of directors of another company so that the potential for conflicts or other factors that could potentially compromise the Director's or officer's ability to perform his or her duties may be fully assessed.

**7. *Board Interlocks***

Directors should not serve as members of the Board or the Compensation Committee if such service creates an interlocking relationship (that is, one of the Company's executive officers serves as a director or member of the compensation committee of an entity at which the Director is an executive officer).

**8. *Board Membership Criteria***

The Nominating and Corporate Governance Committee is responsible for reviewing with the Board from time to time the appropriate qualities, skills and characteristics desired of Board members in the context of the needs of the business and current make-up of the Board. This assessment includes consideration of the following minimum qualifications that the Nominating and Corporate Governance Committee believes must be met by all Directors:

- Directors must be of the highest ethical character and share the values of the Company as reflected in the Company's Code of Business Conduct;
- Directors must have reputations, both personal and professional, consistent with the image and reputation of the Company;

- Directors must have the ability to exercise sound business judgment based on an objective perspective;
- Directors must have substantial business or professional experience in areas that are relevant to the Company's business and be able to offer meaningful advice and guidance to the Company's management based on that experience;
- Directors must have received a Bachelor's Degree from a qualified institution; and
- Directors must have a commitment to enhancing long-term stockholder value and representing the long-term interests of the Company's stockholders as a whole, not just one particular constituency.

The Nominating and Corporate Governance Committee also considers numerous other qualities, skills and characteristics when evaluating Director nominees, such as:

- An understanding of and experience in software, hardware or services, technology, accounting, governance, finance and/or marketing;
- Leadership experience with public companies or other major complex organizations;
- Experience on another public company board or qualification as an "audit committee financial expert" under the rules of the SEC; and
- The specific needs of the Board and the Committees of the Board at that time.

In addition, the Board believes that a diverse membership with varying perspectives and breadth of experience is an important attribute of a well-functioning board and will enhance the quality of the Board's deliberations and decisions. As a result, the Nominating and Corporate Governance Committee will consider the diversity of background and experience of a Director nominee (such as diversity of knowledge, skills, experience and expertise) as well as diversity of personal characteristics (such as diversity of gender, race, ethnicity, culture, thought and geography) among its members in the overall context of the composition of the Board.

Board members are expected to prepare for, attend, and participate in Board meetings and meetings of Committees on which they serve. Directors are expected to attend at least 75% of Board meetings and meetings of Committees on which they serve, absent special circumstances. In addition, Directors must stay abreast of the Company's business and markets. Each Board member is expected to ensure that other existing and planned future

commitments do not materially interfere with the member's service as a Director of the Company. Directors' commitments to serve on other boards will be considered by the Nominating and Corporate Governance Committee and the Board when reviewing Board candidates and in connection with the Board's self-assessment process. Directors are expected to report changes in their primary business or professional association, including retirement, to the Chairperson of the Board and the Chairperson of the Nominating and Corporate Governance Committee.

**9. *Selection of New Director Candidates***

The Board is responsible for selecting its own members. The Board delegates the selection and nomination process to the Nominating and Corporate Governance Committee, with the expectation that other members of the Board, and of management, will be requested to take part in the process as appropriate.

Generally, the Nominating and Corporate Governance Committee identifies candidates for Director nominees in consultation with management and the other Directors, through the use of search firms or other advisers, through the recommendations submitted by stockholders or through such other methods as the Nominating and Corporate Governance Committee deems to be helpful to identify candidates. Once candidates have been identified, the Nominating and Corporate Governance Committee confirms that the candidates meet all of the minimum qualifications for Director nominees established by the Nominating and Corporate Governance Committee. The Nominating and Corporate Governance Committee may gather information about the candidates through interviews, questionnaires, background checks, or any other means that the Nominating and Corporate Governance Committee deems to be helpful in the evaluation process. The Nominating and Corporate Governance Committee then meets as a group to discuss and evaluate the qualities and skills of each candidate, both on an individual basis and taking into account the overall composition and needs of the Board. Based on the results of the evaluation process, the Nominating and Corporate Governance Committee recommends candidates for the Board's approval as Director nominees for election to the Board. The Nominating and Corporate Governance Committee also recommends candidates for the Board's appointment to the committees of the Board.

