



## BRAZE LONDON - COVID-19 RISK ASSESSMENT

According to the UK Government's guidelines, Braze Limited ("Braze") must carry out an assessment of the hazards in the workplace before reopening its London office to its employees. Such hazards shall be addressed with specific measures to reduce the risk of transmission of COVID-19.

This assessment will be distributed to employees and it is publicly available at <http://www.braze.com/legal> and will be reviewed by Braze at regular intervals and upon updates to applicable governmental guidance.

Risk of transmission of COVID-19?	Who might be harmed?	What are you already doing to control the risks?
Presence in the Braze Office	Employees	<ul style="list-style-type: none"> <li>• Not mandating work in the office. Employees are permitted to work from home.</li> <li>• Use of the office in a limited capacity, thereby limiting the number of employees that will be allowed to be in the office each day;</li> <li>• Mandatory registration, acknowledgements through the Braze Return to Office Acknowledgement Form, and desk allocation prior to employees being allowed to go to the office;</li> <li>• All employees to declare if they have Covid-19 symptoms prior to coming to the office;</li> <li>• Employees with symptoms must stay at home.</li> <li>• Employees legally bound to self-isolate shall be required to do so.</li> <li>• Employees are required to notify their People Business Partner if they have tested positive after attending the office.</li> <li>• Mandatory use of face coverings at all times when circulating in the office (except when seated at desks);</li> <li>• Employees to maintain physical distancing of 2 meters when not seated at their allocated desk (or 1 meter + mitigation measures when 2 meters is not possible);</li> <li>• Employees will be required to follow building rules about limitations to the number of individuals that can use lifts at the same time;</li> <li>• Recirculation of the air ventilation system will be disabled, and the system will be put into full fresh air mode to maximise the fresh air provisions within the building.</li> <li>• Installing hand sanitiser dispensers in strategic points, such as entry points and meeting rooms;</li> <li>• Daily cleaning of objects and surfaces by cleaners. Cleaning products available to employees as well;</li> <li>• Making sure there are sufficient disposal arrangements for face coverings and materials used to clean.</li> <li>• Allocating a desk to each employee, using a desk allocation software to ensure safe distance is kept between employees when seated;</li> <li>• Implementing a clean desk policy, where employees need to clean their desks and remove any objects at the end of the workday;</li> <li>• Deactivating phone booths and other small conference rooms that do not allow for appropriate social distancing</li> </ul>
Meetings and gatherings	Employees Clients Vendors	<ul style="list-style-type: none"> <li>• Virtual meetings to be favoured and shall be required when numbers make in-person meetings inappropriate.</li> <li>• If in-person meetings are necessary:               <ul style="list-style-type: none"> <li>• restricting the number of persons to the strictly necessary persons;</li> <li>• Masks to be worn if a physical distance of 2 meters is not possible;</li> <li>• Social gatherings in the office are to be discouraged. Employees to be required to maintain social distance and face coverings at all times when not seated at their desks or when not able to social distance. .</li> </ul> </li> </ul>



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Presence of third parties in the office	Employees Visitors Vendors Clients	<ul style="list-style-type: none"> <li>No guests, visitors or clients are allowed at the office.</li> <li>Vendors presence to be limited to those that are on a list maintained by the People Ops team of those vendors who have been deemed to be strictly necessary, such as cleaning, maintenance and mail;</li> <li>Necessary vendors to perform their tasks outside of peak working hour if possible; if not: must maintain, social distance from employees, must wear face coverings, gloves and abide by all policies set by People Ops teams for vendors permitted on premises.</li> <li>Delivery of employees' personal parcels and/or food at the office is prohibited.</li> </ul>
Commuting	Employees	<ul style="list-style-type: none"> <li>Employees encouraged to use alternative means to public transport, such as walking or cycling.</li> <li>Employees are required to follow Government's guidelines while using public transport, such as wearing face coverings.</li> </ul>
Travelling	Employees	<ul style="list-style-type: none"> <li>In-person meetings with clients and/or other travelling for business purposes, subject to approvals;</li> <li>Employees should follow the UK Government's guidelines in relation to personal travelling.</li> </ul>
Kitchen area	Employees	<ul style="list-style-type: none"> <li>Braze will not provide any food or snacks;</li> <li>Braze will not provide any re-usable kitchenware, such as cutlery, plates, glasses or mugs; (single-use kitchenware may be provided in the future subject to company's sustainability objectives)</li> <li>Employees are advised to bring their own food and other necessary items and to not leave any item behind in the office at the end of the day.</li> </ul>
Clinically vulnerable individuals	Employees Employees' household members	<ul style="list-style-type: none"> <li>Encouraging clinically vulnerable employees or those who live with clinically vulnerable people to work from home;</li> </ul>
Non-compliance with rules	Employees	<ul style="list-style-type: none"> <li>Office guidelines for Covid-19 prevention shared with employees prior to the return to the office;</li> <li>Office guidelines and additional instructions (e.g., regarding handwashing, use of face coverings) published in the office;</li> <li>Employees warned that the non-compliance with the defined rules may lead to disciplinary proceedings.</li> </ul>
Mental health and wellbeing	Employees	<ul style="list-style-type: none"> <li>Providing mental health support to employees through:               <ul style="list-style-type: none"> <li>Employee Assistance Programme in place</li> <li>Wellness Wednesday activities</li> <li>HealthyMinds@Braze ERG Slack channel support</li> <li>Parents working from home with kids guidelines</li> </ul> </li> <li>Managers regularly checking in with their reports;</li> <li>Identify employees that might need help and direct them to the adequate resources;</li> <li>Supporting and encouraging employees in staying at home when they do not feel safe returning to work;</li> <li>Organising virtual events and meetings to avoid individuals' isolation;</li> </ul>