

Dropbox Worldwide Code of Business Conduct and Ethics

Hi everyone,

Hundreds of millions of people around the world rely on Dropbox to create, access, and share their most valuable digital content. We're not just changing the way people work, we're designing a more enlightened way of working — and that starts from within.

This Worldwide Code of Business Conduct and Ethics summarizes our values, our unique culture, and the standards we hold ourselves to every day. Our values serve as our compass, and we expect them to guide how we treat each other and our users.

Drew & Arash

Our values & culture

Our values are a compass and part of everyday life for Dropboxers. Each one guides how we treat each other and our users.

Be Worthy of Trust

Millions of teams trust us with their most important information. But this trust can vanish in an instant. That's why integrity is the foundation of our culture. We do the right thing, even when nobody's looking. And we're honest—even when it's uncomfortable.

They Win, We Win

Our customers come first. So we put in the work to deeply understand them. We ask, "Who's the customer?" and "What do they *really* need?" When they succeed, our business (and everything else) falls into place.

Make Work Human

Our mission is to design a more enlightened way of working, for Dropboxers and the world. So we make products that prioritize our needs as humans. And we build a compassionate culture where you can do your best work—no matter who you are or where you're from.

Keep It Simple

Simple things work better—and make more sense. So we build products that do a few things really well. And we don't overcomplicate life at Dropbox, whether it's a plan or a process. Getting to simple isn't always easy, but it's worth the effort.

Own It

We take responsibility for our work, from start to finish. When we get stuck, we unblock ourselves. When something goes wrong, we don't ask, "What did *they* screw up?" but "What could *I* do better?" We learn from our mistakes and keep going—until we have real impact.

Our Code of Conduct is designed to deter wrongdoing and promote:

- Integrity as we do our jobs and run our business
- Honest and ethical conduct, including the handling of real or seeming conflicts of interest
- Compliance with laws, rules, & regulations
- Fiscal responsibility
- Prompt internal reporting of violations of this Code of Conduct
- Accountability for following this Code of Conduct

This Code has been adopted by our Board of Directors and applies to every director, officer, employee, and independent contractor of Dropbox and its subsidiaries. Although Dropbox operates in many countries around the world and our colleagues are citizens of nations with varying laws, regulations, and customs, Dropbox's commitment to conducting business according to the highest standards of ethical conduct applies across national boundaries. Therefore, all Dropbox employees, directors, and officers are required to read and comply with this Code. In addition, other persons performing services for Dropbox may be subject to this Code by agreement.

This Code is not a contract of employment and it does not convey any specific employment rights or guarantee employment for a specific time. In addition, obligations that arise during your employment with Dropbox will continue after your employment ends. To the extent permitted by local law, those obligations include your responsibility to return all Dropbox assets in your possession, to maintain the confidentiality of personal, proprietary, or confidential information about Dropbox or its users or customers, stockholders, vendors, suppliers, business partners, or former colleagues, and to cooperate with any authorized internal or external investigations or litigation.

Honest and ethical conduct

While we constantly aim for excellence and to provide value for our users, customers, employees, and stockholders, it's critical that we do so with integrity. It's unacceptable to cut legal or ethical corners for the benefit of Dropbox or for personal benefit. No one should take unfair advantage of anyone else.

Conflicts of interest

As a Dropboxer, you must act within guidelines that prohibit real and seeming conflicts of interest with your role at Dropbox. Generally, conflicts of interest are situations that divide a Dropboxer's loyalty between Dropbox and their own personal interests. Even the appearance of a conflict of interest could create a problem. It's critically important that you let us know when any conflicts, or situations that could be perceived as conflicts, come up. Often, we can put measures in place to protect you and Dropbox. That's why we require that real or seeming conflicts of interest be quickly disclosed to the legal team in accordance with Dropbox's [Conflict of Interest Policy](#).

Any of the following could result in a reviewable conflict of interest*:

- Outside employment;
- Outside advisory or board service;
- Outside investments and business interests (including investment advisory work);
- Doing Dropbox business with related parties;
- Giving or receiving gifts;
- Taking personal advantage of Dropbox business opportunities; or
- Outside personal relationships with Dropbox employees, contingency workers and/or contractors.

*If you're not sure whether a conflict exists, the legal team can help.

Outside employment

You may not engage in any outside employment that would interfere with your job performance or responsibilities. You must inform your lead

or HR Business Partner (“HRBP”), as well as the legal team, before you take on any outside employment that might cause a potential conflict.