**10. *Procedures for Recommendation of Nominees by Stockholders***

The Nominating and Corporate Governance Committee will consider Director candidates who are recommended by stockholders of the Company. Stockholders, in submitting recommendations to the Nominating and Corporate Governance Committee for Director candidates, shall follow the following procedures:

The Nominating and Corporate Governance Committee must receive any such recommendation for nomination not later than the close of business on the 120<sup>th</sup> day nor earlier than the close of business on the 150<sup>th</sup> day prior to the first anniversary of the date of the proxy statement delivered to stockholders in connection with the preceding year's annual meeting.

Such recommendation for nomination must be in writing and include the following:

- Name and address of the stockholder making the recommendation, as they appear on the Company's books and records, and of such record holder's beneficial owner;
- Number of shares of capital stock of the Company that are owned beneficially and held of record by such stockholder and such beneficial owner;
- Name of the individual recommended for consideration as a Director nominee;
- All other information relating to the recommended candidate that would be required to be disclosed in solicitations of proxies for the election of directors, or is otherwise required, in each case pursuant to Regulation 14A under the Securities Exchange Act of 1934, as amended (including the recommended candidate's written consent to being named in the proxy statement as a nominee and to serving as a Director nominated by the Board and elected by the stockholders); and
- A written statement from the stockholder making the recommendation stating why such recommended candidate meets the Company's criteria and would be able to fulfill the duties of a Director.

Recommendations for nomination must be sent to the attention of the Secretary of the Company by one of the two methods listed below:

By U.S. Mail (including courier or expedited delivery service):

Citrix Systems, Inc.  
851 West Cypress Creek Road  
Fort Lauderdale, FL 33309

Attn: Secretary of Citrix Systems, Inc.

By facsimile to: (954) 337-4607

Attn: Secretary of Citrix Systems, Inc.

The Secretary of the Company will promptly forward any such recommendations for nominations to the Nominating and Corporate Governance Committee. As a requirement to being considered as a Director for nomination to the Company's Board of Directors, a candidate will need to comply with the following minimum procedural requirements:

- A candidate must undergo a comprehensive private investigation background check from a qualified company of the Company's choosing;
- A candidate must complete a detailed questionnaire regarding his or her experience, background and independence;
- A candidate must submit to the Board of Directors his or her written consent to serve as a director if elected; and
- A candidate must submit to the Board of Directors a statement to the effect that (i) he or she, if elected, will tender, promptly following his or her election or re-election, an irrevocable resignation effective upon his or her failure to receive the required vote for re-election at the next meeting at which he or she would face re-election, and (ii) upon acceptance of such resignation by the Board of Directors, in accordance with these Corporate Governance Guidelines, he or she shall immediately resign as a member of the Board of Directors.

Once the Nominating and Corporate Governance Committee receives a recommendation for the nomination of a candidate and the candidate has complied with the minimum procedural requirements above, such candidacy will be evaluated in accordance with the minimum criteria set forth in Section 8 hereof and a recommendation with respect to such candidate will be delivered to the Board.

The foregoing addresses the process by which a stockholder may recommend a Director candidate for consideration by the Nominating and Corporate Governance Committee. A stockholder who wishes to nominate a candidate for Director must follow the procedures set forth in the Company's By-laws.

## **11. *Voting for Directors***

In accordance with the Company's By-laws, if none of the Company's stockholders provides the Company notice of an intention to nominate one or more candidates to compete with the Board's nominees in a Director election, or if the Company's stockholders have withdrawn all such nominations by the tenth (10<sup>th</sup>) day before the Company mails its notice of meeting to its stockholders, a Director nominee must receive more votes cast for than against his or her election or re-election in order to be elected

or re-elected to the Board. The Board expects a Director to tender his or her resignation if he or she fails to receive the required number of votes for re-election. The Board shall nominate for election or re-election as Director only candidates who agree to tender irrevocable resignations that will be effective upon (i) the failure to receive the required vote at the next annual meeting at which they face re-election and (ii) Board acceptance of such resignation. In addition, the Board shall fill Director vacancies and new directorships only with candidates who agree to tender, promptly following their appointment to the Board, the same form of resignation tendered by other Directors in accordance with these Corporate Governance Guidelines.

