



The Tuckshop @ DropBox SF Berry Street Performance Review Form

This review is a written record of the employee's first 90 from hire, first 180-day from hire & a continual yearly periods. Supervisors will be accurate & candid in their evaluation. To be added to employee's personnel @ Acrobat file.

Employee: Jonathan Smyth	Job Title:	Supervisor: Kirk Moore
Appraisal Period (Circle One) 90 day	180 day	Review Date: 11/20/2015

Performance Rating Scale:

5 = Outstanding: Work performance is consistently superior to job expectations & colleagues, with little room to improve

4 = Exceeds Expectations: Work performance is consistently above job expectations.

3 = Meets expectations: Work performance consistently meets job expectations.

2 = Unsatisfactory: Work performance meets some, but not all, job expectations.

1 = Unacceptable: Work performance is inadequate & inferior to job expectations.

Performance at this level cannot be allowed to continue.

N/A = Not applicable: Not relevant to the job.

Performance Factors:

Quality of work: Demonstrates accuracy, thoroughness, effectiveness, speed & efficiency, Work is well conceived, analyzed & carried out systematically Jonathan has demonstrated his cooking ability in several areas of the kitchen. He was immediately able to step into leading the pizza station in Jay's absence as a brand new employee. He also effectively led the Mediterranean station in DB Jonathan's absence. I feel that he has the skill set, intellect, and experience to be highly effective here at the tuck shop. An area of improvement here would be to display more overall hunger and a sense of urgency.	Rating 4
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Initiative: Handles issues & seeks to resolve them by sets own constructive work practices & constructive action at their own level; recommends new procedures; seeks creative solutions to obstacles or problems. Jonathan has a good handle on the kitchen as a whole and what we need to be effective. He is able to foresee issues and work on solutions. I have seen him do a great job on tasks such as organizing the walk in and at times kitchen breakdown. I would like to see everyday be one of his more proactive days. Lead by example and display your work ethic and tenacity to gain the trust and respect of the team. Don't be reserved when it comes to sharing your experience in relevant areas. Keep the ideas coming, don't be discouraged if they don't stick right away. Don't get comfortable, and treat any task you are assigned with the same level of pride and attention.	Rating 4
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<p>Flexibility: Performs under pressure; adaptable; welcomes change as an opportunity; willingness to do jobs outside of daily routine.</p> <p>Jonathan has displayed his flexibility by being willing to take on any task we send his way. From odd schedules to various responsibilities. He preps and cooks pizza, serves other stations, and has the experience and skill to handle a multitude of responsibilities including cooking, organization, customer interaction etc. Be sure to take on each task with the same vigor.</p>	<p>Rating 5</p>
<p>Dependability: Attendance & punctuality. Reliably shows up for work on time & give proper notice for being late or out</p> <p>Perfect.</p>	<p>Rating 5</p>
<p>Interpersonal Relations: Cooperative, considerate & tactful in dealing with supervisors, peers & others</p> <p>Easy going, gets along well with the staff and management. Willing to do what is asked of him, yet not shy to make it known what he wants out of situations. No problems here. Takes direction very well when asked to accomplish any projects given to him. Works well with others and was an easy to blend in with the rest of the team.</p>	<p>Rating 4</p>
<p>Embraces Diversity: Fosters an inclusive workplace where diversity & individual differences are valued</p> <p>Jonathan definitely fosters an inclusive team attitude with the rest of the PM crew. He works well with others and understands the variety of different approaches needed to deal with a variety of personalities.</p>	<p>Rating 4</p>
<p>Utilization of Resources: Utilizes staff & equipment economically & effectively. Attempts to improve competencies in job-related areas; seeks opportunities to develop professionally, communicates needs effectively</p> <p>This is an area where I would like to see some improvement. I would like to see more responsibility taken for the upkeep and cleanliness of equipment and work stations. Jonathan does seek to develop professionally by understanding different aspects of the tuck shop from menu writing to different schedules. He could be more proactive when it comes to communicating. He tends to have the we'll figure it out approach at times.</p>	<p>Rating 3</p>



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Professionalism: Represents "The Tuckshop" well through personal appearance & behavior

No problems here, clearly has had professional non kitchen work experience.

Rating
5

Growth & Development:

Section VI: Goal Setting Worksheet (To be discussed & agreed by employee & supervisor.)

