



U.S. Employee Handbook

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A message from Barracuda Networks

We are excited to have you as a member of the Barracuda Networks team. We believe you can contribute to our growing business.

Barracuda Networks is committed to excellence in all aspects of our business. As a member of our team, we hope you will discover this pursuit of excellence as a rewarding part of your experience here.

The success of Barracuda Networks is dependent on how well we each do our jobs and come together as a unified team. We work hard to earn the trust and respect of people around us – potential and existing customers, partners, vendors, and colleagues – so these people will make the decision to work with us, to select our products and services, to help make us all successful. This Employee Handbook has been developed to help answer many of your potential questions about our employment policies. If you have questions about the policies herein contained, please discuss them with your Manager or a representative of the Human Resources Department.

All Barracuda employees worldwide share a set of values that unifies us and makes Barracuda a special place to work. At Barracuda we always strive to:

Think Customer

Drive Innovation

Take Ownership

Deliver Outcomes

Succeed Together

I also encourage you to think creatively and make any suggestions for improvement. Barracuda's success depends on our employees doing great things every day for our customers and each other.

Sincerely,



Hatem Naguib,

CEO Barracuda Networks

Introductory statement

Welcome! As an employee of Barracuda Networks (the "Company"), you are an important member of a team effort. We hope that you will find your position with the Company rewarding, challenging, and productive.

We look to you and the other employees to contribute to the success of the Company.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees as well as supervisors.

This handbook summarizes the policies and practices in effect at the time of publication and supersedes all previously issued handbooks and any verbal statement, policy or benefit statements or memoranda that are inconsistent with the policies described here.

Please take the time to review this handbook, as well as Barracuda Networks' other policies and procedures. Your supervisor or the HR team will be happy to answer any questions you may have. Again, welcome!

Section 1: Welcome to Barracuda

Our values

Think Customer

Our customers can rely on us. We are responsive, transparent, and passionate about making them successful. We earn their trust with each experience and build long-term relationships.

Drive Innovation

We think creatively to solve problems in new and exciting ways. We are not afraid to challenge the status quo and have the confidence to be different. We lead and embrace change.

Take Ownership

When we see an opportunity, we go for it. When we take something on, we hold ourselves accountable and persevere. We are empowered and, no matter the challenge, we step up to get it done.

Deliver Outcomes

We have a tenacious drive to be successful at every step of our journey. We start with the desired result in mind and take purposeful actions. We are disciplined and focused on what we set out to accomplish. We see and understand the benefits of our work.

Succeed Together

We work collectively to achieve success, encourage one another, and communicate effectively. We treat each other with respect and have each other's backs. When we work together, we all succeed.

Section 2: Our handbook

A word about this handbook

This Employee Handbook contains information about the employment policies and practices of Barracuda. We expect each employee to read this Employee Handbook and all updates carefully, as it is a valuable reference for understanding your job and the Company. You should consult it regularly. In addition to the policies set forth herein, the Company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Company.

Barracuda complies with federal and state law and this handbook is intended to and should be interpreted as being compliant with those laws. In some situations, this handbook will reference other more specific policies which are maintained by the HR team.

Except for the policy of at-will employment, the Company reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time. All such revisions, deletions or additions to the Employee Handbook will be issued in writing. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed to them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

BARRACUDA IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT — EXPRESS OR IMPLIED — WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE CHIEF EXECUTIVE OFFICER.

If a written agreement with an employee that is signed by the CEO is inconsistent with the Employee Handbook, the written contract controls any specific terms.

This Employee Handbook refers to benefit plans currently maintained by Barracuda. Please refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents will control.

Service date

The first day you report to work will be recorded in the Company's records as your service date. This date may be used to calculate different Company benefits. If you have any questions regarding your service date, please speak with the HR Team.

Employee relations philosophy

We strive to have a workplace where communication is open, and problems can be discussed and resolved in a mutually respectful manner. We consider individual circumstances while at the same time taking into consideration the needs of the Company when resolving employee concerns.

Categories of employment

a. Full-time employees

Regular full-time employees are those who are scheduled for and do work 30 hours per week. Regular full-time employees are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on the length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by law.

b. Part-time employees

Part-time employees are those who are scheduled for and do work fewer than 40 hours per week, but no fewer than 20 hours. Part-time employees will receive more information about their benefits from the HR team.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

c. Non-exempt employees

"Non-Exempt Employees" means employees who are not exempt from the overtime provisions of the FLSA and are therefore entitled to overtime pay.

d. Exempt employees

"Exempt Employees" means employees who are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire or position change, your supervisor will notify you of your employment classification.

Harassment discrimination and retaliation prevention

Barracuda Networks is an equal opportunity employer. Barracuda Networks is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

- Race
- Religion (including religious dress and grooming practices)
- Color
- Sex
- Gender or gender identity
- National origin
- Ancestry
- Physical or mental disability
- Medical condition (including pregnancy, childbirth, breastfeeding or related medical conditions)
- Genetic information/characteristics
- Marital status/registered domestic partner status
- Age (40 and over)
- Sexual orientation
- Military or veteran status
- Any other basis protected by federal, state or local law or ordinance or regulation

Barracuda Networks also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the Company prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates Company policy.

Harassment prevention

The Company's policy prohibiting harassment applies to all persons involved in the operation of the Company. The Company prohibits harassment, disrespectful or unprofessional conduct by any employee of the Company, including supervisors, managers and co-workers. The Company's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by company policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Non-discrimination

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations. The Company prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the Company, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Barracuda Networks is not obligated to discuss or disclose the wages of other employees.

Anti-retaliation

The Company will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process, and will not tolerate or permit retaliation by management, employees or co-workers.

Reasonable accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the HR Team and discuss the need for an accommodation. The Company will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant or employee who requires an accommodation of a religious belief or practice should also contact the HR Team and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

The Company will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

Complaint process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your supervisor, the HR team, or the legal team as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the HR Team. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory.

The Company encourages all individuals to report to the company any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and state agencies may investigate complaints of prohibited harassment, discrimination and retaliation in employment and can be contacted.

Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the HR Team so the Company can try to resolve the complaint.

When the Company receives allegations of misconduct, it will promptly undertake a fair, timely, and objective investigation of the allegations in accordance with legal requirements. The Company will reach reasonable conclusions based on the evidence collected.

The Company will maintain confidentiality to the extent possible. However, the Company cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If the Company determines that harassment, discrimination, retaliation or other prohibited conduct has occurred; appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The Company will also take appropriate action to deter future misconduct.

Any employee determined by the Company to have engaged in harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

Diversity, Equity and Inclusion

We not only recognize that you, our employees, comprise a wide range of backgrounds and characteristics, but we believe those differences can make us stronger. Whether it's race, religion, gender, national origin, ancestry, language, age, marital status, sexual orientation, gender identity, physical or mental disability, medical condition, genetic information/characteristics, veteran status, political affiliation or any other characteristic, these are parts of each of you that contribute to your experiences as individuals and ultimately to the knowledge and expertise that make you an asset to the Company.

Barracuda Networks is committed to access, opportunity and advancement for all individuals. We are focused on cultivating an inclusive work environment and training our managers and employees to provide opportunities for growth and development.

It is our intention that all our employees, regardless of any particular background or characteristic, are treated with respect and dignity. Likewise, we expect that as our employees, you treat your coworkers, supervisors and other team members with the same dignity and respect at all times.

Disrespect, inappropriate behavior or conduct toward others will not be tolerated and may subject an employee to disciplinary action, up to and including termination.