If an incumbent Director fails to receive the required vote for re-election, the Nominating and Corporate Governance Committee shall promptly consider his or her resignation, a range of possible responses based on the circumstances that led to such Director's failure to receive the required vote for re-election (if known), including, without limitation, actions intended to address the underlying causes of such circumstances, and make a recommendation to the Board. The Board will act on the Nominating and Corporate Governance Committee's recommendation within ninety (90) days following certification of the stockholder vote. The Nominating and Corporate Governance Committee and the Board may consider any factors it deems relevant in deciding whether to accept a Director's offer of resignation.

Thereafter, the Board will promptly disclose its decision and an explanation of the factors it considered in making its decision regarding whether to accept the Director's resignation (or the reason(s) for rejecting the resignation, if applicable) in a Current Report on Form 8-K furnished to the Securities and Exchange Commission.

Any Director whose offer to resign is considered pursuant to this provision shall not participate in the Nominating and Corporate Governance Committee recommendation or Board action regarding whether to accept such Director's resignation. It is the intent of the Board that resignations delivered pursuant to this provision shall provide that any such resignation shall be effective upon, and only in the event that, (i) the Board accepts such resignation and (ii) the earlier to occur of the date that such director's successor is elected and qualified or the date that the Board decreases the number of directors constituting the whole Board.

If each member of the Nominating and Corporate Governance Committee fails to receive the required vote for re-election, then the independent Directors who did not fail to receive the required vote for re-election shall appoint a committee amongst themselves to consider the resignations and recommend to the Board whether to accept them.

**12. *Board Compensation***

It is the general policy of the Board that Board compensation should be a mix of cash and equity-based compensation. Employee Directors will not be paid for Board membership in addition to their regular employee compensation. To the extent practicable or required by applicable rule or regulation, Directors who are affiliated with the Company's service providers or customers will undertake to ensure that their compensation from such providers or customers does not include amounts connected to payments by the Company. The Compensation Committee annually reviews Director compensation under the terms of its charter.

**13. *Board Stock Ownership and Stock Option Retention***

To align the interests of the Board with the interests of the Company's stockholders, the Compensation Committee periodically reviews and evaluates the Company's stock ownership guidelines for Directors and executive officers and recommends any modifications thereto to the Board for its approval.

**B. RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

**1. *Operation of the Board of Directors***

Our business, property and affairs are managed under the direction of our Board of Directors acting on behalf of our stockholders. Members of our Board are kept informed of our business through discussions with our Chief Executive Officer and other Company officers, by reviewing materials provided to them, by visiting our offices and by participating in meetings of the Board and its committees and the Company's Annual Meeting of Stockholders.

**2. *Code of Business Conduct***

Members of the Board of Directors shall act at all times in accordance with the requirements of the Company's Code of Business Conduct, which shall be applicable to each Director in connection with his or her activities relating to the Company. This obligation shall at all times include, without limitation, adherence to the Company's policies with respect to conflicts of interest, confidentiality, protection of the Company's assets, ethical conduct in business dealings and respect for and compliance with applicable law. Any waiver of the requirements of the Code of Business Conduct with respect to any individual Director shall be reported to, and be subject to the approval of, the Board of Directors.



## C. **BOARD MEETINGS AND MATERIALS**

### 1. ***Scheduling and Selection of Agenda Items for Board Meetings***

Regularly scheduled Board meetings are scheduled in advance at least four times a year. In addition to regularly scheduled meetings, four Board meetings are scheduled in advance of our quarterly announcement of results of operations. Furthermore, additional Board meetings may be called upon appropriate notice at any time to address specific needs of the Company. The Board may also take action from time to time by unanimous written consent.

