

Cvent, Inc. Global Statement on Slavery and Human Trafficking

1. Introduction

Cvent, Inc. is a corporation based in Tysons, Virginia, USA. Cvent, Inc. as a parent company issues this statement on behalf of itself and each of its subsidiaries (hereafter “**Cvent**”).

Cvent respects and promotes ethical labour practices and is committed to operating responsibly and adhering to the highest ethical standards. Consistent with this principle, Cvent takes a zero-tolerance approach to any form of modern slavery and human trafficking in its operations or supply chains.

This statement constitutes Cvent's slavery and human trafficking statement for the financial year ending December 31, 2023 and is intended to meet Cvent’s obligations under the applicable Global Modern Slavery legislation including but not limited to the requirements of section 54 of the Modern Slavery Act 2015 (UK), the NSW Modern Slavery Act 2018 and the Commonwealth Modern Slavery Act 2018 (Australia) and the Fighting Against Forced Labour and Child Labour in Supply Chains Act (Canada).

Cvent is committed to ensuring that the people and communities that support our business are treated with dignity and respect. We do not tolerate the use of child labour, forced labour, or human trafficking in any form— including slave labour, prison labour, or indentured servitude—in our operations or supply chain.

2. Our Business

Cvent is a software-as-a-service (SaaS) company that specializes in meetings, events and hospitality management. Cvent offers software and technology solutions to event planners and marketers for online event registration, venue selection, event management and marketing, virtual, hybrid, and onsite solutions, and attendee engagement.

The company has operations in multiple international locations and a marketplace that spans the globe. Over 4,800 Cvent employees provide a diverse range of event and hospitality focused solutions to help customers globally in their event and hospitality management needs.

Our suppliers of goods and services (“**Suppliers**”) are a critical part of the Cvent community. As a SaaS company, Cvent does not have an extensive range of local or international Suppliers where modern slavery or human trafficking would generally be a material risk and none of our Suppliers are irreplaceable. Cvent also does not deal with the manufacturing, distribution, import or export of physical goods except as may be ancillary to our business and did not detect modern slavery, child labour, forced labour or human trafficking in our supply chain in fiscal year 2023. As a result, we did not require remediation efforts with respect to the same. Nonetheless, we are committed to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective policies, procedures and controls to prevent slavery and human trafficking in our business or supply chains.

Our supply chain includes the following categories of service providers:

- Marketing
- Facilities Management & General Administration

- HR Services
- Professional Services
- Insurance
- Travel & Entertainment
- Financial Services
- Technology

3. **Policies and Procedures**

Cvent has in place a number of policies which are designed to identify, assess, raise awareness and manage the risks of modern slavery in our business activities, including in Canada, Australia, the United Kingdom and other jurisdictions applicable to our business, and which encompass all Cvent subsidiaries. These include:

(a) Code of Business Conduct and Ethics

Cvent has in place a Code of Business Conduct and Ethics that applies to the entire group (“**the Code**”). The Code sets out the principles of Cvent corporate policies that relate to legal and ethical standards of conduct. This includes a wide range of policies including those relating to compliance, anti-corruption, and non-discrimination. The Code applies to all directors, officers and employees.

The Code provides full detail of the Cvent Ethics Hotline (contactable by phone and internet) by which any individual may report violations or suspected violations of the Code or any other issue relevant to business ethics. Reports to the Cvent Ethics Hotline are monitored to ensure action is taken at the right level within Cvent.

Cvent also maintains a Supplier Code of Conduct (“**the Supplier Code**”). Pursuant to the Supplier Code, Cvent’s agents, suppliers, and contractors have a duty to comply with the law and act in an honest and ethical manner. The Supplier Code also expressly prohibits modern slavery, human trafficking and child labor.

The Code can be found at this link: > [Cvent Code of Business Conduct and Ethics](#)

The Supplier Code can be found at this link: > [Supplier Code of Conduct](#)

(b) The Cvent Whistleblowing Policy

Cvent’s Whistleblowing policy provides a platform for individuals to raise concerns relating to their employment, suspected misconduct, breaches of the Code or any other human rights violations including modern slavery and human trafficking. As stated above, the mechanism for whistleblowing is provided through the Cvent Ethics Hotline and all allegations received are taken seriously and investigated as appropriate. Individuals can opt to remain anonymous under our Whistleblowing Policy.