If you feel you have been mistreated, harassed, or discriminated or retaliated against in violation of the Company's Harassment, Discrimination and Retaliation Prevention policy, please contact your supervisor or the HR Team.

Immigration Reform and Control Act

In compliance with the Federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our Company will only employ individuals who are legally authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time, the individual will be required to submit proof of renewed employment eligibility prior to the expiration of that period to remain employed by the Company.

Section 3: Your pay and progress

Direct deposit

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program.

Expense reimbursement

Pursuant to the Company's Expense Policy, Barracuda will reimburse employees for reasonable expenses incurred in connection with the performance of your job duties.

For more information, please consult the Company's Expense Policy. Any violation of the Company's policy as to expense reimbursement will lead to disciplinary action, up to and including termination.

Garnishment/child support

When an employee's wages are garnished by a court order, Barracuda is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our Company will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Lactation breaks

Barracuda Networks recognizes lactating employees' rights to request lactation accommodation and accommodates lactating employees by providing a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their infant child, subject to any exemption allowed under applicable law.

If possible, the break time should run concurrently with your normally scheduled break time. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

The lactation location will be private and located close to your work area. The location will be safe, clean and will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact the HR Team to request accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request.

Meal/rest periods

All employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if they work more than five hours in a workday. Non-Exempt Employees must clock out for all meal periods taken. During your meal periods, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:50 p.m. (which is before the end of your fifth hour of work). Your meal period will be scheduled by your supervisor.

If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. This second meal period will be provided no later than the end of your 10th hour of work. For example, if you begin work at 8:00 a.m., you must start your second meal period by 5:59 p.m. (which is before the end of your tenth hour of work). Your second meal period will be scheduled by your supervisor.

If for any reason you are not regularly provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify the HR Team.

Anytime you miss a meal period that was provided to you (or you work any portion of a meal period), you must document the reason for the missed meal period or time worked and send it to hr_team@barracuda.com.

Rest breaks

All Non-Exempt Employees are entitled to rest break periods during their workday. If you are a Non-Exempt Employee, you will be paid for all such break periods, and you will not clock out. You are required to remain on the work premises during your rest break(s). You are expected to return to work promptly at the end of any rest break.

You will be authorized and permitted one 10-minute rest break for every four hours you work (or a major fraction thereof, which is defined as any amount of time over two hours). A rest break need not be authorized for employees whose total daily work time is less than three and one-half hours.

If you work a shift from three and one-half to six hours in length you will be entitled to one ten-minute rest break. If you work more than six hours and up to 10 hours, you will be entitled to two ten-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three ten-minute rest breaks.

You are authorized and permitted to take a rest break in the middle of each four-hour work period. There may be practical considerations that make this general timing infeasible and that require the Company to deviate from this general rule. You will be informed if there are practical considerations that make this timing infeasible. Your rest break will be scheduled by your supervisor.

Overtime

California employees

In California, Non-Exempt Employees will be paid overtime worked on any regularly scheduled workday at the rate of:

- Time-and-one-half for all hours over 8 hours a day; and/or
- Time-and-one-half for all hours over 40 hours in a week.

Non-California employees

Outside of California, Non-Exempt Employees will be paid overtime worked on any regularly scheduled workday at the rate of time-and-one-half for all hours over 40 hours in a week.

Paid time off

Non-exempt employees are entitled to paid time off (PTO) based upon years of active service. Active service commences with your first day of work and continues thereafter unless broken by an absence without pay, a leave of absence or termination of employment.

PTO is a flexible bank of time that you can use for any reason, including vacation, illness, care for family members or other personal matters. You will need to schedule time off with your supervisors. Specific provisions relating to paid sick leave under California's Healthy Workplaces, Healthy Families Act, including procedures relating to notification and usage of this paid sick time, are discussed below.

Non-Exempt Employee Accruals

Non-exempt employees accrue PTO from the date of hire at a rate per pay period (see chart below), equivalent to 112 hours (14 days) per year. You become eligible to take PTO any time after the employee's first day of employment, as work schedules permit.

On the employee's four (4) year anniversary of their service date, the accrual increases to a rate (see chart below) equivalent to 136 hours (17 days) per year.

Example start date: July 16, 2022 Service date	Bi-weekly accrual per pay period (26 pay periods)	Total annual days
1 year: July 16, 2023	4.30 hours	14 days
2 year: July 16, 2024	4.30 hours	14 days
3 year: July 16, 2025	4.30 hours	14 days
4 year: July 16, 2026*	5.23 hours	17 days

*Higher accrual rate will begin on the 4th anniversary of your service date. In the example above, the higher accrual rate would begin on July 16, 2026.

Part-time employees will accrue PTO on the basis of one (1) hour for each twenty (20) hours worked.

PTO may be carried over from year to year but can only accrue to a maximum cap of one hundred and twenty (120) hours. Once this cap is reached you will no longer keep accruing PTO until your accrual drops below one hundred and twenty (120) hours

Accrued, unused PTO is paid when your employment with the Company ends. Employees on unpaid leave do not accrue PTO.

Exempt Employees

As part of our Flex PTO program, each employee is responsible to ensure that they manage their time off in a manner that prioritizes completing work responsibilities while balancing personal needs and commitments. This policy does not eliminate or change productivity and performance expectations. Employees are always expected to act responsibly and meet their job commitments regardless of personal time off.

To continue to foster a productive and collaborative work environment, management and team members must be aware of, and plan for, absences by following the steps for approval:

- Employees must communicate and coordinate with their manager in advance of scheduling PTO.
- All time off requests must be approved by management prior to taking the time off.
- Once discussed with your manager, all requests for time off must be submitted through UltiPro Time Management.

Executive management and HR written approvals are required should the time off request exceed 10 consecutive workdays.

Your use of PTO may run concurrently with other leaves pursuant to local, state or federal laws. Different policies may apply depending upon your location. Reach out to your HR team for additional details.

California paid sick leave

California provides for mandatory paid sick leave for all California-based employees under the Healthy Workplaces, Healthy Families Act (the "Act"). All employees who have worked in California for the same employer for 30 or more days within a year from the start of their employment are eligible for a protected paid sick time under the Act. You cannot be discriminated or retaliated against for requesting or using paid time off (PTO) for qualifying reasons protected by the Act.

Barracuda Networks' PTO policy meets the requirements of the Act. Our PTO policy provides a minimum of one hour of paid time for every 30 hours worked, up to a total of 24 hours in a year.

Exempt employees can use Flex PTO for any of the qualifying reasons protected by the Act, as set forth below. If you are using PTO as protected paid sick time, please designate the time off accordingly so we can treat it as such.

Non-exempt employees may log up to 3-days of Sick time per year. Employees should indicate Sick time when selecting this as the reason code for your absence in our HR system. Unlike PTO, Sick time does not carry over from year to year.

If you have any questions, please contact the HR Team.

Sick time notification

If you have a foreseeable need to take paid time off for a qualifying reason under the Act, you must provide advance oral or written notification to your supervisor. If the need is not foreseeable, you should provide notice to your supervisor as soon as practical.

Qualifying reasons for paid sick leave

Paid time off under the Act can be used for any of the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or "covered family member," as defined below.
- Preventive care for an employee or an employee's covered family member. Preventive care may include self-quarantine as a result of potential exposure to COVID-19 if quarantine is required by civil authorities, or where there has been exposure to COVID-19.
- For certain specified purposes when the employee is a victim of crime or abuse.

Inactive status

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state, federal or local leave of absence will be placed on inactive status.

