

COMMVault SYSTEMS, INC.
ANNUAL MEETING OF STOCKHOLDERS
AUGUST 19, 2021

RULES OF CONDUCT AND PROCEDURES

Welcome to the Annual Meeting of Stockholders (the “Annual Meeting”) of Commvault Systems, Inc. (the “Company”). To ensure a fair and informative Annual Meeting, please observe the following Rules of Conduct and Procedures.

1. Our Company’s bylaws describe the requirements of an annual meeting and the Chair of the Annual Meeting will conduct the meeting consistent with those requirements.
2. Because this is a meeting of our stockholders, only stockholders are permitted to ask questions and vote during the Annual Meeting. You must be a stockholder as of as of the close of business on the record date of June 24, 2021.
3. If you wish to vote during the Annual Meeting, or to change a prior submitted vote, you may do so by sending a completed ballot to annualmeetinginfo@commvault.com prior to the time designated during the Annual Meeting. Votes submitted during the Annual Meeting must be accompanied by the 16-digit control number you received with your proxy materials or other appropriate proof of ownership. If you have voted your shares prior to the start of the Annual Meeting, no action is required during the Annual Meeting unless you wish to revoke or change your vote.
3. We will strictly follow the Agenda as we conduct the meeting.
4. We will address valid questions raised by our stockholders during the Annual Meeting. Questions or comment about one of the matters in the Agenda to be voted on at the Annual Meeting should be submitted to the company via email (annualmeetinginfo@commvault.com) prior to the start of the Annual Meeting. Questions concerning the matters on the Agenda may also be submitted during the Annual Meeting by using the field provided in the web portal or by pressing [*1] on the conference line, but must be submitted before the time the matters are before the Annual Meeting for consideration. Questions on matters in the Agenda will be addressed before the voting is closed.
5. Following adjournment of the formal business of the Annual Meeting, the Company will address appropriate general questions from stockholders regarding the Company. Such questions may be submitted in the field provided in the web portal or by pressing [*1] on the conference line, or by emailing annualmeetinginfo@commvault.com .
6. To allow us to answer questions from as many stockholders as possible, we will limit each stockholder to one question. We will answer as many valid questions as we can. Questions from multiple stockholders on the same topic or that are otherwise related may be grouped, summarized and answered together. We reserve the right to select the questions or topics to be answered, and to limit it to matters appropriate for the Annual Meeting. Without limiting the foregoing, we do not intend to address any questions that are:
 - irrelevant to the business of the Company or to the business of the Annual Meeting;

- related to material non-public information of the Company; or
 - out of order or not otherwise suitable for the Annual Meeting as determined by the Chair or Corporate Secretary in their reasonable judgment. No appeal may be taken from the rulings of the Chairman.
8. If there are any matters of individual concern to a stockholder and not of general concern to all stockholders, or if a question posed was not otherwise answered, such matters may be raised separately after the Annual Meeting by contacting Investor Relations at mmelnyk@commvault.com.
9. A list of stockholders is available for examination upon request. If you wish to examine the stockholder list as of the record date, please make this request by emailing us at annualmeetinginfo@commvault.com. You will be asked to provide sufficient evidence of your stock ownership.
10. Recording of the Annual Meeting is prohibited.

Thank you for your cooperation and for joining the Company at the Annual Meeting