

## OKTA, INC.

### CORPORATE GOVERNANCE GUIDELINES

The Board of Directors (the “**Board**”) of Okta, Inc. (the “**Company**”) has adopted the corporate governance guidelines set forth below to assist and guide the Board in the exercise of its responsibilities. These guidelines should be interpreted in accordance with any requirements imposed by applicable U.S. federal or state law or regulation, The Nasdaq Stock Market LLC (“**Nasdaq**”) and the Company’s Amended and Restated Certificate of Incorporation (the “**Certificate of Incorporation**”) and Amended and Restated Bylaws (the “**Bylaws**”). The Board may review and amend these guidelines from time to time.

#### I. DIRECTOR CRITERIA AND SELECTION

**Director Qualification Standards:** The Board shall consider and approve from time to time the qualifications that it deems necessary or advisable for prospective candidates to become members of the Board (a “**Director**”). The Board shall have full authority to modify such criteria from time to time as it deems necessary or advisable.

The Board has delegated to the Nominating and Corporate Governance Committee (the “**Nominating Committee**”) the responsibility for developing and recommending to the Board for its consideration and approval such criteria for prospective Director candidates as the Nominating Committee deems necessary or advisable. The Nominating Committee will recommend to the Board from time to time such criteria for its consideration and approval. In identifying prospective Director candidates, the Nominating Committee may consider all facts and circumstances that it deems appropriate or advisable. The Board may, however, rescind this delegation to the Nominating Committee and thereafter the Board shall have the responsibility for developing and approving from time to time such criteria for prospective Director candidates as it deems necessary or advisable.

**Process For Identifying and Selecting Directors:** The Board has delegated to the Nominating Committee the responsibility of identifying suitable candidates for nomination to the Board (including candidates to fill any vacancies that may occur) and assessing their qualifications in light of the policies and principles in these corporate governance guidelines and the committee’s charter, as applicable. The Nominating Committee will recommend prospective Director candidates for the Board’s consideration and review the prospective candidates’ qualifications with the Board. The Board shall retain the ultimate authority to nominate a candidate for election by the stockholders as a Director or to fill any vacancy that may occur.

**Independence:** At least a majority of the members of the Board shall meet the independence standards of the Listing Rules of Nasdaq (the “**Nasdaq Listing Rules**”) set forth in Rule 5605(a)(2) of the Nasdaq Listing Rules (or any successor provision thereto). The Board will annually evaluate all relationships between the Company and each Director in light of relevant facts and circumstances for the purposes of determining whether a material relationship exists that might signal a potential conflict of interest or otherwise interfere with such Director’s ability to satisfy his or her responsibilities as an independent Director.

**Limit on Number of Other Boards:** Carrying out the duties and fulfilling the responsibilities of a Director require a significant commitment of an individual's time and attention. The Board does not believe, however, that explicit limits on the number of other boards of directors on which the Directors may serve, or on other activities the Directors may pursue, are appropriate. The Board recognizes that excessive time commitments can interfere with a Director's ability to perform his or her duties effectively. In connection with its assessment of Director candidates for nomination, the Nominating Committee will assess whether the performance of any Director has been or is likely to be adversely impacted by excessive time commitments, including service on other boards of directors. Directors must notify the chairperson of the Nominating Committee prior to accepting a seat on the board of directors of another corporation (including for profit, not-for-profit, private, public, etc.) so that the potential for conflicts or other factors that may compromise the Director's ability to perform his duties may be fully assessed.

**Term and Age Limits:** The Board does not believe that an arbitrary limit on the number of consecutive terms a Director may serve or a mandatory retirement age for Directors is appropriate in light of the substantial benefits resulting from a sustained focus on the Company's business, strategy and industry over a significant period of time. Each Director's performance will be assessed by the Nominating Committee in light of relevant factors in connection with the Nominating Committee's assessment of candidates for nomination to be Directors.

**Succession:** The Nominating Committee shall be responsible for developing succession plans for the Board as appropriate in light of relevant facts and circumstances.