The Chairperson of the Board, the Chief Executive Officer and the Secretary, in consultation with the other members of the Board, draft the agenda for each meeting and distribute it in advance to the Board. Each Director may propose the inclusion of items on the agenda, request the presence of or a report by any member of the Company's management, or at any Board meeting raise subjects that are not on the agenda for that meeting.

The annual cycle of agenda items for Board meetings is expected to change on a periodic basis to reflect, e.g., Board requests, changing business and legal issues and the work done by the Board Committees. The Board's annual agenda will include the long-term strategic plan for the Company, a CEO evaluation, the Board's self-assessment process and the principal issues that management expects the Company to face in the future.

### 2. ***Board Material Distributed in Advance***

Information that is important to the Board's understanding of the business and its meeting agenda items will be distributed in writing to the Board sufficiently before the Board meets to allow the Directors to prepare for discussion of the agenda items for the meeting. Supplemental written materials will be provided to the Board on a periodic basis and at any time upon request of Board members.

### 3. ***Access to Employees and Outside Advisers***

The Board has complete access to contact and meet with any Citrix employee. Board members are encouraged, when traveling, to make arrangements in advance to visit Company office locations and meet with local management on a world-wide basis. The Company's Secretary shall, whenever requested, assist in arranging and facilitating such meetings and site visits.

The Board has the authority to engage outside experts, advisers and counsel to the extent it considers appropriate to assist the Board in its work.

The Board encourages management to schedule members of the Executive Management Committee to present at Board Meetings who: (a) can provide additional insight into the items being discussed because of personal involvement in these areas, or (b) have future leadership potential within the Company such that he or she should be given exposure to the Board.

**4. *Executive Sessions***

The Board's policy is to hold executive sessions at least four times each year following regularly scheduled in-person Board meetings. Executive sessions do not include any non-independent Directors of the Company, and the Chairperson of the Board or Lead Independent Director, as applicable, will assume the responsibility of chairing the executive sessions.

**5. *Director Orientation and Continuing Education***

The Chief Executive Officer in conjunction with the Company's Secretary and Chief Legal Officer are responsible for new-Director orientation programs and for Director continuing education programs. The orientation programs are designed to familiarize new Directors with the Company's businesses, strategies and challenges and to assist new Directors in developing and maintaining skills necessary or appropriate for the performance of their responsibilities. Current continuing education programs for existing Directors consist of quarterly meetings discussing the Company's business, strategy, markets and challenges. Additionally, the Board encourages Directors to attend one or more accredited education programs annually at the Company's expense.

**D. BOARD COMMITTEES**

**1. *Number of Committees***

The Company currently has four standing committees: the Audit, Compensation and Human Capital, Nominating and Corporate Governance and Technology, Data and Information Security Committees. There will, from time to time, be occasions on which the Board may form a new committee or disband a current committee depending upon the circumstances. The Audit, Compensation, and Nominating and Corporate Governance Committees shall be composed entirely of independent Directors.

Each Committee will have a written charter, approved by the Board, which describes the Committee's general authority and responsibilities. Each Committee will undertake an annual review of its charter, and will work with the Nominating and Corporate Governance Committee and the Board to make such revisions as are considered appropriate.

Each Committee has the authority to engage, at the Company's expense, outside experts, advisers and counsel to the extent it considers appropriate to assist the Committee in its work.

Each Committee will regularly report to the Board concerning the Committee's activities.

Audit Committee:

Under the terms of its charter, the Audit Committee of the Board of Directors reviews with the independent accounting firm and management the annual financial statements and independent accounting firm's opinion, reviews the results of the audit of the Company's financial statements by the independent accounting firm, reviews the Company's quarterly interim financial statements, is directly responsible for the appointment, compensation, retention, termination and oversight of the independent accounting firm, considers in advance whether or not to approve audit and non-audit services to be performed by the independent accounting firm, reviews the Company's internal control over financial reporting, management's reports concerning such controls and the Company's critical accounting policies and accounting estimates resulting from the application of such policies and takes other actions consistent with its charter.