Health benefits extension

Unless a health benefits extension is covered by state or federal law, benefits will terminate according to our insurance carrier's policy. Employees on inactive status may be eligible under the Consolidated Omnibus Budget Reconciliation Act (COBRA) or the California Continuation Benefits Replacement Act (Cal-COBRA) to elect to continue their health care coverage at the employee's expense.

Contact the HR Team for more information.

Paycheck deductions

The Company is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include Federal, State, Social Security and Medicare (FICA) taxes, benefit costs or legal garnishments. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

The Company may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Barracuda will not make deductions that are prohibited by the Fair Labor Standards Act or State laws from its Exempt Employees' pay.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the HR Team. If an error is found, you will receive an immediate adjustment which will be paid no later than on the next regular payday.

Payday

The specific payroll dates for each year will be made available in advance of each calendar year.

Please review your paycheck for errors. If you find a mistake, please report it immediately to payroll_team@barracuda.com.

Timekeeper requirements

All Non-Exempt Employees are required to use the Company's time and attendance software to record time worked for payroll purposes. All time worked must be accurately reported on your time record.

Non-Exempt Employees must record their own time at the start and at the end of each work period. Employees must clock out for their meal periods and record the start and end times of each meal period. Employees must also observe and record all legally mandated break periods.

Non-Exempt Employees are not allowed to work "off the clock." Working off the clock violates Company policy and may lead to discipline, up to and including termination.

Non-Exempt Employees must also clock out for all time spent away from the office for non-work-related business.

Non-Exempt Employees will be required to certify that their time record is accurate.

Clocking in or out for another employee or altering a timecard is not permitted and is subject to disciplinary action.

Any errors on your timecard should be reported immediately to a supervisor.

Working hours

Non-Exempt Employees will be informed of their scheduled work hours upon hire, position change or other change of business need.

All Exempt Employees are expected to work the hours necessary to complete their job duties. All employees are expected to be working and fully available during normal working hours, Monday through Friday, and as required to work with your team and others, unless you receive written approval from the HR Team for an alternative arrangement.

Talent assessments

Your performance is important to Barracuda. It is your responsibility to work with your supervisor to ensure proper job performance.

Any performance review provided by the company provides the basis for a better understanding between you and your supervisor with respect to your job performance as well as your potential and development within the Company. The company and all employees agree that a performance review is neither meant as a job guarantee, nor do they alter the Company's at-will employment with its employees. Talent assessments also do not guarantee an increase in salary or a promotion.

Section 4: Employee benefits

Employee benefits

Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Please note that some of the benefits provided may result in taxable income for employees or otherwise recorded for tax and reporting purposes.

This Employee Handbook does not describe the current benefit plans maintained by Barracuda. Please refer to the actual plan documents and summary plan descriptions if you have specific questions regarding a particular benefit plan. Those documents are controlling.

The Company reserves the right to modify and/or terminate its benefits at any time. We will keep you informed of any changes.

Medical insurance

Eligible Full-Time Employees may enroll themselves, their spouse or domestic partner, and/or their dependent child(ren), in a single, a single plus spouse, a single plus child(ren), or a family medical insurance plan effective the first day of employment. Eligibility may be defined by state law and/or by the Company's insurance carrier.

Dependent children may only remain enrolled until the age of 26. For more information on keeping dependent children enrolled due to mental or physical disability, please contact the Benefits Team.

Information and enrollment details, summary plan descriptions and eligibility requirements may be obtained from the [Barracuda Benefits Strive site](#). Please refer to the actual plan documents if you have specific questions regarding any benefit plan. Those documents are controlling.

Coverage will terminate on the last day of the month in which you are terminated. Coverage for dependents who have reached age 26 will terminate on the last day of the month of their 26th birthday. At the end of your employment, you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, please contact the Benefits Team.

Dental insurance

Eligible Full-Time Employees may enroll themselves, their spouse or domestic partner and/or their dependent child(ren), in a single, a single plus spouse, a single plus child(ren), or a family dental insurance plan effective the first day of employment. Eligibility may be defined by state law and/or by the Company's insurance carrier.

Dependent children may only remain enrolled until the age of 26. For more information on keeping dependent children enrolled due to mental or physical disability, please contact the Benefits Team.

Information and enrollment details, summary plan descriptions and eligibility requirements may be obtained from the [Barracuda Benefits Strive site](#). Please refer to the actual plan documents if you have specific questions regarding any benefit plan. Those documents are controlling.

Coverage will terminate on the last day of the month in which you are terminated. Coverage for dependents who have reached age 26 will terminate on the last day of the month of their 26th birthday. At the end of your employment, you may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, please contact the Benefits Team.

Vision care plan

Eligible Full-Time Employees may enroll themselves, their spouse or domestic partner and/or their dependent child(ren), in a single, a single plus spouse, a single plus child(ren), or a family vision insurance plan effective the first day of employment. Eligibility may be defined by state law and/or by the Company's insurance carrier.

Dependent children may only remain enrolled until the age of 26. For more information on keeping dependent children enrolled due to mental or physical disability, please contact the Benefits Team.

Information and enrollment details, summary plan descriptions and eligibility requirements may be obtained from the [Barracuda Benefits Strive site](#). Please refer to the actual plan documents if you have specific questions regarding any benefit plan. Those documents are controlling.

Coverage will terminate on the last day of the month in which you are terminated. Coverage for dependents who have reached age 26 will terminate on the last day of the month of their 26th birthday. At the end of your employment, you may be entitled to continuation or conversion of the group vision care insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, please contact the Benefits Team.

COBRA

You and/or your covered dependents will have the opportunity to continue medical, dental and/or vision benefits for a period of up to 18 months from the end of your employment under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) (and an additional 18 months for California employees under Cal-COBRA) when group medical, dental and/or vision coverage for you and/or your covered dependents would otherwise end due to one of the following:

- Your employment terminates, for a reason other than gross misconduct; or
- Your employment status changes due to a reduction in hours; or
- Your child ceases to be a "dependent child" under the terms of the medical and/or dental and vision plan; or
- You become divorced or legally separated; or
- You become entitled to Medicare; or
- Your death.

In the event of divorce, legal separation or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, please consult the Benefits Team.

Employee assistance program

Barracuda Networks provides an Employee Assistance Program (EAP) at no cost to you. The EAP offers support, guidance and resources to help you and your family find the right balance between your work and home life.

Please refer to the actual plan documents if you have specific questions regarding any benefit plan. Those documents are controlling.

401(k) qualified retirement plan

Our Company provides eligible employees with a 401(k) Qualified Retirement plan which facilitates long-term savings for your retirement.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from the [Barracuda Benefits Strive site](#) under Important Notices. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, please see the Benefits Team.

Holidays

Effective January 1, 2023, our Company will be closed on the following ten (10) Core Holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus/Indigenous Peoples' Day
- Thanksgiving Day (and the day after)
- Christmas Day

Employees are paid for the above Core Holidays, except while on leave or where state or federal wage and hour laws dictate otherwise.

Effective January 1, 2023, non-exempt employees are also provided three floating holidays from the below list as long as you obtain approval from your supervisor at least one week in advance and are an active employee not on a leave:

- Veteran's Day
- The Consecutive Day(s) Before or After a Core Holiday
- Your Birthday
- A Recognized Federal or State Holiday
- A Recognized Religious Holiday

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, Barracuda Networks may grant another day off in lieu of closing. Holiday observance will be announced in advance.

Holidays that are paid but not worked do not count for overtime purposes. To be eligible for a paid holiday, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately before and immediately after the holiday unless an absence on either day is approved in advance by your supervisor or the absence is otherwise protected by law.