Outside advisory or board service

You must obtain approval from the legal team for certain activities that could present an actual or potential conflict of interest with your professional responsibilities at Dropbox. For example, serving on technical advisory boards, boards of directors, or appointments to industry groups may

present conflicts. Members of Dropbox’s Board of Directors must notify Dropbox’s corporate legal team either in advance of or promptly after accepting a new directorship.

Investments and business interests

If you, a relative, or a member of your household (including a roommate) are considering investing in a Dropbox supplier, customer, or competitor, take great care to make sure that the investment doesn’t compromise your obligations as a Dropboxerfl

*Always get approval from the legal team before making any such investment.

Things to consider in determining whether there’s a real or seeming conflict:

- The size and nature of your investment;
- Your ability to influence Dropbox’s decision;
- Your access to Dropbox’s confidential information; and
- The nature of the relationship between Dropbox and the other company.

Business with related parties

You should avoid conducting any Dropbox business with a relative or significant other, or with a business with which you, a relative, or significant other is significantly associated. A potential conflict of interest can arise when an employee directs business from Dropbox to these types of related parties. To prevent a conflict of interest, employees directing business to or from Dropbox should discuss the situation with their lead and remove themselves from the decision-making process.

If you’re unsure if a conflict of interest exists or may appear to exist, please contact the legal team. Even if a related party transaction appears to be in the best interests of Dropbox, you must first fully disclose the transaction to and receive approval from the legal team before engaging in it. If you discover that Dropbox has done business with a related party after the fact, you must promptly report it to and seek approval from the legal team.

Giving gifts

Please take a look at the [Dropbox Global Gifts Policy](#) before giving a gift to any person or entity that does business with Dropbox. Inexpensive gifts, the occasional meal, celebratory events, and entertainment are not a problem so long as they’re not over the top, do not appear improper, and they follow Dropbox’s guidelines. Please be especially careful with gifts to government or public officials.

Contact the legal team to get pre-approval and make sure any gift you plan to give a government or public official does not violate the law or our policies, including the [Dropbox Anti-Corruption Policy](#). Finally, it’s not okay to lower the value of the gift given by absorbing part of the cost yourself.

Receiving gifts

Sometimes you may be offered a gift, travel, or other compensation by someone in connection with the work you do at Dropbox. If you’re asked to attend a conference or speaking engagement*, it’s okay to accept hotel and flight reimbursement if your lead approves—just don’t accept any other compensation, such as speaking fees or an honorarium. In the event you are offered compensation, you may direct that such compensation be donated to a

non-profit organization pre-selected by the Social Impact team. Contact the Social Impact team if you’d like to learn more about this option. Approval from the legal team is required if a gift exceeds the dollar thresholds set forth in the [Dropbox Global Gifts Policy](#). Please refer to that policy to learn more about Dropbox’s rules around giving and receiving gifts.

* Make sure you’re following the [Dropbox External Communications Policy](#), too.

Corporate opportunities

You may not take advantage of opportunities discovered through your job at Dropbox for personal gain, or for the personal gain of a roommate, close friend, relative, or significant other, unless the opportunity is disclosed to

and pre-approved by the legal team. These opportunities include, for example, inventing products or services and writing books.

Personal relationships

Being in a personal relationship (e.g., married, dating, living together, family member/relative etc.) with another Dropboxer, applicant, contingency worker or contractor can possibly create a conflict of interest if that relationship might affect your judgment or appear to impact your judgment. Please disclose these relationships to your HRBP (or the relevant recruiter, if applicable), so Dropbox can determine if the relationship presents a conflict of interest. If you have questions, the legal team can help. Keep in mind that these are guidelines. Conflicts of interest are fact-specific. For example, you

may accept a gift from a vendor that complies with the thresholds set forth in the [Dropbox Global Gifts Policy](#), but if you then decide to do business with that vendor without evaluating others, there could be a potential conflict of interest. When in doubt about any potential conflict of interest, contact the legal team.

Compliance with the law

Everyone at Dropbox is expected to comply with the law. While it's impossible for anyone to know all aspects of every applicable law, you should understand the major laws and regulations that apply to your work. Consult the legal team with any questions or concerns. A few specific areas of legal compliance are discussed below.

Insider trading

Because Dropbox believes firmly in transparency and trust across the organization, you may find yourself in possession of inside information. Inside information is any material nonpublic information, positive or negative, about Dropbox or other organizations with which we work. "Material" means that an average investor would find the information useful when buying or selling securities. "Nonpublic" means that it's confidential information not yet shared broadly outside of the company. Remember that we may also possess confidential information relating to or belonging to our customers, partners, or other third parties. It's equally important that we treat this information with the same care we treat our own.