**Directors Who Change Job Responsibility:** The Board does not believe Directors who retire or change their principal occupation or business association should necessarily leave the Board. However, promptly following any such event, the Director should notify the Nominating Committee, so that there is an opportunity for the Board, through the Nominating Committee, to assess the continued appropriateness of Board membership under the new circumstances.

## II. DIRECTOR RESPONSIBILITIES AND COMPENSATION

**Role of Directors:** The business and affairs of the Company are managed by or under the direction of the Board, acting on behalf of the stockholders. The Board has delegated to the officers of the Company the authority and responsibility for managing the Company's everyday affairs. The Board has an oversight role and is not expected to perform or duplicate the tasks of the Chief Executive Officer or other senior management.

**Attendance at Meetings:** Each member of the Board is expected to make reasonable efforts to attend regularly scheduled meetings of the Board in person and to participate in telephone conference meetings or other special meetings of the Board. A member of the Board who is unable to attend a meeting of the Board or a committee of the Board is expected to notify the chairperson of the Board or the chairperson of the appropriate committee in advance of such meeting, and, whenever possible, participate in such meeting via teleconference in the case of an in-person meeting. In the event that a Director does not attend at least 75% of those regular or special meetings (together with the meetings of committees on which such Director serves), the Company will be required to disclose that fact

in its annual proxy statement. Furthermore, each member of the Board is expected to make reasonable efforts to attend annual stockholder meetings in person. In addition, attendance and participation at meetings is an important component of the Directors' duties and, as such, attendance rates will be taken into account by the Nominating Committee in connection with its assessment of Director candidates for renomination as Directors.

**Time Commitment; Advance Distribution and Review of Materials:** Directors are expected to spend the time needed and meet as frequently as the Board deems necessary or appropriate to discharge their responsibilities. Senior management is responsible for distributing in advance information and data that are important to the Board's understanding of the business to be conducted at a Board or Committee meeting to the Directors. Directors should review these materials in advance of the meeting when reasonably practicable.

**Director Compensation:** The form and amount of Director compensation will be reviewed periodically by the Compensation Committee of the Board and approved by the Board.

Employees of the Company shall not receive additional compensation for service as Directors.

### III. BOARD STRUCTURE AND PROCEDURES

**Size of Board:** The Board reserves the right to increase or decrease the size of the Board, subject to any relevant provisions in the Company's Bylaws, depending on an assessment of the Board's needs and other relevant circumstances at any given time. The size of the Board may vary based upon the size of the business and the availability of qualified candidates. Board size should facilitate active interaction and participation by all Board members. The Board will review from time to time the appropriateness of its size.

**Board Leadership:** The Board shall fill the chairperson of the Board and Chief Executive Officer positions based upon the Board's judgment of what is in the best interests of the Company. The Chief Executive Officer and chairperson may, but need not be, the same person. In addition, the Board may appoint a lead independent director. The lead independent director will preside over all meetings of the Board at which the chairperson of the Board is not present, including periodic meetings of our independent directors, serve as a liaison between our chairperson of the Board and the independent directors, and perform such additional duties as the Board may otherwise determine and delegate.

**Committees:** The Board intends at all times to have an Audit Committee, a Compensation Committee and a Nominating Committee. Each of these standing committees will have a written charter that sets forth the responsibilities of such committee and the qualifications for committee membership. The Board may from time to time establish additional committees as necessary or appropriate. Membership on such committees is limited to independent directors meeting the independence requirements of the Nasdaq Listing Rules, the Sarbanes-Oxley Act of 2002 and any other related rules or regulations promulgated by the U.S. Securities and Exchange Commission (the "SEC") and the U.S. Internal Revenue Service (as applicable).

The Board retains discretion to form new committees or disband current committees depending upon the circumstances.

**Executive Sessions:** The non-employee Directors will meet at regularly scheduled executive sessions without management participation and at least once each year an executive session with only independent directors present shall be held. As long as the chairperson of the Board is a non-employee director and an independent director, then the chairperson of the Board will preside at these meetings. If the chairperson of the Board does not so qualify, then the Director who presides at these meetings will be the lead independent director. In the event that the lead independent director is unavailable to attend such a meeting, then a majority of the independent directors in attendance may designate one independent director to serve in such temporary capacity. In either case, the Director who presides at these meetings, and his or her name, or the process by which he or she is selected, will be disclosed in the annual proxy statement or, if the Company does not file an annual proxy statement, in the Company's annual report on Form 10-K filed with the SEC. In order that interested parties may be able to make their concerns known to the non-employee directors, the Company will also disclose a method for such parties to communicate directly and confidentially with the presiding Director or with the non-employee Directors as a group.

