



Zoom Video Communications, Inc.
An Important Message from Eric S. Yuan
April 7, 2019

As you know, our entire team at Zoom is highly committed to transparency and integrity. Today, I am reminded of this commitment and feel it is important to share a recent development with you.

Last week, we received an anonymous email drawing attention to certain actions during Kelly Steckelberg's tenure at her employer prior to Zoom. Accordingly, our Board acted swiftly and conducted a thorough review to understand the facts. Following the Board's review, Kelly will continue as Zoom's CFO. Let me tell you why.

Here's what we found: in 2017, Kelly's former employer delivered her a formal warning letter, stemming from her actions related to an undisclosed, consensual relationship she had with an employee at that company. As part of our review, we had multiple conversations with Kelly and others, during which we sought to better understand the circumstances of what happened. Kelly expressed regret for what transpired at her former employer, took ownership for the situation, and made clear to us that she had learned valuable lessons from the experience.

We appreciated Kelly's openness and candor during this process. It is clear that this matter related only to circumstances at her former employer. During Kelly's tenure at Zoom, she has been an incredible contributor, as well as a model steward of our culture, values, and high standards since joining the Company.

In discussing the matter with the Board, we carefully weighed Kelly's actions at her former employer and also her behavior and conduct at Zoom. As a result, the Board came to the conclusion that her actions do not have a bearing on her current employment. The Board and I have full confidence in her abilities as CFO and believe she will continue to execute her duties effectively.

On behalf of the Board and management, I want to emphasize that we will always hold our executives and our entire team to a high standard. We also remain unwavering in our commitment to our culture of transparency. With those values in mind, I wholeheartedly stand by our decision on this matter – and am confident in this leadership team as we move forward together.

Eric