

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:

- (i) is or becomes generally known or available to the public, through no act or omission of Recipient;
- (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:

Marshall Kirk

Title:

Acrobat Outsourcing Employee

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 Marcell Kirk

Signature Marcell Kirk

Date 4/8/16



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Printed Name Marcell Kirk

Signature Marcell Kirk

Date 1/12/16

Food Safety Questions:

1. How many ppm should a quaternary sanitizer bucket be? N/A
2. What is the temperature "danger zone"? From ? to ?
3. How many hours TOTAL can something be in the "danger zone"? N/A
4. What order should product be stored, with 1 on the bottom, going up from there:

- Raw Fish
- Raw Pork
- Raw Beef
- Raw Poultry
- Ready to Eat Foods

5. A refrigerator temperature should be N/A degrees or below.
6. Hands should be washed for at least 60 seconds
7. Hot food must be held at N/A degrees or above
8. Cold food must be held at N/A degrees or below

Kitchen Questions:

1. How many tablespoons in a cup? N/A
2. How many quarts in a gallon? N/A
3. How many teaspoons in a tablespoon? N/A
4. How many cups in a quart? N/A
5. How many grams in an ounce? N/A