Section 5: Leave of absence

Leaves of absence — Medical

Leaves of absence are available to you for a variety of reasons including but not limited to, family/personal health issues, pregnancy, and baby bonding. Employees should contact their managers, the Benefits Team, and the TRISTAR Benefit Administrators Intake Center as soon as the need for leave benefits is apparent to allow Barracuda to make business plans and coordinate your request for leave benefits accordingly.

You can read more on this process by visiting our [Barracuda Benefits Strive site](#). The site also contains documents with more information on how leaves of absence work for Maternity, Paternity/Non-birthing/adoptive parent, and Family/Personal Health leaves specifically.

Please see below for information on the legislation and policies available to you for the most common leave types. Please contact the Benefits Team if you have any questions.

Federal Family and Medical Leave Act — FMLA

The Family and Medical Leave Act (“FMLA”) provides eligible employees the opportunity to take unpaid job-protected leave for certain reasons. The maximum amount of leave an employee may take is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave. The 12-month period begins with the first day leave is taken under the appropriate law.

The Federal Family and Medical Leave Act (FMLA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- You have been employed with the Company for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply);
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave*; and
- You are employed at a worksite where there are 50 or more employees within a 75-mile radius.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Reasons for leave

FMLA leave may be taken for the following reasons:

- Birth of a child or to care for a newly born child or incapacity due to pregnancy or prenatal medical care (up to 12 weeks);
- Placement of a child with the employee for adoption or foster care (up to 12 weeks);
- To care for an immediate family member (Spouse, Parent or Child under the age of 18, or child over the age of 18 and incapable of self-care due to mental or physical disability at the time FMLA leave is to begin) with a serious health condition (up to 12 weeks);
- Because of the employee's serious health condition that renders the employee unable to perform his/her job (up to 12 weeks);
- To care for a Covered Service member with a serious injury or illness related to certain types of military service (up to 26 weeks) (see military related FMLA Leave for more details); or
- To handle certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter or parent is on covered active duty or call to covered active duty status in the Uniformed Services (up to 12 weeks) (see military related FMLA Leave for more details).

The maximum amount of leave that may be taken during a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Service member, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

Depending on your reason for leave, if you are a California employee, you may also be eligible for California Family Rights Act (CFRA) leave, in which case both your FMLA leave and CFRA leave will run concurrently. (See the CFRA Leave policy for additional information and CFRA leave eligibility.) For additional information about eligibility for FMLA and how it may or may not interact with CFRA leave, contact the Benefits Team at benefits@barracuda.com.

Calculating the 12-month period

For purposes of calculating the 12-month period during which 12 weeks of family and medical leave or qualifying exigency leaves may be taken under FMLA, Barracuda Networks uses a rolling year.

Under most circumstances, leave under federal and state law will run at the same time and an eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For leave to care for a covered servicemember, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered servicemember is for a maximum of 26 workweeks during a 12-month period.

Health and benefits plans

If you are taking FMLA leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The Company will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Company may recover premiums paid to maintain health coverage if you fail to return to work following FMLA leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

Payment is due prior to taking leave, otherwise it will be made by payroll deduction from your leave pay if applicable.

Substitution of paid leave

Generally, FMLA leave is unpaid. The Company may require, or you may choose, to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the Company's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact the Benefits Team.

Time accrual

Please contact the Benefits Team with any questions regarding the accrual of other Company provided paid leave benefits (such as vacation, PTO or sick leave) during unpaid FMLA leave.

Carryover

Leave granted under any of the reasons provided by FMLA and/or CFRA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a service member) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent leave

You may take FMLA leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

See also the discussion of Pregnancy, Childbirth or Related Conditions and Baby Bonding above.

Reinstatement

Under most circumstances, upon return from FMLA leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on FMLA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned before using FMLA leave.

Reinstatement after FMLA leave may be denied to certain salaried "key" employees under the following conditions (however, this exception will not apply if the FMLA leave runs concurrently with CFRA leave):

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Company's operations;
- The employee is notified of the Company's intent to refuse reinstatement at the time the Company determines the refusal is necessary; and
- If leave has already begun, the Company gives the employee a reasonable opportunity to return to work following the notice described previously.

Returning to work

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions.

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement) will be subject to the Company's standard leave of absence and attendance policies. This may result in termination if you have no other Company-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the Company's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Pregnancy, childbirth or related conditions, and baby bonding

Time off because of pregnancy disability, childbirth or any related medical condition counts as FMLA leave, but not as CFRA leave (if you are a California employee). Employees who take time off for pregnancy disability and who are eligible for FMLA will be placed on FMLA that runs at the same time as their pregnancy disability leave (PDL).

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, a California employee may apply for leave under the CFRA, for purposes of baby bonding.

Under the FMLA, leave taken for the birth, adoption, or foster care placement of a child must be taken as a continuous block of leave unless the Company grants intermittent leave. If, however, your baby bonding leave is under both FMLA and CFRA (running concurrently), such leave does not have to be taken in one continuous period of time: CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Company will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The Company may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken (under either FMLA or CFRA) must be concluded within one year of the birth or placement of the child with the employee.

Military family leave entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member must be supported by a certification by the servicemember's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

Eligible employees may also take a special leave entitlement of up to 26 weeks of leave during a single 12-month period to care for a covered servicemember. A covered servicemember is either:

- A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current service members and veterans are different from the FMLA definition of "serious health condition."

Leave procedures

The following procedures shall apply to FMLA leave:

- Please contact the Benefits Team as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the Company at least 30 days before leave is to begin. You must consult with your supervisor regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of your health care provider or the health care provider of your child, parent, or spouse.
- If you cannot provide 30 days' notice, the Company must be informed as soon as is practical.
- If the FMLA request is made because of your own serious health condition, the Company may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.
- If the second opinion differs from the first opinion, the Company may require you, at the Company's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The opinion of the third health care provider shall be considered final and binding on you and the Company.

Certification

Barracuda Networks requires you to provide certification. You will have 15 calendar days from the Company's request for certification to provide it to the Company, unless it is not practical to do so. The Company may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required. If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered FMLA leave.

If the leave is needed to care for a sick family member, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your participation.

Under the FMLA, when both parents are employed by the Company, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Company will not grant more than a total of 12 workweeks of FMLA leave for this reason. However, if baby bonding leave is under both FMLA and CFRA (running concurrently and assuming both parents are California employees), each parent employed by the Company is entitled to 12 workweeks of leave for this reason.

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are on leave because of your own serious health condition, the Company will also require a medical release to return to work form or certification from your health care provider that you are able to resume work.

Failure to provide a release to return to work from your health care provider may result in denial of reinstatement until the certificate is obtained.

California Family Rights Act — CFRA

California's California Family Rights Act (CFRA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions for California employees:

- You have been employed with the Company for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply); and
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave*.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Reasons for leave

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job;
- To care for your family member who has a serious health condition.
For purposes of CFRA leave, a "family member" includes your:
 - Spouse;
 - Parent;
 - Child of any age;
 - Registered domestic partner;
 - Grandparent;
 - Grandchild;
 - Sibling;
 - Parent-in-law;
- The birth of your child, or placement of a child with you for adoption or foster care;
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, registered domestic partner, child, or parent in the Armed Forces of the United States. (See Qualifying Exigencies Related to Active Duty below.)

Please note that incapacity due to pregnancy, prenatal medical care or childbirth is not an eligible reason for CFRA leave. However, if you are eligible for leave under the Family Medical Leave Act (FMLA), then such leave will run concurrently with FMLA. (See Pregnancy Disability Leave and FMLA Leave policies for additional information).