The Audit Committee also is responsible for overseeing management's investment policies and financing activities, including the Corporation's dividend policy, advising the Board with respect to those policies and activities, and in certain instances, acting on behalf of the Board on matters relating to the Company's investment policies and financing activities.

Compensation and Human Capital Committee:

Under the terms of its charter, the Compensation and Human Capital Committee is responsible for administering the Company's equity-based plans, for reviewing and approving compensation matters concerning the executive officers of the Company and for overseeing the Company's key human capital management strategies and programs.

Nominating and Corporate Governance Committee:

Under the terms of its charter, the Nominating and Corporate Governance Committee is responsible for reviewing policies and processes regarding corporate governance, the recruitment and nomination of candidates for vacancies and election as directors at the Company's Annual Meeting of Stockholders, reviewing and making recommendations to the Board of Directors regarding the Board's composition and structure, evaluating corporate practices relating to the recruitment of directors and overseeing the evaluation of the Board of Directors, and all other related matters.

### Technology, Data and Information Security Committee:

Under the terms of its charter, the Technology, Data and Information Security Committee is responsible for oversight of the Company's information technology use and protection, including review and oversight of the Company's policies, plans and programs relating to enterprise cybersecurity and data protection risks associated with the Company's products, services, information technology infrastructure and related operations.

#### **2. *Assignment and Term of Service of Committee Members***

The Board is responsible for the appointment of Committee members and Committee chairpersons. It is expected that Committee assignments will rotate from time to time among Directors.

#### **3. *Frequency and Length of Committee Meetings and Committee Agenda***

The Committee Chairperson, in consultation with the Chairperson of the Board and appropriate members of management, will determine the frequency and length of the Committee meetings and develop the Committee's agenda. The agendas and meeting minutes of the Committees will be shared with the full Board, and other Board members are welcome to attend Committee meetings, except that non-independent Directors are not permitted to attend the executive sessions of any Committee.

### **E. MANAGEMENT AND BOARD REVIEW AND RESPONSIBILITY**

#### **1. *Formal Evaluation of Chief Executive Officer***

The Chairperson of the Board will lead a formal annual evaluation of the Chief Executive Officer's performance and compensation.

#### **2. *Management Succession Planning and Development***

The Chief Executive Officer reviews succession planning and management development with the Board on an annual basis.

#### **3. *Annual Evaluation and Assessment of the Board***

The Chairperson of the Board and the Chairperson of the Nominating and Corporate Governance Committee manage the Board's process for annual Director self-assessment and evaluation of the Board. The annual evaluation and assessment will include an evaluation and self-assessment of the Board as a whole and each Director. Each Committee of the Board shall be evaluated periodically as determined by the Chairperson of the Board and the Chairperson of the Nominating and Corporate Governance Committee.

**F. SECURITY HOLDER-BOARD COMMUNICATIONS**

**1. *Communications with the Board***

The Board provides to every security holder the ability to communicate with the Board, as a whole, and with individual directors on the Board through an established process for security holder communication (as that term is defined by the rules of the Securities and Exchange Commission) as follows:

For communications directed to the Board as a whole, security holders may send such communication to the attention of the Chairperson of the Board via one of the two methods listed below:

By U.S. Mail (including courier or expedited delivery service):

Citrix Systems, Inc.  
851 West Cypress Creek Road  
Fort Lauderdale, FL 33309

Attn: Chairperson of the Board of Directors, c/o Secretary

By facsimile to: (954) 337-4607

Attn: Chairperson of the Board of Directors, c/o Secretary

For security holder communications directed to an individual director in his or her capacity as a member of the Board, security holders may send such communications to the attention of the individual Director via one of the two methods listed below:

By U.S. Mail (including courier or expedited delivery service):

Citrix Systems, Inc.  
851 West Cypress Creek Road  
Fort Lauderdale, FL 33309

Attn: Name of the Board Member, c/o Secretary

By facsimile to (954) 337-4607

Attn: Name of the Board Member, c/o Secretary

The Company will forward any such security holder communication to the Chairperson of the Board, as a representative of the Board, and/or to the Director to whom the communication is addressed on a periodic basis. The Company will forward such communication by certified U.S. Mail to an

address specified by each Director and the Chairperson of the Board for such purposes or by secure electronic transmission.

