

DUCK CREEK TECHNOLOGIES, INC.

CORPORATE GOVERNANCE GUIDELINES

Adopted August 18, 2020

The board of directors (the “*Board*”) of Duck Creek Technologies, Inc. (the “*Company*”) has adopted the following Corporate Governance Guidelines (the “*Guidelines*”) as a general framework to assist the Board in carrying out its responsibility for the business and affairs of the Company to be managed by or under the direction of the Board. The Guidelines should be applied in a manner consistent with all applicable laws and stock exchange rules and the Company’s certificate of incorporation and bylaws, each as amended and in effect from time to time. The Guidelines are intended to serve as a flexible framework for the conduct of the Board’s business and not as a set of legally binding obligations. The Board may modify or make exceptions to the Guidelines from time to time in its discretion and consistent with its duties and responsibilities to the Company and its stockholders.

I. DIRECTOR QUALIFICATIONS

The Nominating and Corporate Governance Committee works with the Board to determine the appropriate mix of characteristics, skills and experience for the Board as a whole and for individual directors. In evaluating the suitability of individuals for Board membership, the Nominating and Corporate Governance Committee takes into account many factors. These include: whether the individual meets various independence requirements; the individual’s general understanding of the varied disciplines relevant to the success of a publicly traded company in today’s business environment; understanding of the Company’s business and markets; professional expertise and educational background; and other factors that promote diversity of views and experience. The Nominating and Corporate Governance Committee evaluates each individual in the context of the Board as a whole, with the objective of recruiting and recommending a slate of directors that can best perpetuate the Company’s success and represent stockholder interests through the exercise of sound judgment, using its diversity of experience.

II. INDEPENDENT DIRECTORS

So long as the Company is a “controlled company,” as defined in listing standards of the Nasdaq Global Select Market (“*Nasdaq*”), the Board is not required to be comprised of a majority of directors who are independent. The Board will determine the independence of a director according to the definitions of “independent director” included in applicable listing standards of the Nasdaq and other relevant laws, rules and regulations.

III. DIRECTOR RESPONSIBILITIES

The principal responsibility of the directors is to oversee the management of the Company and, in so doing, serve the best interests of the Company and its stockholders. In

discharging their fiduciary duties, directors are expected to exercise their business judgment to act in what they reasonably believe to be in the best interests of the Company and its stockholders. Directors have an obligation to become and remain informed about the Company and its business and they are responsible for determining that effective systems are in place for the periodic and timely reporting to the Board on important matters concerning the Company. In discharging their obligations, directors are entitled, subject to and in accordance with applicable law, to rely in good faith on the information and opinions provided by the Company's senior executives and the Company's outside advisors and auditors.

Directors are expected to attend Board meetings and meetings of committees on which they serve, and to spend the time needed and meet as frequently as necessary to discharge properly their responsibilities. In addition, directors are expected to attend the Company's annual meeting of stockholders.

IV. ANNUAL PERFORMANCE EVALUATION

The Board and each committee of the Board will conduct an annual self-evaluation to determine whether it and its committees are functioning effectively. The Nominating and Corporate Governance Committee is responsible for overseeing the self-evaluation process and for proposing any modification or alterations in Board or committee practices or procedures. All directors are free to make suggestions on improvement of the Board's or the committees' practices at any time and are encouraged to do so. The purpose of this review is to increase the effectiveness of the Board and the committees.

V. EXECUTIVE SESSIONS OF INDEPENDENT DIRECTORS

The independent directors will meet in executive session, with only independent directors are present, at least twice a year and at other times at the request of any independent director. Absent unusual circumstances, these sessions shall be held in conjunction with regular Board meetings.

VI. DIRECTOR COMPENSATION

The Board sets the level of compensation for non-employee directors based on the recommendation of the Compensation Committee. Members of a Committee may receive additional compensation for attendance at Committee meetings as the Board may determine. From time to time, the Compensation Committee will review the amount and form of compensation paid to directors, taking into account such information as the Compensation Committee deems appropriate at the time. The Compensation Committee's review may be conducted with the assistance of outside experts in the field of executive compensation. The Company's employees will not receive additional compensation for their service as directors.

VII. BOARD ACCESS TO SENIOR MANAGEMENT

Directors shall have access to the Company's management, employees and advisers for purposes of discharging their duties and responsibilities as directors. Any meetings or contacts that a director wishes to initiate may be arranged through the CEO, the Chair or any other

executive officer of the Company. Directors should use their judgment to ensure that any such contact is not disruptive to the business operations of the Company.

VIII. BOARD ACCESS TO INDEPENDENT ADVISORS

The Board and its committees will have the right at any time, at the expense of the Company, to retain independent outside financial, legal or other advisors.

IX. MANAGEMENT DEVELOPMENT AND SUCCESSION PLANNING

The Board or a committee of the Board will periodically consider management development and succession planning, including short-term succession planning for certain of the Company's most senior management positions in the event that all or a portion of such members of senior management should unexpectedly become unable to perform their duties.

X. DIRECTOR ORIENTATION AND CONTINUING EDUCATION

The Company will make available to each new non-management director an orientation program. This orientation may include presentations by senior management to familiarize new directors with the Company's strategic plans; its significant financial, accounting and risk management issues; its compliance programs; its corporate governance policies; its principal officers; and other areas of interest or concern to new directors or viewed as important by the Board or senior management. All other directors are invited to attend any orientation programs conducted for new directors. The Company also will make educational opportunities available from time to time for the Board in the areas of corporate governance, financial reporting, executive compensation and other areas of interest or concern to the Board.