Goal Setting: Goals for the next year that will support objectives & enhance job performance.

S.M.A.R.T. criteria for setting effective goals:

- **Specific** – Helps staff member to understand exactly what is expected.
- **Measurable** – Measurements help employee & supervisor know when expectation has been achieved.
- **Achievable** – Expectations should focus on end results.
- **Results-Oriented** – Expectations should be realistic.
- **Time-Specific** – Deadlines should be identified where applicable.

Goal I:

Goal II:

Goal III:



Growth & Development:

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- **Time--Specific** – Deadlines should be identified where applicable.

Goal I: Within the 90-180 day period, I hope to be available for Tuck Shop management so that they may utilize my skills as needed so that things continue to run smoothly. I also hope to be available in places that may be out of the normal daily tasks I complete, in which my experience could bring to the table ideas that advocate learning and efficiency for the Tuck Shop as a whole.

Goal II: Within the 90-180 day period, I would like to be available for use as a teaching point of contact in terms of offering my experience to the other employees I directly work with in order to assist their growth and skill level.

Goal III: Within the 90-180 period, I would like to begin planning menus for stations that are open to creative input within the Tuck Shop. If the space allows, I would like to begin running a station either along with my current duties or as a part of what will be needed going forward.

Goal IV: Within the 90 day – 1 year period, I would like to, have a clear set of options moving forward in terms of what the Tuck Shop expects from me and what is available in terms of upward mobility as I continue to work.

Goal V: Within the 90 day – 1 year period, I would like to become a more integral member of the management team. I would hope to see my skills both in and out of the kitchen utilized and expanded upon as my experience delegates and opportunities within Dropbox/Tuck Shop become available.

***Note: set as few or as many as you see fit & that are reasonable ***



The Tuckshop @ DropBox SF Berry Street Performance Review Form

Employee Comments:

Supervisor Comments:

Signatures:

Employee:

Date:

11/20/15

Tuckshop Supervisor:

Date:

11/20/15

Witness:

Date: 11/20/15

Title:

Supervisor

DROPBOX, INC.

NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement (this "**Agreement**") is entered into as of the Effective Date (defined below) between Dropbox, Inc., a Delaware corporation, whose address is 185 Berry, Suite 400, San Francisco, CA 94107 ("**Dropbox**"), and **There after signed Acrobat Outsourcing Employee**, an individual or organization whose address is **665 3rd Street, Suite 415, San Francisco, CA 94107** ("**Recipient**").

The parties desire for Recipient to work on-site at the Dropbox offices as kitchen staff members subcontracted through Acrobat Sourcing (the "**Purpose**").

In consideration of exchanging the confidential information, each party agrees as follows:

1. For purposes of this Agreement, "**Confidential Information**" means any technical or business information disclosed by or relating to Dropbox that: (i) if disclosed in writing, is marked "confidential" or "proprietary" at the time of such disclosure; (ii) if disclosed orally, is identified as "confidential" or "proprietary" at the time of such disclosure, and is summarized in a writing sent by Dropbox to Recipient within 30 days after any such disclosure; or (iii) under the circumstances, a person exercising reasonable business judgment would understand to be confidential or proprietary.

2. Recipient will: (i) take reasonable measures to protect the other's Confidential Information, and at least those measures it takes to protect its own confidential information of a similar nature; (ii) not disclose Confidential Information to any third parties; and (iii) not use any Confidential Information except for the Purpose. Recipient may disclose Confidential Information to its employees, advisors and consultants who have a need to know the Confidential Information solely to the extent necessary to pursue the Purpose, if that employee, advisor or consultant is bound to restrictions at least as protective of the Confidential Information as those set forth in this Agreement. Recipient may disclose Confidential Information to the extent required by any law or regulation if it gives Dropbox reasonable written advance notice (to the extent permitted) so that Dropbox can seek to prevent or limit such disclosure.

3. Recipient's obligations in Section 2 will not apply to the extent any Confidential Information:

- Recipient;
- (i) is or becomes generally known or available to the public, through no act or omission of
 - (ii) was known, without restriction, prior to receiving it from Dropbox;
 - (iii) is rightfully acquired from a third party who has the right to disclose it and who provides it without restriction as to use or disclosure; or
 - (iv) is independently developed without access to any Confidential Information of Dropbox.

4. Upon Dropbox's request, Recipient will promptly return or certify the destruction of the Confidential Information and all copies thereof.

