



## ASANA, INC.

### POLICIES AND PROCEDURES FOR STOCKHOLDER COMMUNICATIONS TO INDEPENDENT DIRECTORS

(Adopted on August 19, 2020; Effective upon the effectiveness of the Company's initial registration statement on Form S-1)

The Board of Directors (the "**Board**") of Asana, Inc. ("**Asana**") believes that management speaks for Asana. Individual directors may, from time to time, communicate with various constituencies that are involved with Asana, but it is expected that directors would do this with knowledge of management and, in most instances, only at the request of management.

In cases where stockholders wish to communicate directly with our non-management directors, messages can be sent to our Corporate Secretary and General Counsel at Asana, Inc., 1550 Bryant Street, Suite 200, San Francisco, CA 94103.

Each communication should set forth (i) the name and address of the stockholder, as it appears in Asana's books, and if Asana's common stock is held by a nominee, the name and address of the beneficial owner of Asana's common stock, (ii) the number of shares of Asana's common stock that are owned of record by the record holder and beneficially by the beneficial owner, and (iii) length of time the stock has been held.

Our General Counsel or Legal Department, in consultation with appropriate directors as necessary, shall review all incoming stockholder communications (except for mass mailings, product complaints, or inquiries, job inquiries, business solicitations, or patently offensive or otherwise inappropriate material) and, if appropriate, our General Counsel or Legal Department will route such communications to the appropriate director(s) or, if none is specified, to the Chair of the Board or the presiding director if the Chair of the Board is not independent.

Our General Counsel or Legal Department may decide in the exercise of their or its judgment whether a response to any stockholder communication is necessary and shall provide a report to the Nominating and Corporate Governance Committee of the Board (the "**Nominating Committee**") on a quarterly basis of any stockholder communications received for which the General Counsel or Legal Department has responded.

These policies and procedures for stockholder communications with non-management directors are administered by the Nominating Committee. These policies and procedures do not apply to (a) communications to non-management directors from officers or directors of Asana who are stockholders, or (b) stockholder proposals submitted pursuant to Rule 14a-8 under the Securities and Exchange Act of 1934, as amended.

**Please note: Requests for investor relations materials should be made to Investor Relations website <https://investors.asana.com> or directly to Investor Relations at Asana, Inc., 1550 Bryant Street, Suite 200, San Francisco, CA 94103.**