(c) Employment Handbooks

Cvent has employee handbooks in place for its employees. The Handbooks cover a wide range of employment related topics including business ethics and conduct, working conditions and workplace violence prevention.

4. Training and building awareness

Cvent continues to raise awareness of human rights and modern slavery with training on the Code and on our policies. Cvent conducts mandatory Code of Business Conduct and Ethics training and certification for all Cvent employees as part of our employee education program during onboarding and Cvent employees must recertify every 12-18 months after onboarding.

5. Managing our relationships with third parties

Engaging third parties is a necessary part of our business. We work with our suppliers and set clear expectations outlined in our Cvent Supplier Process (“**Supplier Process**”). We expect our Suppliers to establish policies and procedures to ensure compliance with the Supplier Process and all applicable laws and regulations.

Nevertheless, we understand that any illegal acts our Suppliers may carry out while conducting business for us may impose risks on Cvent. To mitigate this risk, we take the following steps when engaging third parties:

(a) Cvent standard contractual terms and conditions

Wherever possible, we seek to impose contractual terms on our customers and suppliers requiring them to comply with applicable laws which includes those relating to human rights and modern slavery. We continuously review and update our contractual terms to ensure they align with our internal policies and external laws and regulations.

(b) Due diligence

Our due diligence process can be divided into 3 main stages:

(i) Scrutiny: We evaluate all new suppliers and vendors from a business ethics perspective to assure ourselves that they fit with our ethical approach to business including their approach to modern slavery and human trafficking in their business and supply chain.

(ii) Compliance with the Supplier Process and Procedures: The Supplier Process applies to all third-party Suppliers of products or services that are paid directly by Cvent, including consulting firms, independent contractors, staffing agencies, agency temps, and licensors, regardless of their title or the product or service they provide. Suppliers must complete the Supplier Process before Cvent purchases any goods or services from the Supplier. This process may include requiring that the Supplier submit certain business documentation, obtain references and verify proper insurance and business licenses.

(iii) Enhanced due Diligence: We perform or request an enhanced due diligence process on third parties we identify as higher risk in our Supplier evaluation process.

Depending on the outcome of the enhanced due diligence process we proceed with one of the following options:

- a. we reject the third party and do not do business with them for a variety of reasons, including where the assessment demonstrates that the third party does not adhere to the behaviours required in our Code; or
- b. we engage the third party but continue to monitor them with ongoing due diligence, as outlined above, to mitigate any risk.

We keep our third party relationships and our internal processes for managing third party relationships under continuous review, evaluating whether any areas can be updated and improved.

6. Potential risks in our operations and supply chains

Cvent has identified the risk of modern slavery practices in its operations and supply chains as low. We consider that the nature of our business and accordingly our supply chain is such that we are not heavily exposed to the risk of modern slavery and human trafficking. Nevertheless, we take the risk seriously and we monitor and address human rights issues under our policies and procedures outlined above.

7. Actions taken to address modern slavery risks

It is important and valuable for Cvent to work with internal and external stakeholders to develop solutions for some of the more complex and systemic problems found within a global supply chain. We believe that by maintaining strong direct relationships and undertaking collaborative work such as sharing information and resources we are all able to deliver real benefits.

8. Measuring Effectiveness, Monitoring and Continuous Improvement

Cvent recognizes the need to build on its understanding, oversight and management of modern slavery risks in its operations and supply chains on an ongoing basis. Good progress has been made and we continue to take new steps to manage the risks of modern slavery and human trafficking in our business and supply chains.

With that in mind, we set out below our long-term focus areas against which we measure the effectiveness of our efforts:

- Maintaining and progressing review and enhancements of our due diligence processes and controls;
- Continuing to keep our grievance mechanisms for employees under review and continuing to engage with suppliers to, where necessary, improve reporting processes within our supply chain;
- Continuing to review and, if necessary, update our employment policies and procedures to maintain appropriate safeguards against modern slavery;
- Continuing to develop internal training and awareness on modern slavery and human rights;
- Continuing to keep our contractual terms under review to ensure compliance with applicable modern slavery laws and a right to audit them where relevant and appropriate; and

- Aggressively acting to remediate forced labour, child labour, modern slavery or human trafficking upon any instance of detecting it in our supply chain, including through cooperation with law enforcement.

Board approval

This statement on behalf of Cvent, Inc. has been approved by the Board of Directors of Cvent, Inc., and is signed by



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William Newman, Chief Financial Officer, who is also a member of the Board of Directors.

Date: May 22, 2024