5. Dropbox will retain all right, title and interest to the Confidential Information. This Agreement does not grant Recipient any intellectual property rights or other rights, except the limited right to use Confidential Information for the Purpose. Neither party will use the other party's name or otherwise refer to the relationship between the parties in any announcement or in any press release without the other's prior review and written consent.

6. ALL CONFIDENTIAL INFORMATION IS PROVIDED BY THE DISCLOSING PARTY "AS IS." DROPBOX MAKES NO WARRANTIES, EXPRESS, IMPLIED OR OTHERWISE REGARDING THE CONFIDENTIAL INFORMATION'S ACCURACY, COMPLETENESS OR PERFORMANCE.

7. The unauthorized use or disclosure of Confidential Information would cause Dropbox to incur irreparable harm and significant damages, the degree of which may be difficult to ascertain. Accordingly, Dropbox will have the right to obtain immediate equitable relief to enjoin any unauthorized use or disclosure of its Confidential Information, in addition to any other rights and remedies that it may have. Nothing in this Agreement restricts either

party's ability to independently develop, make, use, procure or market products or services that may be competitive with those offered by the other party.

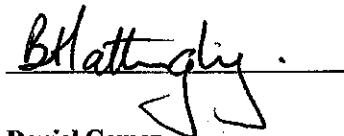
8. This Agreement will be construed, interpreted, and applied in accordance with the internal laws of the State of California (excluding its body of law controlling conflicts of law). Each party submits to the personal and exclusive jurisdiction of the federal and state courts of San Francisco, California. This Agreement is the complete and exclusive statement regarding the subject matter of this Agreement and supersedes all prior agreements, understandings and communications, oral or written, between the parties regarding the subject matter of this Agreement. This Agreement cannot be modified except by a written agreement signed by the parties. Failure to enforce any provision of this Agreement is not a waiver. If any provision is unenforceable, the other provisions will remain effective. Neither party may assign this Agreement, in whole or in part, without the other party's prior written consent, and any assignment otherwise is void. This Agreement does not create any joint venture or partnership relationship. The parties may execute this Agreement in counterparts.

9. This Agreement commences on the Effective Date and will survive until such time as all Confidential Information disclosed under this Agreement becomes publicly known and made generally available through no action or inaction of Recipient.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers or representatives as of the date of last signature set forth below (the "*Effective Date*").

DROPBOX, INC.:

Signature:



Name:

Daniel Gomez

Title:

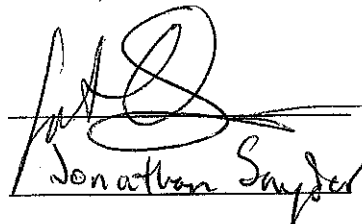
Executive Chef

Date:

January 2016

RECIPIENT:

Signature:



Name:

Acrobat Outsourcing Employee

Title:

Date:

January 2016

Tuckshop Code of Conduct

Our mission is to provide the best corporate food in the world. To help us accomplish this mission and run a safe and healthy kitchen, we count on everyone assigned to work in the Tuckshop to follow certain standards. And by everyone, we mean "everyone." We're all in this together: these standards apply equally to Dropboxers and those employed by Acrobat or other staffing agencies.

Attendance and Punctuality: All Tuckshop workers must be at their respective work stations, in full uniform (See Below), at their scheduled start times, unless otherwise excused.

- An unexcused absence is counted as a full (1) incident and a tardy is counted as a half (.5) incident.
- Employees must notify their supervisor of their absence 2 or more hours in advance of their scheduled start time.
- New hires, within their first 90 days of employment, are allowed no more than 2 attendance-related incidents.
- After their first 90 days, all Tuckshop workers are allowed no more than 5 attendance related incidents in a year, effective from date of hire. Generally, a written warning will be issued following 4 attendance-related incidents, and a final written warning will be issued following 5 attendance-related incidents, but this isn't a lock-step process and Dropbox may decide to issue warnings sooner or to take different action, depending on the circumstances. If you have 6 attendance related incidents or more, you will be asked to leave Dropbox. A No Call No Show will be grounds for disciplinary action and you may be asked to leave Dropbox.

