

## **ONTO INNOVATION STOCKHOLDER COMMUNICATIONS POLICY**

### **Policy Statement**

Stockholders of Onto Innovation Inc. (the “*Company*”) may contact the Board of Directors, any of the Company’s Board Committees (Audit, Compensation or Nominating & Governance) or any of the Company’s directors by writing to them, whether by mail or express mail, c/o Onto Innovation Inc., Office of the General Counsel, 550 Clark Drive, P.O. Box 860, Budd Lake, New Jersey 07828. Employees and others who wish to contact the board or any member of the Audit Committee to report confidential matters may do so anonymously by using this address and designating the communication as “confidential”.

### **Internal Procedure for Stockholder Communications**

1. Any stockholder communication generally addressed to the Company or its Board of Directors will first go to the General Counsel, who will log the date of receipt of the communication as well as (for non-confidential communications) the identity of the correspondent in the Company’s stockholder communications log. After completion of the review under paragraph 3, as appropriate, such communication shall be forwarded to the Chairman of the Nominating & Governance Committee. A copy of the communications shall be simultaneously forwarded to a second member of the Nominating & Governance Committee. Communications that are clearly of a marketing nature or are unduly hostile, threatening, illegal or similarly inappropriate will not be subject to this procedure.
2. Any stockholder communications specifically addressed to a Committee of the Board or a specific director will first go to the General Counsel, who will log the date of receipt of the communication as well as (for non-confidential communications) the identity of the correspondent in the Company’s stockholder communications log. After completion of the review under paragraph 3, as appropriate, such communication shall be forwarded to the appropriate Committee Chairman or director.
3. Unless the communication is marked “confidential”, the General Counsel will review, summarize and, if appropriate, draft a response to the communication in a timely manner. The summary and response will be in the form of a memo which will become part of the stockholder communications log that the General Counsel maintains with respect to all stockholder communications.
4. At least quarterly, or more frequently as the General Counsel deems appropriate, the General Counsel will forward all such original stockholder communications along with the related memos to the Board of Directors for review.
5. Any stockholder communication marked “confidential” will be logged by the General Counsel as “received” but will not be reviewed, opened or otherwise held by the General Counsel. Such confidential correspondence will be immediately forwarded to the addressee(s) without a memo or any other comment by the General Counsel. If such confidential communication is addressed generally to the Company or to the Board of Directors, the communication shall be forwarded to the Chairman of the Nominating & Governance Committee with a copy forwarded simultaneously to a second member of the Nominating & Governance Committee.

6. Nothing herein shall prohibit general discussions between a Board Member and a stockholder regarding the Company. In the event such discussion should look to address any strategic or other matters of a potentially confidential nature, such Board Member shall defer any response to the Chief Executive Officer or Chief Financial Officer or otherwise in accordance with this policy.