If you are also eligible for leave under the FMLA, and depending on your reason for CFRA leave, FMLA may run concurrently with your CFRA leave. (See the FMLA Leave policy for additional information regarding FMLA leave eligibility).

For additional information about eligibility for CFRA leave and how it may or may not interact with FMLA leave, please contact the Benefits Team.

Calculating the 12-month period

For purposes of calculating the 12-month period during which 12 weeks of CFRA leave may be taken, Barracuda Networks uses a rolling year.

Health and benefit plans

If you are taking CFRA leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The Company will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Company may recover premiums paid to maintain health coverage if you fail to return to work following CFRA leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

Payment is due when it would be made by payroll deduction.

Substitution of paid leave

Generally, CFRA leave is unpaid. The Company may require, or you may choose, to use accrued paid leave while taking CFRA leave. In order to use paid leave for CFRA leave, you must comply with the Company's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact the Benefits Team.

Time accrual

Please contact the Benefits Team with any questions regarding the accrual of other Company provided paid leave benefits (such as vacation, PTO or sick leave) during unpaid CFRA leave.

Carryover

Leave granted under any of the reasons provided by CFRA and/or FMLA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent leave

You may take CFRA leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

See also the discussion of Pregnancy, Childbirth or Related Conditions and Baby Bonding above.

Extended medical leave

On occasion, an employee may need a medical leave of absence that extends beyond limits under any state or federal mandatory leave law. In addition, there may be circumstances when an employee needs a medical leave allowed under disability laws and in accordance with this policy.

In these situations, an extended medical leave of absence may be granted for medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the Company's obligations under federal and state disability laws.

Employees should request any leave in writing and as far in advance as possible.

A medical leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work. Your supervisor will provide you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. When returning from a medical disability leave, you must present a doctor's certificate declaring fitness to return to work.

Upon return from medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position for which you are qualified will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. Barracuda Networks makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings. Barracuda Networks will comply with any reinstatement obligations under state or federal law.

An employee that needs reasonable accommodations should contact the Benefits Team and discuss the need for an accommodation.

Reinstatement

Under most circumstances, upon return from CFRA leave, you will be reinstated to your original job or to an equivalent job for which you are qualified with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on CFRA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of CFRA leave will not result in the loss of any employment benefit that the employee earned before using CFRA leave.

If you are on an FMLA-only leave, without CFRA running concurrently, there may be conditions in which you may be denied reinstatement if you are a "key" employee. (Please refer to the Reinstatement section of the FMLA Leave policy for additional information.)

Pregnancy, childbirth or related conditions, and baby bonding

Leave because of a disability for pregnancy, childbirth or related medical condition is not counted as time used under CFRA leave. Employees who take time off for pregnancy disability will be placed on pregnancy disability leave (PDL). (See Pregnancy Disability Leave policy for more information.)

If an employee is eligible for FMLA leave, then PDL will run concurrently with FMLA. (See FMLA Leave policy for additional information).

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Company will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The Company may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Qualifying exigencies related to active duty

Eligible employees whose spouse, domestic partner, child or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include, but are not necessarily limited to, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Leave procedures

The following procedures shall apply to CFRA leave:

- Please contact the Benefits Team as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the Company at least 30 days before leave is to begin. You must consult with your supervisor regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of your health care provider or the health care provider of your family member.
- If you cannot provide 30 days' notice, the Company must be informed as soon as is practical.
- If the CFRA request is made because of your own serious health condition, the Company may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.
- If the second opinion differs from the first opinion, the Company may require you, at the Company's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The opinion of the third health care provider shall be considered final and binding on you and the Company.

Certification

Barracuda Networks requires you to provide certification. You will have 15 calendar days from the Company's request for certification to provide it to the Company, unless it is not practical to do so. The Company may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. (For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.) If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered CFRA leave.

If the leave is needed to care for a sick family member, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your participation.

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are on leave because of your own serious health condition, the Company will also require a medical release to return to work form or certification from your health care provider that you are able to resume work.

Failure to provide a release to return to work from your health care provider may result in denial of reinstatement until the certificate is obtained.

Pregnancy disability leave

If you are pregnant, have a related medical condition, or are recovering from childbirth, and are a California employee, please review this policy. Any employee planning to take pregnancy disability leave (PDL) should advise the personnel department as early as possible. Please make an appointment with the personnel manager to discuss the following conditions:

- The length of pregnancy disability leave will be determined by the advice of your physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro-rata basis. The four months of leave includes any period of time for actual disability caused by your pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability;
- Barracuda Networks will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy;
- If you need to take PDL, you must inform Barracuda Networks when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself), you must provide at least 30 days advance notice before the PDL or transfer is to begin. Consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of your health care provider;
- For emergencies or events that are unforeseeable, we need you to notify the Company, at least verbally, as soon as practical after you learn of the need for the leave;
- Failure to comply with these notice requirements may result in a delay of PDL, reasonable accommodation, or transfer;

- Pregnancy leave usually begins when ordered by your healthcare provider. You must provide Barracuda Networks with a written certification from a health care provider for the need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by the Company. Failure to do so may, in some circumstances, delay PDL, reasonable accommodation or transfer. Please see the personnel department for a medical certification form to give to your health care provider;
- Leave returns will be allowed only when your health care provider sends a release;
- You are required to use accrued sick time (if otherwise eligible to take the time) during PDL. You are allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during PDL; and
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour.

If intermittent leave or leave on a reduced work schedule is medically advisable you may, in some instances, be required to transfer temporarily to an available alternative position that meets your needs. The alternative position does not need to have equivalent job duties but must have the equivalent rate of pay and benefits, and you must be qualified for the position. The position must better accommodate your leave requirements than your regular job. Transferring to an alternative position can include altering an existing job to better accommodate your need for intermittent leave or a reduced work schedule.

When your healthcare provider releases you to return to work, from PDL, you will be reinstated to the same position held at the time the leave began or, in certain instances, to a comparable position, if you are qualified and one is available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

If you are on PDL, you will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if you had continued in employment continuously for the duration of the leave. In some instances, the Company can recover premiums paid to maintain your health coverage if you fail to return from PDL. PDL may impact other benefits or a seniority date. Please contact the personnel department for more information.

California Healthy Workplaces, Healthy Families Act

Crime or abuse victims' leave and accommodation

If you are a California employee and a victim of crime or abuse, you are eligible for unpaid leave. While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You are considered a victim of crime or abuse who is eligible for unpaid leave if you are:

- A victim of stalking, domestic violence, or sexual assault;
- A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury;
- A person whose immediate family member is deceased as a result of a crime. "Immediate family member" includes:
 - Regardless of age, your biological, adoptive, or foster child, stepchild, or legal ward, a child of a registered domestic partner, a child to whom you stand in loco parentis, or a person to whom you stood in loco parentis when the person was a minor;
 - Your biological, adoptive, or foster parent, stepparent, or legal guardian or that of your spouse or registered domestic partner, or a person who stood in loco parentis when you or your spouse or registered domestic partner was a minor child;
 - Your legal spouse or registered domestic partner;
 - Your biological, foster, or adoptive sibling, a stepsibling, or half-sibling; or
 - Any other individual whose close association with you is the equivalent of a family relationship described in any of the bullets above.

You may request leave if you are involved in legal action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your or your child's health, safety, or welfare. Please provide reasonable advance notice of the need for leave, unless advance notice is not feasible. Contact the HR Team.

If you need a reasonable accommodation for your safety at work, contact the HR Team. If you are requesting a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, the Company will also require certification demonstrating that you are the victim of crime or abuse. The Company may request recertification every six months. Please notify the Company if an approved accommodation is no longer needed.