Uniforms and Appearance: All employees will represent the Tuckshop with a professional appearance:

- For health and safety reasons, please be clean-shaven or have neatly groomed facial hair and trimmed nails, with long hair pulled back and secured. Hair nets will be provided as necessary.
- All kitchen personnel must wear the following: Hat, Chef Coat (with undershirt tucked in), Apron, Kitchen Pants, Non-Slip Shoes. They also must carry a Probe Thermometer and Sharpie.
- Non kitchen personnel must wear non-slip shoes and work-appropriate pants, shirt and hat (where applicable)

Professional Conduct

- Provide polite and hospitable service to all Tuckshop guests
- Tuckshop workers are not permitted to drink alcoholic beverages during working time. Non-Dropboxers may enjoy Dropbox happy hours if hosted and accompanied by a Dropbox employee.
- Keep it respectful - excessive inappropriate or profane language is prohibited and will result in disciplinary action.
- For health and safety reasons, Tuckshop employees may not use cell phones except on breaks or when approved by a supervisor

Printed Name Jonathan Snyder

Signature 

Date 1/8/16

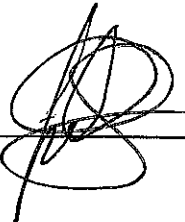
TuckShop @ Dropbox Policies

- Tuckshop workers must be ready to work at their start time. Be fully dressed with Tuckshop hat, apron, chef coat/polo, badge, appropriate Chef pants (no jeans), & non-slip/non-marking shoes.
- Tuckshop workers must obtain a ServSafe food handlers card within 30 days of their start date.
- Removable uniform items must be removed before using the restroom. Leave them at your station under countertops or use the coat hangers near the bathroom.
- Maintain a clean shave, trimmed nails, clean appearance, & safeguard piercings, if any. Good first & lasting impressions on personal hygiene are a must.
- Tuckshop workers must wash their hands after bathroom breaks, smoke breaks, & meal breaks, or any other other situation as outlined in the ServSafe manual.
- Used towels, aprons, & jackets must be sorted into their appropriate bins.
- For safety & professionalism, limit cell phone usage to emergencies, & alert your shift manager before you step out of the kitchen to use them. Earphones are strictly prohibited while working.
- Enforce FIFO in the walk-in. Use older product first.
- Check storage areas for open containers before opening new ones.
- Replace common items to their proper place.
- Everything must be 6" above floor, on wheels or feet. In the walk-in/storage areas. No milk crates.
- Separate all refuse: compostable items in the green bin, recyclable items in the blue bin, & gloves/plastic wrap/dirty foil/twist ties/aseptic containers etc in the black bin.
- Refrain from playing excessively loud music or engaging in loud conversations.
- Close your station properly, & communicate to coworkers if you need assistance. You are responsible for your station & mise en place.
- For safety, earphones are strictly prohibited while working
- Performance issues or violations of policy or procedure will lead to disciplinary action up to & including cancelation or termination
- During a standard 8-hour shift, one 10-minute paid break must be taken before & after the meal period. Notify your lead when you take your break.
- During a standard 8-hour shift, one 30-min unpaid meal break must be taken between the 3rd & 5th hour of work.
- Maintain a professional appearance & attitude with all you come in contact with.
- **Sick Policy:** Notify your lead & Acrobat as soon as you know you won't be able to make your shift.
- **Late Policy:** Notify your lead & Acrobat as soon as you know you will be late for your shift. Excessive tardiness may result in disciplinary action up to & including cancelation or termination
- Do not let personal issues affect your work. We have an open door policy – if there are any issues with you & your life don't hesitate to communicate. If an emergency requires you to leave, alert your lead and your agency
- Report all injuries, to your shift manager and must notify the agency immediately.
- Tuckshop contractors may not post on social media about what we do here.
- Consumption of alcoholic beverages at Dropbox, you must be hosted by a Dropboxer & be accompanied at all times.

Print Name

Jonathan Snyder

Sign Name



Date

8/12/15

DROPBOX, INC.

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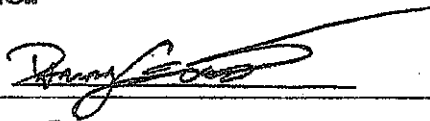
[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers or representatives as of the date of last signature set forth below (the "Effective Date").

DROPBOX, INC.:

RECIPIENT:

Signature:



Signature:



Name:

Danny Gomez

Name:

Jonathan Snyder

Title:

Executive Chef

Title:

Line Cook

Date:

12/15/14

Date:

8/12/15