

EMPLOYMENT ACKNOWLEDGMENT

My Name Is:
My Address Is:

Russell Lowrie

1. I understand that I am an employee of The Service Companies and am on assignment to work in the Dropbox kitchen (known as and referred to herein as "The Tuckshop"), but am not an employee of Dropbox or any of Dropbox's affiliated companies or divisions nor is my assignment in The Tuckshop indicative of future employment with Dropbox.
2. I understand and acknowledge that The Service Companies is solely responsible for all of the following aspects of my employment:

- Payroll
- Benefits (if enrolled)
- Paid Time Off (if any)
- Paid Sick Time Off (if any)
- Health Insurance
- Scheduling
- Orientation
- Human Resource Issues
- Workplace Complaints
- Discrimination Complaints
- Injuries
- Disciplinary Issues
- Taxes and Deductions

None of the items listed above are administered or controlled by Dropbox, The Tuckshop or their management. I understand that any questions, issues, concerns, or grievances relating to my assignment working in The Tuckshop should be addressed to Acrobat, starting with The Service Companies On-site Manager to whom I report for these items.

3. I understand that The Service Companies, not Dropbox, will determine and communicate my pay rate to me, as well as any information about benefits to which may be entitled from The Service Companies.
4. I understand that I will receive a paycheck from The Service Companies, not Dropbox and that this paycheck may be picked up at or distributed by The Service Companies.
5. I understand that as an The Service Companies employee, I am not eligible to participate in any benefits plans, policies, or programs established or administered by Dropbox including, among other things, vacation or holidays (PTO), holiday pay, paid sick time off, health, life or disability insurance, pensions, profit sharing, retirement or stock purchase plans.

6. I waive any right or claim to participate in or receive benefits from Dropbox for any time period during which I am an employee of The Service Companies.
7. I understand that The Service Companies will handle routine personnel matters, such as reference and background checks.
8. I hereby authorize The Service Companies to provide a copy of this signed Employment Acknowledgment to Dropbox.

I have read and understand the above policies and guidelines.

Date

2/24/20

The Service Companies Employee

Signature: 

Print Name: Russell Lowrie



Location Specific Policies
Dropbox – San Francisco

Break policy: You will be given two 10 minute breaks and a 30 minute lunch. You are required to clock in and out for your 30 minute lunch, and by law you are required to take your lunch break even if you would rather work through it, that is strictly prohibited. Please be mindful of returning back from your breaks on time.

Uniforms: Don't leave towels, aprons, or hats lying around. Including in the micro kitchen and areas outside of the bathrooms. Never take your chef jacket, towels or aprons into the bathroom, for sanitation purposes. Non-slip shoes are a mandatory part of working in the kitchen.

Cellphone Policy: Unless asked by a Tuckshop manager or lead to use your phone for work purposes, All phones must not be used while you are on the clock. During your breaks, If you are going to take a personal call, please do not have the phone on speaker, be mindful of your volume, and be mindful of the subjects that you are speaking about.

Music Policy: No music is to be played aloud in the kitchen, micro kitchens, dishrooms or any other area of the building whatsoever, and headphone usage while in the kitchen is strictly prohibited. Headphones are also prohibited at all times other than while you are on break, and if you are on break and walking through the kitchen, please remove your headphones until you have fully exited the kitchen.

Food policy: You are allowed a free meal, and snacks during your shift. Please be mindful to be fair, and only take one plate when you are grabbing lunch. No food is to be taken home, or leave the building with you.

Guest Policy: No Visitors Allowed. It will no longer be possible for any Contractor at Dropbox to check in a guest.

Gym Policy: There is a gym onsite, if you are interested in using the gym please notify your Onsite Supervisor. You will be required to sign a waiver before you can access the gym.

Co-Employment: You are an employee of The Service Companies. Dropbox is your assignment location; Not your Employer. All topics surrounding your pay, benefits, withholdings, injuries, schedule, call offs, complaints, or other aspects of your employment are to be addressed with the On-Site Supervisor and not the Tuck Shop Managers or Chefs.



Locker Room Etiquette:

You will have a locker assigned to you and it will be your responsibility to supply your own lock. The lockers are not very large so please avoid bringing large backpacks and/or bags. The locker room is co-ed and has two changing rooms, Please be mindful of others space and be respectful of people's belongings. You are responsible for cleaning up after yourself, any of your work uniform items such as; an apron, chefs coat, or towels, have bins to dispose of them on your way out of the kitchen. Please do not leave food items, dirty uniforms or other trash in the locker room changing rooms.

Security and Badge Policies: Now that you are becoming and ongoing employee, we will be submitting a form for you to receive an official badge with your photo on it. Please make sure you keep your badge on you at all times while you are on the premises, and always make sure to badge in to any doors that have a badge reader. If you lose your badge or feel as if you have misplaced it, Please notify your supervisor as soon as possible.

