



TOAST, INC.

SECURITYHOLDER COMMUNICATION POLICY

The Board of Directors (the “Board”) of Toast, Inc. (the “Company”) provides to every securityholder the ability to communicate with the Board, as a whole, and with individual directors on the Board through an established process for securityholder communication (as that term is defined by the rules of the Securities and Exchange Commission) (“Securityholder Communication”) as follows:

- For a Securityholder Communication directed to the Board as a whole, securityholders may send such communication to the attention of the Office of the General Counsel of the Company via U.S. Mail or Expedited Delivery Service to the address listed below or by email to ir@toasttab.com:

Toast, Inc.
333 Summer Street
Boston, MA 02210
Attn: Board of Directors, c/o Office of the General Counsel

- For a Securityholder Communication directed to an individual director, as a member of the Board, securityholders may send such communication to the attention of the individual director via U.S. Mail or Expedited Delivery Service to the address listed below or by email to ir@toasttab.com:

Toast, Inc.
333 Summer Street
Boston, MA 02210
Attn: [Name of Individual Director]

The Company will forward by U.S. Mail any such Securityholder Communication to each director to whom such Securityholder Communication is addressed and the Chairperson of the Audit Committee of the Board, as a representative of the Board, at the address specified by each such director and the Chairperson of the Audit Committee of the Board; provided that the Office of the General Counsel of the Company may review these communications and reserves the right not to forward communications if they are deemed inappropriate, consist of individual grievances or other interests that are personal to the party submitting the communication and could not reasonably be construed to be of concern to securityholders or other constituencies of the Company, solicitations, advertisements, surveys, “junk” mail or mass mailings.

Communications from an officer or director of the Company and proposals submitted by securityholders to be included in the Company’s annual proxy statement, pursuant to Rule 14a-8 of the Securities Exchange Act of 1934, as amended (and related communications) will not be viewed as a Securityholder Communication. Communications from an employee or agent of the

Company will be viewed as Securityholder Communication only if such communications are made solely in such employee's or agent's capacity as a securityholder.

ADOPTED: August 13, 2021

EFFECTIVE: September 21, 2021

UPDATED: March 26, 2024