**Director Access to Management and Independent Advisors:** In carrying out its responsibilities, the Board, and each committee thereof, shall be entitled to rely on the advice and information that it receives from management and such experts, advisors and professionals with whom the Board, or any such committee, may consult. The Board, and each committee thereof, shall have the authority to request that any officer or employee of the Company, the Company's outside legal counsel, the Company's independent auditor or any other professional retained by the Company to render advice to the Company, attend a meeting of the Board, or such committee, or meet with any members of or advisors to the Board. The Board or any committee thereof shall also have the authority to engage legal, accounting or other advisors to provide it with advice and information in connection with carrying out its or their responsibilities.

**Director Orientation and Continuing Education:** The Company may conduct an orientation program for new Directors, as appropriate. The orientation may include presentations by senior management designed to familiarize the new Director with the Company's business and strategic plans, key policies and practices, principal officers and management structure, auditing and compliance processes and its code of conduct.

The Company encourages its Directors to participate in continuing education on topics that will assist them in discharging their duties. The Company will reimburse Directors for the reasonable cost of continuing education programs.

#### **IV. LEADERSHIP DEVELOPMENT**

**Annual Review of Chief Executive Officer:** The Compensation Committee will conduct a review at least annually of the performance of the Chief Executive Officer. The Compensation Committee will establish the evaluation process and determine the specific

criteria on which the performance of the Chief Executive Officer is evaluated in accordance with the charter and principles of the Compensation Committee.

**Succession:** The Compensation Committee shall work with the Chief Executive Officer to plan for Chief Executive Officer succession, as well as to develop plans for interim succession for the Chief Executive Officer in the event of an unexpected occurrence. The Compensation Committee will also work with the Chief Executive Officer and appropriate members of management to plan for succession of each of the executives as well as to develop plans for interim succession of each of the executives in the event of an unexpected occurrence. In addition to the succession planning, there should periodically be a report on management development by the Chief Executive Officer.

## V. OTHER CORPORATE GOVERNANCE MATTERS

**Annual Performance Evaluations of the Board and Committees:** The Board will conduct a self-evaluation at least annually for the purpose of determining whether it and its committees are functioning effectively, and each committee of the Board will conduct a self-evaluation at least annually for the purpose of determining whether it is functioning effectively. The Nominating Committee will set up and oversee these evaluation processes. These evaluations will consider the performance of the board or the committee, as the case may be, as a unit.

**Communications with Outside Interested Parties:** The Board believes that management should be responsible for communications with the press, media and other outside parties made on behalf of the Company, though individual Board members may, at the request of management or of the Board, communicate with outside parties on behalf of the Company.

**No Limitation on Other Rights:** These guidelines are not intended to modify, extinguish or in any other manner limit the indemnification, exculpation and similar rights available to the Directors of the Company under applicable law and/or the Company's Certificate of Incorporation and/or its Bylaws.

**Securityholder Communication Policy:** The Board provides to every securityholder the ability to communicate with the Board, as a whole, and with individual Directors on the Board through an established process for securityholder communication (as that term is defined by the rules of the SEC) in the form attached hereto as Appendix A.

**Modifications to Guidelines:** Although these corporate governance guidelines have been approved by the Board, it is expected that these guidelines will evolve over time as customary practice and legal requirements change. In particular, guidelines that encompass legal, regulatory or exchange requirements as they currently exist will be deemed to be modified as and to the extent such legal, regulatory or exchange requirements are modified. In addition, the guidelines may also be amended by the Board at any time it deems appropriate.

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*Amended and Restated by the Board of Directors of Okta, Inc. on September 14, 2023.*

## **Appendix A**

### **Policies and Procedures for Securityholder Communications to Directors**