Tuckshop Policies

The Basics

- Tuckshop workers must be ready to work at their start time. Be fully dressed with hat, apron, coat/polo, name tag, appropriate pants (no jeans), and non-slip/non-marking shoes.
- Tuckshop workers must obtain a ServSafe food handler card within 30 days of their start date.
- Removable uniform items must be removed before using the restroom. Leave them under countertops or use the coat hangers near the bathroom.
- Maintain a clean shave, trimmed nails, clean appearance, and safeguard piercings, if any. Good first and lasting impressions on personal hygiene are a must.
- Tuckshop workers must wash their hands after bathroom breaks, smoke breaks, and meal or any other other situation as outlined in the ServSafe manual.
- Used towels, aprons, and jackets must be sorted into their appropriate bins. Minimize side usage where possible. Coach others as needed.
- For safety and professionalism, limit cell phone usage to emergencies, and alert your shift manager before you step out of the kitchen to use them.

Kitchen Stuff

- 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.
- Do not place anything on the floor in the walk-in. Everything must be on wheels or feet. No crates.
- Separate all refuse: compostable items in the green bin, recyclable items in the blue bin, and gloves/plastic wrap/dirty foil/twist ties/aseptic containers etc in the black bin.
- Monitor the sound level of the kitchen. Refrain from playing excessively loud music or engaging in loud conversations.
- Close your station properly, and communicate to coworkers if you need assistance. You are responsible for your station and mise en place.
- For safety, earphones are strictly prohibited while working.

Professionalism

- Performance issues may result in Performance Improvement Plans (PIPs) or other remedial action, possibly including termination.
- During a standard 8-hour shift, one 10-minute paid break must be taken before and after the period. Notify your lead when you take your break.
- During a standard 8-hour shift, one 30-minute unpaid meal break must be taken between the 4th and 5th hour of work. Family meal will be provided.
- Maintain a professional appearance and attitude with all Tuckshop workers and Dropboxers.
- **Sick Policy:** Notify your lead AND Acrobat as soon as you know you won't be able to make your shift.
- **Tardy Policy:** Notify your lead AND Acrobat as soon as you know you will be late for your shift. Excessive tardiness may result in a PIP or other remedial action.
- Do not let personal issues affect your work. We have an open door policy – if there are any issues with you and your life don't hesitate to communicate. If an emergency requires you to leave your lead, let them know.
- Report all injuries, big and small, to your shift manager. Contractors must notify their agent immediately.
- Tuckshop contractors may not post on social media about what we do here.
- To drink alcoholic beverages at Dropbox, contractors must be hosted by a Dropboxer and be accompanied at all times.

Tuckshop Code of Conduct

Our mission is to provide the best corporate food in the world. To help us accomplish this mission, we must work together to 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: 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 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. The first 4 attendance related incidents will be issued following a written warning. The final written warning will be issued following 5 attendance-related incidents, but this isn't a lock-step process. 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 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 Pant, and 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 attend 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 supervisor

Printed Name Russell Lowrie

Signature 

Date 2/24/10

GYM AND GYM CLASS WAIVER

Hello Contractors!

Thanks for reviewing this release, which applies to Dropbox and its affiliated companies, officers, directors, employees, agents, representatives, successors and assigns, and any third party company or trainer who conducts a class at or on behalf of Dropbox (collectively, "Dropbox"). The release covers your use of the Dropbox gym and its equipment, and your participation in classes held at and/or paid for by Dropbox (collectively, "the gym").

Sadly, we can't and don't make any representations that exercise or your use of the gym is safe. To that end:

You agree to indemnify, save, and hold Dropbox harmless from, and agree not to sue Dropbox for any loss, liability, damage, or cost we may incur from any and all claims or causes of action, by anyone and anywhere, for your personal injuries, property damage, or wrongful death due to your use of the gym, whether caused by negligence or otherwise.

You agree that this waiver, general release and indemnity agreement is intended to be as broad and inclusive as permitted by California law, and that if any part of it is invalid, the rest will still be legally valid.

You agree that your use of the gym is voluntary and not related to your work, and that Dropbox (and Dropbox's insurance carrier) is not liable for payment of Workers' Compensation for any injury resulting from your use of the gym.

You warrant that the following statements are true, and understand that Dropbox relied on them in giving you permission to use the gym:

No oral, written or implied representations, statements or inducements apart from this written agreement have been made to you.

You're aware of the health and injury risks of exercise and use of the gym and voluntarily assume those risks. You voluntarily release, waive, discharge, relinquish, and agree not to sue Dropbox for any and all claims, causes of action, and liability for personal injury, property damage, or wrongful death, while you are using the gym, caused by negligence or otherwise.

You've read this document, have had the opportunity to consult legal counsel, and voluntarily sign this waiver, general release and indemnity agreement.

Dated: 2/24/20



Signature of Contractor



Print Name