**2. *Attendance at Annual Meeting of Stockholders***

The Board's policy is that one of the quarterly meetings of the Board shall be scheduled on the same day as the Company's Annual Meeting of Stockholders and all Directors are encouraged to attend the Annual Meeting of Stockholders.

**G. COMPENSATION CONSULTANT AND ADVISER INDEPENDENCE**

**1. *Relationship Between the Compensation Committee and its Compensation Consultant and Other Advisers***

The charter of the Compensation and Human Capital Committee of the Board of Directors provides the Compensation and Human Capital Committee with the authority to engage its compensation consultant and any other independent consultants, including outside legal counsel or other advisers (each in their capacity as adviser to the Compensation and Human Capital Committee, a "Compensation Adviser"), including Compensation Advisers in particular areas of compensation and from sources independent of management at the expense of the Company, as it determines appropriate. The Compensation and Human Capital Committee appoints, retains, terminates and oversees the work of any Compensation Adviser and reviews and approves the fees and retention terms for such Compensation Advisers. The Compensation and Human Capital Committee's Compensation Advisers work for the Compensation Committee, not the Company's management, with respect to executive and director compensation matters, and the Compensation and Human Capital Committee shall instruct any such Compensation Adviser to report directly to the Compensation and Human Capital Committee on such matters during its engagement.

Any Compensation Adviser's engagement letter is addressed to the Chairperson of the Compensation and Human Capital Committee, who executes it on behalf of the Compensation Committee. The Company is responsible for paying the Compensation Adviser's fees and expenses under the engagement. The Compensation and Human Capital Committee recognizes that its Compensation Adviser will necessarily work with representatives of management on executive compensation and other matters within the scope of the Compensation and Human Capital Committee's responsibilities.

**2. *Criteria Used to Select the Compensation and Human Capital Committee's Compensation Consultant***

The Compensation Committee uses the following criteria in selecting its compensation consultant:

- A reputation for integrity, independence, objective analysis and advice, and outstanding performance;
- Extensive experience and expertise in executive compensation programs and issues in the technology and software industries;
- Access to survey and other executive compensation data that will assist the Compensation and Human Capital Committee in performing its responsibilities;
- A sound understanding of the consultant's role as the Compensation and Human Capital Committee's independent adviser;
- A commitment to provide the time and personal attention to the Compensation and Human Capital Committee necessary to assist the Compensation and Human Capital Committee in discharging its responsibilities effectively;
- The ability to work with the Compensation and Human Capital Committee and its Chairperson in an atmosphere of close cooperation, mutual trust, and respect; and
- An appropriate level of independence from management as determined by the Compensation and Human Capital Committee (as discussed in more detail below).

### **3. *Compensation Consultant's Duties***

The Compensation and Human Capital Committee's compensation consultant performs duties as directed by the Compensation and Human Capital Committee. Such duties may include:

- Review the Company's executive compensation program to confirm that it continues to advance the executive compensation objectives established by the Compensation and Human Capital Committee;
- Advise the Compensation and Human Capital Committee on the appropriate composition of a peer group and the market data sources to be used by the Compensation and Human Capital Committee as reference points for executive compensation decisions, and suggest changes to the peer group and market data sources as appropriate;
- Review in advance of any meeting any major management proposals related to executive compensation to be brought before the Compensation and Human Capital Committee and provide the Compensation and Human Capital Committee with its objective analysis and recommendations;

- Prepare meeting presentations and reports on such matters as the Compensation and Human Capital Committee Chairperson may direct;
- Attend Compensation and Human Capital Committee meetings as requested by the Compensation and Human Capital Committee Chairperson, including participation in executive sessions with only the Compensation and Human Capital Committee members;
- Advise the Compensation and Human Capital Committee on emerging trends and issues related to the compensation of public company executive officers;
- Assist the Compensation and Human Capital Committee in the review of the Company's director compensation program and provide the Compensation and Human Capital Committee with comparative data and the compensation consultant's objective analysis and recommendations; and
- Respond to any specific requests for advice, information, or guidance from the Compensation and Human Capital Committee Chairperson.

