

**2022 ANNUAL MEETING OF STOCKHOLDERS OF
DOCUSIGN, INC.**

June 3, 2022 – 9:00 a.m.

Rules of Conduct

We welcome you to the 2022 Annual Meeting of Stockholders of DocuSign, Inc. (the “*Company*”), which we are holding in a virtual-only format to protect the safety and well-being of our stockholders and meeting attendees. In the interest of having a fair, informative, orderly and constructive meeting, the following procedures will apply:

1. The meeting will be a virtual meeting. If you would like to attend the virtual meeting, please go to the meeting website (www.virtualshareholdermeeting.com/DOCU2022) to register at least 15 minutes prior to the meeting start. You will need the control number received with your 2022 Proxy Statement to join the meeting.
2. The Chair of the meeting shall have the authority necessary to preside over the meeting and may make any and all determinations with respect to the conduct of the meeting and procedures to be followed during and after the meeting.
3. The business of the meeting will follow the order shown on the Agenda, which is available at the virtual meeting website. The proposals set forth in the Proxy Statement are the only matters to be presented for a vote at the meeting.
4. In order to prevent possible confusion, we recommend that if you have previously voted by returning a proxy to us, you permit your proxy to stand. However, if you wish to revoke your proxy and vote at today’s meeting, or if you have not voted, you will need your control number to cast your vote before the polls are closed. No further voting will be permitted after the closing of the polls.
5. Only holders of record of common stock on April 6, 2022 are entitled to participate in and vote at the meeting.
6. If you wish to submit a question, please do so using the virtual meeting website. Only validated stockholders or proxyholders will be able to ask questions in the designated field on the virtual meeting website. A general question and answer session is scheduled to follow the business portion of the meeting. During the general question and answer session, we will address questions that relate to the Company’s business and are of general interest to stockholders. The Chair of the meeting may choose to read and address submitted questions before the meeting concludes. Similar questions may be combined to avoid repetition.
7. Questions that do not satisfy these rules of procedure will not be addressed, including questions or discussions that are:
 - a. not pertinent to meeting matters or the business of the Company;
 - b. related to personal grievances;
 - c. comments or questions that are derogatory in nature or disruptive;
 - d. repetitious of statements made by another stockholder;
 - e. not a matter of interest to stockholders generally;
 - f. related to material non-public information of the Company;
 - g. in furtherance of the stockholder’s personal or business interests; or
 - h. related to pending or threatened litigation.
8. The meeting is not to be used as a forum to present general economic, political or other views that are not directly related to the business of the Company.

9. If there is any matter of individual concern to a stockholder and that is not an appropriate subject matter for general discussion, please contact DocuSign Investor Relations at investors@docusign.com.
10. Recording the meeting or using recording software or any other similar equipment is prohibited without the express written permission of the Company.
11. In the event of disorder or an emergency, the Chair may immediately adjourn the meeting and declare the polls open for such period of time as the Chair may determine to receive votes by proxy or ballot on items of business properly before the meeting.

Thank you for your cooperation.