

EMPLOYEE HANDBOOK



A Guide to Workplace Policies

INTRODUCTION



CREATING A POSITIVE AND PRODUCTIVE WORK ENVIRONMENT

At Gong, fostering a positive and productive work environment is a top priority. Employees are expected to uphold a high standard of professionalism, integrity, and mutual respect in all interactions. This includes open communication, collaboration, and maintaining Gong's inclusive and bold culture. Disrespectful behavior, harassment, or any actions that undermine team unity will not be tolerated and may result in disciplinary action, up to and including termination.

CODE OF CONDUCT AND ETHICS

GUIDELINES ON PROFESSIONAL BEHAVIOR, INTEGRITY, AND RESPECT.

Gong is an equal opportunity employer committed to building a diverse and inclusive workforce. We strictly prohibit discrimination or harassment based on race, gender, age, religion, sexual orientation, disability, or any protected status. All employment decisions are made based on merit, qualifications, and business needs to ensure fairness and compliance with applicable laws.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT.

At Gong, violations of the Code of Conduct are taken seriously, as they can compromise the integrity, safety, and culture of the workplace. Depending on the nature and severity of the violation, consequences may range from a verbal or written warning to suspension, loss of privileges, or termination of employment. In cases involving legal or ethical breaches, Gong may pursue legal action or report the issue to the appropriate authorities. All incidents are reviewed fairly and thoroughly to ensure accountability while upholding Gong's values of transparency and respect.

EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-DISCRIMINATION POLICIES.

Gong is committed to creating a workplace where everyone has an equal opportunity to succeed. We prohibit discrimination and harassment of any kind based on race, color, religion, sex, gender identity, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic. Employment decisions—including hiring, promotion, and compensation—are made solely on the basis of merit, qualifications, and business needs. Gong promotes a culture of inclusion, where diverse perspectives are valued, and all employees are treated with dignity and fairness.



COMPENSATION AND BENEFITS

DETAILS ON EMPLOYEE BENEFITS

Gong offers competitive compensation packages designed to attract and retain top talent. Employees may be eligible for bonuses, stock options, and performance-based incentives aligned with individual and company goals. Benefits include healthcare, wellness programs, and generous parental leave. Regular performance reviews are conducted to support professional growth and recognize contributions.

BONUSES, INCENTIVES, AND PERFORMANCE REVIEWS.

At Gong, we believe in recognizing and rewarding exceptional performance. Our compensation structure includes performance-based bonuses and incentives that align with both individual contributions and company-wide goals. Regular performance reviews provide structured opportunities for feedback, goal setting, and career development. These reviews are designed to be collaborative and transparent, helping employees grow while ensuring their efforts are acknowledged and aligned with Gong's mission and values.

LEAVE AND TIME OFF



PROCEDURES FOR REQUESTING AND APPROVING LEAVE.

Gong supports a healthy work-life balance by offering flexible leave policies. Employees are encouraged to take time off to recharge, with paid vacation, sick leave, and personal days available. All time-off requests should be submitted through the internal HR portal and approved by a manager to ensure team coverage and workload planning.

WORKPLACE HEALTH AND SAFETY

SAFETY PROTOCOLS AND PROCEDURES.

Employee health and safety are essential priorities at Gong, forming the foundation of a supportive and productive work environment. All team members are expected to actively participate in maintaining a safe workplace by following established safety protocols, such as proper equipment use, ergonomic best practices, and adherence to building guidelines. Workspaces should be kept clean, organized, and free of hazards to reduce the risk of accidents or injury. Employees are encouraged to report any unsafe conditions, near-misses, or health concerns immediately to their manager or HR so that appropriate action can be taken. Gong provides regular safety training and clear emergency response procedures—available in the employee handbook and covered during onboarding—to ensure that every team member knows how to respond confidently and effectively in the event of a fire, medical emergency, or other critical situation. Creating a safe workplace is a shared responsibility, and Gong is committed to providing the tools, resources, and support necessary to protect the well-being of every employee.

TECHNOLOGY AND DATA USE

GUIDELINES ON COMPUTER AND INTERNET USE.

Gong relies on secure and responsible use of its technology resources. Employees must use company devices, software, and internet access ethically and in accordance with IT policies. Protecting confidential customer and company data is critical; sharing sensitive information outside authorized channels or using it improperly can lead to disciplinary measures and legal consequences.

PROTECTION OF COMPANY DATA AND CONFIDENTIAL INFORMATION.

At Gong, safeguarding company data and confidential information is essential to maintaining trust and operational integrity. Employees are expected to handle all proprietary, customer, and internal data responsibly and in accordance with company policies. This includes using secure systems, protecting login credentials, and avoiding unauthorized sharing or access. Any misuse, mishandling, or intentional breach of confidentiality may result in disciplinary action, including termination and potential legal consequences. Maintaining data security is a shared responsibility and a vital part of Gong's commitment to excellence and ethical business practices.

CONCLUSION AND RESOURCES



SUMMARY OF KEY TAKEAWAYS.

Gong is dedicated to fostering a respectful, inclusive, and high-performing workplace. Employees are expected to act with integrity, follow company policies, and uphold a positive culture. Key policies include equal employment opportunity, fair compensation and performance recognition, clear procedures for time off, and strong commitments to health, safety, and data protection. Violations of the Code of Conduct have serious consequences, and all employees share responsibility in maintaining ethical and professional standards. By following these guidelines, we contribute to Gong's success and to a workplace where everyone can thrive.

THANK YOU

