

Blackbaud Occupational Health and Safety Policy

Blackbaud is the world's leading cloud software company powering social good. In an effort to foster social good within our own company, Blackbaud is committed to providing a work environment that is safe, clean and adheres to city, state, national and international safety standards and regulations. Blackbaud has adopted a core safety policy that encourages and lays the foundation for a safe and healthy work environment. At Blackbaud, we feel an obligation to assure our employees that no task is so important that they must violate a safety rule or put their health or safety at risk in order to complete that task.

Maintaining the Health and Safety of our Workplace

Blackbaud is committed to providing a safe and healthy environment for our employees, suppliers and visitors, but ensuring a healthy and safe environment is a responsibility that must be shared equally by all parties. This commitment to safety and good health extends to all Blackbaud sites of operation. Information regarding health and safety protocols is accessible for all employees to review through the Blackbaud internal company web site. While Blackbaud begins fostering employee well-being through offerings such as our comprehensive health and wellness benefits, some further protocols and company policies which demonstrate Blackbaud's commitment to health and safety are as follows:

- Employees are encouraged to actively participate in identifying ways to maintain a safe and healthy workplace.
- Employees are required to comply with all applicable health and safety laws, regulations, company policies and any site-specific safety plans.
- All managers (in all locations) are responsible for the safety of their employees and are expected to monitor the workplace for unsafe conditions, procedures or behaviors, and are expected to take prompt action to eliminate any hazards.
- Employees must report workplace injuries, illnesses or unsafe conditions that are likely to result in injury or illness to a supervisor, manager or to the Blackbaud Ethics Hotline (800.891.4945).
- Each Blackbaud location possesses up-to-date Occupant Emergency Action Plans ("OEAP"), which provide instructions for all personnel to follow in the event of an emergency situation, including emergency evacuations. This OEAP is reviewed annually by each location.
- All Blackbaud locations have an access control system in place requiring approved badge access for all employees, contingent workers, service providers, contractors and vendors.
- All visitors to any Blackbaud location must be registered and accompanied by a host employee.
- A weapons policy is instituted which prohibits employees from possessing or using any type of weapon or firearm on any Blackbaud properties or at any Blackbaud locations where business is conducted.

- Violence, threats of violence, harassment of any kind and bullying are never tolerated by Blackbaud, and any occurrence of the preceding is subject to disciplinary action, up to and including termination of employment.
- A tobacco policy which does not permit smoking or the use of tobacco products at any Blackbaud building or office location.
- An alcohol policy which sets forth when it may be appropriate to have alcohol on Blackbaud's premises and at Blackbaud off-site functions.
- No employee may use, possess, or distribute illegal drugs or any controlled substances while on Blackbaud premises or while conducting business.
- Blackbaud will not tolerate retaliation against an employee for raising good faith safety and health concerns.

Emergency Preparedness

Blackbaud maintains OEAPs as part of Blackbaud's overall emergency response system, to be used in the event of a major safety emergency within a Blackbaud site of operation. OEAPs provide operational preparedness details for both natural and environmental disasters, as well as other crisis situations that may occur on site. These OEAPs provide emergency response plans and procedures for a variety of crises and include responses for fires, injuries, active threat events, and natural disasters such as earthquakes, hurricanes, floods and tornados. Blackbaud sponsors "tabletop exercises" implementing various OEAPs and involving several key business units from throughout the company.

At each Blackbaud location, employees volunteer to serve as "Fire Wardens" and "Emergency First Responders". The Fire Wardens receive annual training focused upon how to recognize an imminent emergency situation and how to react appropriately to such situation, by either evacuating personnel or having personnel shelter-in-place depending on the nature of the crisis.

Blackbaud, through a national account with the American Red Cross, provides free, in-office training for basic life support classes. These classes provide trainings such as CPR and AED Training. Several locations have employees with more advanced first aid certifications that can serve as first responders while waiting for emergency services to arrive on-site.

This policy is subject to (i) mandatory adjustments and registration as may be required by local laws and (ii) prior consultation of staff representation bodies including works councils or labor unions, wherever required. Therefore, any local or Blackbaud site specific policy may supplement or deviate partially from this general corporate policy. Please check with your supervisor, manager or other applicable resource in case of conflict or deviation between policies.