4. ***How the Compensation and Human Capital Committee Evaluates its Compensation Consultant***

At least once each year, the Compensation and Human Capital Committee will evaluate the performance of its compensation consultant. Among other factors, the Compensation and Human Capital Committee will consider:

- Whether the consultant continues to satisfy the criteria used by the Compensation Committee to select the consultant initially;
- The effectiveness with which the consultant has performed its duties;
- The Compensation and Human Capital Committee's continued confidence in the integrity, objectivity, and independent judgment of the representative(s) of the consultant assigned to the engagement and any conflicts of interest that may be identified, including in light of the independence factors described below; and
- The opinions of those members of management who have worked with the consultant on matters within the scope of the Compensation and Human Capital Committee's responsibilities.



If the Compensation and Human Capital Committee decides that the performance of its consultant has been unsatisfactory, it may decide to exercise its sole authority to terminate the engagement. The Compensation and Human Capital Committee reserves the right, however, to terminate the engagement without cause.

**5. *Independence of Compensation Advisers***

The Compensation and Human Capital Committee recognizes the importance of its compensation consultant and any other Compensation Advisers remaining independent of the Company's management. The Compensation and Human Capital Committee does not believe, however, that any of its Compensation Advisers or their affiliates should be prohibited from providing products and services to the Company that are unrelated to the services performed for the Compensation and Human Capital Committee. Such a prohibition may deprive the Company's management of products and services that are not readily available elsewhere or that otherwise serve the best interests of the Company and its stockholders. Nevertheless, the Compensation and Human Capital Committee has established the following criteria by which to judge the continuing independence of its Compensation Advisers from the Company's management. If any Compensation Adviser fails to satisfy these criteria, the Compensation Committee may decide to exercise its sole authority to terminate the engagement.

In determining the independence of any of its Compensation Advisers, the Compensation Committee will consider the following criteria:

(1) *Fee comparison.* The Compensation and Human Capital Committee will compare the amount of fees paid to each Compensation Adviser for products and services related to its engagement by the Compensation and Human Capital Committee with the amount of fees, if any, paid by the Company to each Compensation Adviser and its affiliates for products and services unrelated to the Compensation Adviser's engagement by the Compensation and Human Capital Committee. Based on this comparison, the Compensation Committee will exercise its business judgment to decide whether the amount of fees paid by the Company to each Compensation Adviser and its affiliates for products and services unrelated to the Compensation Adviser's engagement has impaired the Compensation Adviser's ability to provide objective and independent advice to the Compensation and Human Capital Committee.

(2) *Ordinary course of business.* All products and services provided by the Compensation Adviser or its affiliates to the Compensation and Human Capital Committee or to the Company must be provided in the ordinary course of business and on substantially the same terms and conditions,

including fees and charges, as would generally be available to similarly situated parties.

(3) *Prohibited products and services.* The Compensation Adviser is prohibited from providing products or services to any Company executive officer as an individual client of the firm.

(4) *Familial relationships.* No representative of the Compensation Adviser assigned to the engagement shall be an immediate family member of any Compensation and Human Capital Committee member or executive officer of the Company. For this purpose, an “immediate family member” includes a spouse, parent, child, sibling, mother or father-in-law, son or daughter-in-law, brother or sister-in-law, and anyone who shares the Compensation and Human Capital Committee member’s or executive officer’s home.

(5) *Previous employment relationship.* Whether any representative of the Compensation Adviser assigned to the engagement is a former employee of the Company or any of its affiliates.