The Company will engage in an interactive process with you to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result.

Barracuda Networks will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Crime or abuse victims' leave for treatment

If you are a California employee and a victim of crime or abuse, you are eligible for unpaid leave. While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You are considered a victim of crime or abuse who is eligible for unpaid leave if you are:

- A victim of stalking, domestic violence, or sexual assault;
- A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury; or
- A person whose immediate family member is deceased as a result of a crime. "Immediate family member" includes:
 - Regardless of age, your biological, adoptive, or foster child, stepchild, or legal ward, a child of a registered domestic partner, a child to whom you stand in loco parentis, or a person to whom you stood in loco parentis when the person was a minor;
 - Your biological, adoptive, or foster parent, stepparent, or legal guardian or that of your spouse or registered domestic partner, or a person who stood in loco parentis when you or your spouse or registered domestic partner was a minor child;
 - Your legal spouse or registered domestic partner;
 - Your biological, foster, or adoptive sibling, a stepsibling, or half-sibling; or
 - Any other individual whose close association with you is the equivalent of a family relationship described in any of the bullets above.
- You may request leave for any of the following purposes:
 - To seek medical attention for injuries caused by crime or abuse;
 - To obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
 - To obtain psychological counseling or mental health services related to experiencing crime or abuse;
 - To participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact the HR Team.

Barracuda Networks will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The length of unpaid leave an employee may take is limited to 12 weeks provided for in the Federal Family and Medical Leave Act (FMLA) for eligible employees.

For purposes of paid time off under the Act, a "covered family member" includes:

- A child: Defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if they are not your legal child.
- A parent: Defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A "parent" may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if they are not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

Leaves of absence — Military

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in-state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state or federal law dictates otherwise. Exempt Employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued Paid Time Off may be used for this leave if the employee chooses. Military orders should be presented to your supervisor and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to Barracuda Networks unless military necessity makes this impossible. You must notify your supervisor of your intent to return to employment based on the requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Military caregiver leave

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained Serious Injuries or Illnesses in the line of duty while on active duty. Military Caregiver Leave is a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

To be "eligible" for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent or Next of Kin of the Covered Service Member. "Next of Kin" means the nearest blood relative of the Covered Service Member, other than the Covered Service Member's spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the Covered Service Member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the Covered Service Member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a Covered Service Member in a "single 12-month period." The "single 12-month period" begins on the first day leave is taken to care for a Covered Service Member and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this "single 12-month period," the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each service member. Consequently, an eligible employee may take separate periods of caregiver leave for each and every Covered Service Member and/or for each and every serious injury or illness of the same Covered Service Member. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any "single 12-month period."

Within the "single 12-month period" described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member or a qualifying exigency). For example, during the "single 12-month period," an eligible employee may take up to 16 weeks of FMLA leave to care for a Covered Service Member when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or Covered Service Member and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Family military leave

An employee who works an average of 20 or more hours per week whose spouse is a member of the Armed Forces, National Guard or Reserves that has been deployed during a period of military conflict is eligible to receive up to 10 unpaid days off when their spouse is on leave from military deployment.

You must provide your supervisor with notice of your intention to take leave within two business days of receiving official notice that your spouse will be on leave from deployment. Employees taking family military leave must also provide the Company with written documentation certifying that their spouse will be on leave from deployment.

Other leave types provided by Barracuda

School and childcare activities leave

Employees are encouraged to participate in the school or childcare activities of their child(ren).

The absence is subject to all of the following conditions:

- Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents or a person who stands in loco parentis to one or more children of the age to attend kindergarten through grade 12 or who are with a licensed childcare provider;
- The amount of time off for school or childcare activities described below cannot exceed a total of 40 hours each year;
- You can use the time off to find, enroll or re-enroll a child in a school or with a licensed childcare provider or to participate in activities of the child's school or licensed childcare provider. The time off for these purposes cannot exceed eight hours in any calendar month. You must provide reasonable advance notice to your supervisor before taking the time off;
- You can also use time off to address a "childcare provider or school emergency" if you give notice to the Company. A "childcare provider or school emergency" means that your child cannot remain in a school or with a childcare provider due to one of the following:
 - The school or childcare provider has requested that your child be picked up, or has an attendance policy (excluding planned holidays) that prohibits your child from attending or requires your child to be picked up from the school or childcare provider;
 - Behavioral or discipline problems;
 - Closure or unexpected unavailability of the school or childcare provider, excluding planned holidays; or
 - A natural disaster, including, but not limited to, fire, earthquake or flood.
- If more than one parent is employed by Barracuda Networks, the first employee to request such leave will receive the time off. Another parent will receive the time off only if the leave is approved by their supervisor;
- You must use PTO leave in order to receive compensation for this time off; and
- If you do not have paid time off available, you will take the time off without pay.

Bereavement leave

Regular full-time employees will be granted:

- 1) Up to seven (7) days of paid bereavement leave to plan and/or attend funeral services of:
 - a. Your spouse/registered domestic partner
 - b. Your sibling
 - c. Your parent
 - d. Your child
- 2) Up to five (5) days of paid bereavement leave to plan and/or attend funeral services of:
 - a. Your grandparent
 - b. Your grandchild
 - c. The parent of your spouse/registered domestic partner

- d. The sibling of your spouse/registered domestic partner
 - e. The child of your spouse/registered domestic partner
- 3) Up to two (2) days of paid bereavement leave to plan and/or attend funeral services of:
- a. Your aunt/uncle
 - b. Your niece/nephew
 - c. Your niece/nephew
 - d. Your cousin
 - e. The aunt/uncle of your spouse/registered domestic partner
 - f. The niece/nephew of your spouse/registered domestic partner
 - g. The cousin of your spouse/registered domestic partner
 - h. The grandparent of your spouse/registered domestic partner
 - i. The grandchild of your spouse/registered domestic partner

Regular part-time employees may take time off without pay.

Paid bereavement leave can be requested in UltiPro and employees must obtain approval for such time off from their manager.

Jury duty

For purposes of this policy, jury duty is defined as the duty required by any legally constituted court or governmental unit to serve on a jury in a trial or as a member of a grand jury. This includes both active participation as a juror, and the time involved in the jury selection process. The Company will pay the difference between pay received by the court and the employee's regular base pay, for up to two weeks. Employees should present their jury duty summons or witness subpoena to their supervisor at least one week in advance of service.

Fees Paid by the Court

You may retain any mileage allowance or other fee paid by the court for jury services.

Organ and bone marrow donor leave

Employees who are donors for organ or bone marrow may take time off as follows:

- You must be employed for at least a 90-day period immediately before the beginning of leave.
- You may take up to 30 business days of paid leave, and up to an additional 30 business days of unpaid leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins their leave. Barracuda Networks requires that employees taking leave for organ donation use two weeks of accrued but unused sick leave, PTO and/or vacation.
- You may take up to 5 business days of leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins. Barracuda Networks requires that employees taking leave for bone marrow donation use five days of accrued but unused sick leave, PTO and/or vacation.

Once a Donor has exhausted the required paid sick, PTO and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

During the leave for organ/bone marrow donors, Barracuda Networks will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.

- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under the Federal Family and Medical Leave Act or the state California Family Rights Act.

Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Civil air patrol leave

No employee with more than 90 days of service shall be disciplined for taking time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If you are a Civil Air Patrol volunteer, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so, giving as much advance notice as possible.

Up to 10 days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed three days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by the Company.

Maintenance of health benefits while on leave

An employee on leave must arrange to pay for his/her share of health plan and benefit premiums while on leave. An employee must arrange to pay his or her premiums while on leave through either (i) pay as you go with post-tax income; or (ii) via pre-payment with before-tax dollars. The Company may terminate an employee's health coverage and other benefits if his or her premium payment is more than 30-days late.

