



Equity Plans

RSUs and ESPP

New Hire Restricted Stock Units (RSU) Highlights

Grant Date

- Date when the grant is approved by the Compensation Committee
- Grants are approved twice each quarter
- Grant date will depend on your hire date (the date when you start with Zoom)
- Can be up to 9 weeks after the hire date

Share Calculation

- Currently calculated as dividing the intended dollar award value by the average of the closing stock price of the prior 30 trading days ending on a specified cutoff date
- Cutoff date is typically 14 days prior to the grant date; subject to change at the discretion of the Compensation Committee

Vesting Schedule

25% on the first anniversary of the grant date, 6.25% quarterly thereafter for the next three years

ESPP Highlights

About the Plan

Provides Zoom employees with the opportunity to acquire an ownership interest in Zoom through the purchase of shares of Zoom's common stock

Offering Period

24 months offering period

- New purchase period starts every 6 months; Jun and Dec
- 4 purchases in an offering period

Contribution

1%-20% of your eligible compensation

Grant Date

The first day of the offering period in which the employee first enrolls

Enrollment Period

- May/June and Nov/Dec of each year
- Opportunity for all eligible employees to enroll in ESPP
- Employee must meet plan eligibility requirements to enroll

Purchase Dates

June and December of each year for employees already enrolled

Purchase Price

- 85% of the lower of the stock price on the grant date and the stock price on the purchase date
- Up to 2 years of lookback

Plan Changes

Increase during enrollment only, one decrease and one suspend during the purchase period

Excess and Unused Contributions

Contributions will be refunded without interest

Reset

Automatically receive a newer, lower lookback price if the stock on the first day of the new offering period is lower than the stock price on the first day of the current offering period

IRS Limit

\$25,000 per year based on grant date share value