(6) *Nasdaq independence factors.* Whether any conflicts of interest exist based on the independence factors required to be considered by the SEC or the Nasdaq Stock Market (or any other exchange upon which securities of the Company are traded), including:

- The provision of other services to the Company by the person that employs the Compensation Adviser;
- The amount of fees received from the Company by the person that employs the Compensation Adviser, as a percentage of the total revenue of the person that employs the Compensation Adviser;
- The policies and procedures of the person that employs the Compensation Adviser that are designed to prevent conflicts of interest;
- Any business or personal relationship of the Compensation Adviser with a member of the Compensation and Human Capital Committee;
- Any stock of the Company owned by the Compensation Adviser; and
- Any business or personal relationship of the Compensation Adviser, or the person employing the Compensation Adviser with an executive officer of the Company.

In order to assist the Compensation and Human Capital Committee in making its annual independence determination, the Compensation and Human Capital Committee may require that certain Compensation Advisers submit to the Compensation and Human Capital Committee Chairperson before January 31st of each year a report detailing certain information, including, as applicable: the fees accrued or paid by the Company during the preceding year to the Compensation Adviser or its affiliates for all products and services, itemized by each product and service; which products and services were provided to the Compensation and Human Capital Committee or were reasonably related to the Compensation and Human Capital Committee's discharge of its responsibilities; which products and services were unrelated to the Compensation Adviser's engagement by the Compensation and Human Capital Committee; which products and services relate to consulting on broad-based, non-discriminatory plans or to providing survey data or other non-customized information; and a statement by the Compensation Adviser as to whether it satisfies, as of the date of the report, the independence criteria listed above.

Also, prior to January 31st of each year, the Compensation Adviser shall provide the Compensation and Human Capital Committee with a list of products and services to be provided (or expected to be provided) to the Company by the Compensation Adviser and its affiliates during the current year that are unrelated to the Compensation Adviser's engagement by the Compensation and Human Capital Committee and the rates to be charged by the Compensation Adviser for any such products or services. A compensation consultant must obtain the Compensation and Human Capital Committee's prior approval for any compensation-related products and services that the compensation consultant or its affiliates seek to provide to the Company that are unrelated to the compensation consultant's engagement by the Compensation and Human Capital Committee, if the aggregate amount of fees for all such products and services will exceed \$120,000 during the fiscal year. The Compensation and Human Capital Committee may delegate the authority to approve such requests to the Compensation and Human Capital Committee Chairperson.

**6. *Disclosure to be Provided to Stockholders***

The proxy statement for the annual meeting of stockholders shall disclose all information required by the rules of the Securities and Exchange Commission regarding any Compensation Adviser and its relationship with the Company, including without limitation:

- The role of the Compensation Adviser;
- The name of the Compensation Adviser;

- The fact that the Compensation Adviser is engaged directly by the Compensation and Human Capital Committee;
- The nature and scope of the Compensation Adviser’s assignment;
- The material elements of the instructions or directions given to the Compensation Adviser with respect to the performance of its duties under the engagement;
- To the extent required under SEC rules, the aggregate fees paid to the Compensation Adviser and any of its affiliates for performing services under this policy and the aggregate fees for any additional services; and
- To the extent required under SEC rules, whether the decision to engage the Compensation Adviser or its affiliates for non-executive compensation consulting services was made or recommended by management, and whether the Compensation and Human Capital Committee approved such non-executive compensation consulting services provided by the consultant or its affiliate.

In addition, to the extent required under Nasdaq and SEC rules, the Company will disclose in its proxy statement for the annual meeting of stockholders whether the work of any Compensation Adviser has raised any conflict of interest based on the independence factors described in Section 5(6) above and, if so, the nature of the conflict and how it is being addressed.

The Company shall provide such additional voluntary disclosures in each annual meeting proxy statement as the Compensation and Human Capital Committee may deem advisable regarding the independence of any Compensation Adviser and/or the provisions of this policy.

*Last updated by the Board of Directors and Nominating and Corporate Governance Committee June 4, 2021.*