Reporting while on leave

If you take leave because of your own serious health condition or to care for a covered relation with a serious health condition, you may be required to contact the Company on a pre-scheduled basis regarding the status of the medical condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change, are extended or initially were unknown.

Section 6: On the job

Business attire

We have a business casual dress code for all of our offices worldwide. Our goal is to allow employees to be comfortable at work and express their individuality, while also maintaining a positive, professional appearance that does not distract or offend others.

We request that all employees follow these guidelines:

- Avoid wearing shorts or flip flops to a customer, partner or vendor meetings or when third-party meetings are held in our offices.
- Avoid clothing with offensive or inappropriate designs.
- Clothing should be appropriate for a work environment, and not overly revealing.

This dress code policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender, religion, national origin or any other class protected by federal, state or local law. For more information, see the Harassment, Discrimination and Retaliation Prevention policy. Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact the HR Team and discuss the need for accommodation.

Working location and hours

Work location

Barracuda Office:

Barracuda has a FlexWork policy which defines our work location policies and requirements. Your manager will notify you if your position is eligible for hybrid work under that policy.

Remote Employee:

Remote employees are those employees not located within commuting distance (60 miles) of a Barracuda office are expected to have a workspace that is free from disruptions and distractions, allowing them to focus on their work.

Work hours

Non-Exempt (Hourly) Employees:

Non-Exempt employees will be informed of their scheduled work hours and location upon hire, position change or other change of business needs. Non-Exempt employees are expected to follow all local laws governing breaks and overtime.

Exempt (Salaried) Employees:

Employees should be available during normal working hours, Monday through Friday, or as required to work with your team and others based on your position. Exempt Employees should work the hours necessary to successfully complete their job duties.

Attendance and punctuality

As an employee of Barracuda Networks, you are expected to be punctual and regular in attendance. Tardiness or absences can cause problems for your co-workers and your supervisor. When you are absent, your assigned work must be performed by others.

You are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must provide reasonable advance notice to your supervisor before the time you are scheduled to begin working for that day. You must inform your supervisor of the expected duration of any absence. If you fail to provide reasonable advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your supervisor as soon as practical of the reason for the tardiness or absence..

Excessive absenteeism or tardiness, providing false information or abuse of leave laws will not be tolerated. Generally, if you fail to report for work without any notification to your supervisor and your absence continues for a period of 3 days, Barracuda Networks will consider that you have voluntarily abandoned or quit your employment.

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

Access to personnel files

Upon request, current and former employees may inspect their personnel files at a mutually agreeable time, on Company premises and in the presence of a Company official. You will be permitted to see any records regarding your qualification for employment, promotion, wage increases, earnings and deductions, or discipline. The Company will make the records available within 21 days after receipt of a written request for review to the HR Team. Exceptions include records regarding a criminal investigation and any letters of reference maintained by the Company. You are permitted to have a copy of any document relating to your employment that you have signed. The Company complies with applicable state law record retention requirements for current and former employees.

For more information, please contact the HR Team.

Employee references

All requests for references must be directed to the personnel manager. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, Barracuda Networks discloses only the dates of employment and the title of the last position held of former employees.

Changes in personal data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be made in the HRIS system.

Conflict of interest/code of ethics

A Company's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the Company, or any of its customers, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individual, corporation or business entity.

The Company adheres to the highest legal and ethical standards applicable in our business. The Company's business is conducted in strict observance of both the letter and spirit of all applicable laws.

Employees of the Company shall conduct their personal affairs such that their duties and responsibilities to the Company are not jeopardized and/or legal questions do not arise with respect to their association or work with the Company.

All employees must avoid situations involving actual conflicts of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee which impairs an employee's ability to exercise good judgment on behalf of the Company can create an actual conflict of interest. Supervisor- subordinate romantic or personal relationships can also lead to supervisory problems, possible claims of sexual harassment and morale problems. In addition, participation in such a voluntary relationship will lead the Company to reasonably conclude that no sexual harassment or hostile environment claim will be presented, even after the relationship has concluded.

Customer relations

Employees are expected to be polite, courteous, prompt and attentive to every customer. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the supervisor should be called immediately.

Barracuda is in the service business and we all must remember that the customer always comes first. Our customers are ultimately responsible for our success.

Customers are to be treated courteously and given proper attention at all times. Never regard a customer's question or concern as an interruption or an annoyance. You must respond to inquiries from customers in a prompt and professional manner, whether in person, by email or by telephone.

Through your conduct, you must demonstrate your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a customer, find someone who can.

All correspondence and documents, whether to customers or others, must be well-drafted and prepared in a professional manner without errors. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a customer. If a problem develops or if a customer remains dissatisfied, ask your supervisor to intervene.

HR online (self-service portal)

A self-service portal is available. You have the ability to view personal and Company information through this portal. You may submit changes to your personal information including address, tax status and dependent information at your convenience.

Please contact the HR Team if you need assistance with obtaining login information.

Protecting company information

The Employee Innovations and Proprietary Assignment Agreement that you signed at the outset of your employment governs your responsibility to protect the confidential and proprietary information of the Company, its partners, customers and affiliates. You will not share this information with anyone who does not work for us such as friends, family members, members of the media or other business entities or persons.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

Reference checks

We will only confirm our employees' dates of employment and job title in response to a reference check. Under no circumstances should an employee provide another individual with information regarding current or former employees of our Company. If you receive a request for reference information, please forward it to the HR Team.

Other employment

While employed by Barracuda Networks, employees are expected to devote their fully energies to their jobs with the Company. If you wish to engage in additional employment while employed by the Company, you must submit a written request to the HR team explaining the details of the additional employment. Authorization to engage in additional employment can be denied or revoked at any time.

Standards of conduct

Barracuda Networks reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Employees are expected to conduct themselves in a manner to further the Company's objectives.

The following conduct is prohibited and will not be tolerated by the Company. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Company operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information or other Company records (note that employment information includes Social Security Numbers and any other documents used to verify identity and ability to work in the United States);
- Breaching any obligation set forth in your offer letter;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any Company property, or the property of any employee or customer;
- Removing or borrowing Company property without prior authorization;
- Unauthorized use or misuse of Company equipment, time, materials, facilities or resources;
- Provoking a fight or fighting during working hours or on Company property;
- Participating in horseplay or practical jokes on Company time or on Company premises;
- Carrying firearms or any other dangerous weapons on Company premises at any time not previously registered and approved by the HR Team;
- Bringing animals, including pets, to the office other than as part of a medical accommodation approved by the Company;

- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating or participating in a disruption of any kind during working hours on Company property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive, threatening or intimidating language at any time on Company premises;
- Unreported or unauthorized absence of two consecutive days;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested or required to do so;
- Sleeping or malingering on the job;
- Making or accepting excessive personal telephone calls, including cell phone calls, or excessive internet use except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violating any safety, health, security or Company policy, rule, procedure or violation of the Company's drug and alcohol policy;
- Violating any policy of the Company, including but not limited to the Employee Innovations and Proprietary Assignment Agreement and/or the Internet Interaction Policy;
- Breaching the obligations of confidentiality to the Company or any of its partners, customers or affiliates;
- Casting the Company or any of its employees in a bad light;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Committing or involvement in any act of unlawful harassment of another individual; and
- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter the Company's policy of at-will employment. Either you or the Company remains free to terminate the employment relationship at any time, with or without reason or advance notice.

Alcohol and drug abuse

It is the purpose of Barracuda to help provide a safe and drug-free work environment for our employees. With this goal in mind, we are establishing the following policy for existing and future employees of Company.

Barracuda Networks explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, or prescription medication without a prescription on Company or customer premises or while performing an assignment.
- The consumption of alcohol on Barracuda property, unless it is during company-sponsored events or otherwise approved.

- Buying, using or selling recreational drugs, or being under the influence of recreational drugs, while at work or at any Barracuda location. Drugs and drug-related paraphernalia are prohibited in the office at all times.

Off-duty conduct

While Barracuda Networks does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Company's legitimate business interests.

Off-duty conduct by an employee that directly conflicts with the Company's essential business interests and disrupts business operations will not be tolerated.

Acceptable use of electronic communications

This policy sets forth the guidelines for Electronic Communications created, sent, received, used, transmitted or stored using the Company's communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data or any other information used in email, instant messages, voicemail, fax machines, computers, personal digital assistants (including, iPhones, iPads, tablets, smartphones or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this section, all of these communication devices are collectively referred to as "Systems."

Employees may use our Systems to communicate internally with co-workers or externally with customers, suppliers, vendors, advisors and other business acquaintances for business purposes.

All Electronic Communications contained in Company Systems are Company records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the Company. The Systems and Electronic Communications are accessible to the Company at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private and you should have no expectation of privacy in electronic communication. The Company's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employer-provided systems or equipment used in the workplace, during working time or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the Company's business or violate Company's policies is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored and disclosed by the Company at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want to be revealed to third parties.

Employees may not use the company's systems in a manner that violates our policies and may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually-explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats of violence or bullying, or derogatory comments; or any other message or image that may be in violation of Company policies or federal, state or local law.

In addition, employees may not use our Systems:

- To download, save, send or access any discriminatory or obscene material;
- To download anything illegal from the Internet;
- To download, save, send or access any site or content that the Company might deem "adult entertainment";
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks or systems of the Company or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

An employee may not misrepresent, disguise or conceal his or her identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mailbox, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use or transfer trade secrets or proprietary materials of the Company or others without the appropriate authorization from the Legal Team.

All Systems passwords and encryption keys must be made available and known to the Company upon request. Employees may not install passwords or encryption programs without the written permission of their supervisor. Employees may not use passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic Communications. The Company will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fines and imprisonment for violation of applicable laws.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the Company may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who truthfully reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of the Electronic Communications, please contact the IT Team or the Legal Compliance Team.

Computer software licensing

The Company purchases or licenses the use of various computer software programs. Neither the Company nor any of the Company's employees have the right to duplicate any computer software or related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to a \$250,000 fine and up to five years' imprisonment.

The Company does not condone the illegal duplication or unlicensed use of software. You must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.

Employees learning of any misuse of software or related documentation within the Company shall notify a member of management. Employees who reproduce, acquire or use unauthorized copies of computer software will be subject to discipline, up to and including discharge.

Use of systems

All employees are required to conduct their work solely through the use of systems authorized by Barracuda Networks. Employee work-related email is to be done exclusively through a barracuda.com or other approved email address. Employees shall neither register nor claim ownership of any names, logos, domains, trademarks or other intellectual property related to (or owned by) the Company. For any questions regarding this policy, please contact the IT Team.

Social media

We expect you to use good judgment when communicating via social media. Only authorized personnel are allowed to post any information on behalf of Barracuda Networks.

"Social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's weblog or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communications.

The same principles and guidelines found in the Company's Employee Handbook policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects the Company, clients, vendors, suppliers, people who work on behalf of the Company or its legitimate business interests may result in disciplinary action up to and including immediate discharge.

The following is a general and non-exhaustive list of guidelines you should keep in mind:

Always be fair and courteous to fellow employees, customers, vendors, suppliers or people who work with or on behalf of the Company. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints on a social media platform. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, videos or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages the Company, customers, employees, vendors or suppliers, or that might constitute harassment or bullying. Examples of such conduct might contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or any other status protected by federal, state or local law or Company policy. Inappropriate postings that may include discriminatory remarks, harassment, retaliation and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including immediate discharge.

Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate; nothing that is posted ever truly "expires." Never post any information or rumors that you know to be false about the Company, fellow employees, clients, vendors, suppliers, people working on behalf of the Company or competitors.

Termination of employment

All resigning employees should complete a brief exit interview prior to leaving. All Company property must be returned at the end of employment. Otherwise, the Company may take action to recoup any replacement costs and/or seek the return of Company property through appropriate legal recourse.

You should notify the Company if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

Unemployment insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the HR Team.

Section 7: Safety in the workplace

Driving on company business

Employees whose job duties require them to drive a Company vehicle or their own vehicles for Company business will be required to show proof of current valid driving licenses and proof of insurability under the Company's policy or current effective insurance coverage before the first day of employment.

If an employee is required to drive as part of their job, Barracuda retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Company's policy.

Employees who drive their own vehicles on Company business will be reimbursed at the rate of the IRS rate per mile.

Each employee's responsibility

Safety can only be achieved through teamwork at our Company. Each employee and supervisor must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

- Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slight, you must inform your supervisor immediately.
- Use, adjust and repair machines and equipment only if you are trained and qualified.
- Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- Understand your job fully and make sure to carefully follow instructions. If you are not sure of the safe procedure, don't guess; ask your supervisor.
- Know the locations, contents and use of first aid and firefighting equipment.
- Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.
- A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Ergonomics

The Company is subject to OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Company will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Company encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

If you have any questions about ergonomics, please contact the HR Team.

In an emergency

Your supervisor should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence and the smell of smoke. If your supervisor is unavailable, contact the nearest Company official.

Should an emergency result in the need to communicate information to employees outside of business hours, your supervisor will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify your supervisor when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of your supervisor or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the predetermined location as communicated to you by your supervisor to await further instructions or information.

Please direct any questions you may have about the Company's emergency procedures to the HR Team.

Worker's compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slight, report the incident immediately to the HR Team. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

Workplace violence

Barracuda Networks has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The Company has zero-tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, you are expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

You may report an incident to any supervisor or manager.

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the human resources department. In compliance with California law, and to promote the concept of a safe workplace, Barracuda maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the general manager's office.

In compliance with Proposition 65, Barracuda Networks will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Section 8: Receipt of employee handbook and employment-at-will statement

This is to acknowledge that I have received a copy of the Barracuda Employee Handbook and understand that it contains information about the employment policies and practices of the Company. I have read and will comply with this Employee Handbook. In addition to the policies set forth herein, I understand that the Company retains the right to make decisions involving employment as needed to conduct its work in a manner that is beneficial to the employees and the Company. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, the Company reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions to the Employee Handbook will be issued in writing. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations on the part of Company with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT (EXPRESS OR IMPLIED) WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY EMPLOYMENT AGREEMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE PRESIDENT OF THE COMPANY.

I understand that this Employee Handbook refers to current benefit plans maintained by the Company and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling. I have read and understand the Paid Time Off Policy in this Employee Handbook.

Initials Date

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask the HR Team.

.....
(Name of employee)

.....
Date

.....
Employee signature



About Barracuda

At Barracuda we strive to make the world a safer place. We believe every business deserves access to cloud-first, enterprise-grade security solutions that are easy to buy, deploy, and use. We protect email, networks, data, and applications with innovative solutions that grow and adapt with our customers' journey. More than 200,000 organizations worldwide trust Barracuda to protect them — in ways they may not even know they are at risk — so they can focus on taking their business to the next level. For more information, visit barracuda.com.