The bottom line is: at Dropbox, we never buy or sell securities based on inside information, nor do we tip off others to do so. It doesn't matter how we learned it—using material nonpublic information to make a trade is never acceptable. It violates the law and the trust we've built with our fellow employees, our users, customers, partners, and investors.

To learn more, take a look at the [Dropbox Insider Trading Policy](#), which covers how Dropboxers can lawfully trade in Dropbox stock and explains our trading windows, blackout periods, and trading plans.

Bribery & anti-corruption

Dropbox won't tolerate bribery or corruption. Such practices are prohibited by the [Dropbox Anti-Corruption Policy](#), which is overseen by Dropbox's General Counsel. There's no potential benefit that can justify damaging our integrity and reputation or the trust others place in us. All bribery is prohibited.

All Dropboxers and our business partners must fully comply with the Foreign Corrupt Practices Act ("FCPA") and other applicable laws prohibiting the bribing of public officials or individuals in the private sector (such as the U.K. Bribery Act). Even though the FCPA is a U.S. law, it applies to our actions everywhere.

These laws and the [Dropbox Anti-Corruption Policy](#) prohibit offering anything of value to government officials in order to obtain or keep business or to secure some other improper advantage, as well as the payment of "kickbacks," meaning the offering or acceptance of corrupt payments and other advantages between nongovernmental persons and entities. We can't do these things directly or indirectly through a partner or third party.

That doesn't mean that all gifts are prohibited—providing or accepting occasional meals, or tickets to sporting and cultural events, may sometimes be appropriate. But frequent or substantial gifts can create an actual or apparent conflict of interest or illicit payment. See the [Dropbox Global Gifts Policy](#) and the "Third party gifts, travel, and entertainment" section of this Code for more guidance.

Dropboxers must exercise good judgment in accepting or providing gifts, travel, or entertainment and should talk to their lead or reach out to the legal team when in doubt about whether a gift is appropriate. In addition, all Dropboxers must obtain pre-approval from Dropbox's General Counsel or his or her delegate before giving anything of value to a government official.

Finally, all transactions, including expense reimbursement, marketing development funds, price discounts, and rebates must be accurate and true and not disguise the real purpose of any discount, expense, etc.

Third party gifts, travel, and entertainment

Concerns about potential corruption often come up when gifts, travel, and entertainment are being given to a third party. A "third party" means anyone other than a Dropbox employee, officer, or director. Dropbox has guidelines on this topic in the [Dropbox Global Gifts Policy](#) and the [Dropbox Anti-Corruption Policy](#). Gifts and entertainment to third

parties must always be reasonable and they must be approved by the legal team if above the dollar thresholds in the Dropbox Global Gifts Policy. Any payment of the travel expenses of any third party must also be submitted to the legal team for pre-approval.

Charitable gifts

We need to ensure that Dropbox donations aren't being given for improper purposes or in violation of anti-corruption laws. So, if a customer or other third party requests

a Dropbox charitable donation or Dropbox's participation in a charitable event, pre-approval from the legal team is required.

Political contributions

Contributions by companies to politicians, candidates, political parties, political action committees, or other political organizations are highly regulated. For this reason, all political contributions by or on behalf of Dropbox must be pre-approved by our General Counsel or his or her delegate. This includes paid attendance at events to raise funds for politicians or political activities. It also includes things like lending Dropbox assets, making Dropbox facilities available for event space, or contributing employee time to assist in political activities. Dropbox does not permit any political contribution, gift, or use of Dropbox assets in exchange for

an official action by a federal, state, or local government official or as a gratuity for an action the official has already taken. We want you to exercise your political rights on your own time so long as it's clear you're not doing so with the use of Dropbox resources or in a way that suggests Dropbox's endorsement. We recognize our right and responsibility to lobby on behalf of issues that affect Dropbox. We conduct our lobbying activities in compliance with applicable laws and regulations governing those activities.

Discounts

Be aware of giving excessive discounts to partners or third parties that may be used as bribes or for other improper

purposes. All documents requesting discounts must accurately reflect the purpose or character of the discounts.

Trade compliance

Knowing who to deal with and what information to share or ship between geographic boundaries comes with being a global company. We need to be aware of these factors:

- Export controls—especially those that relate to products, information, and technical data that we may transmit from country to country.

- Economic sanctions that keep us from doing business with certain countries, entities, or individuals.

Reach out to Legal for assistance, especially when dealing in new markets or with prospective government officials and agencies.

Agreements with competitors

You must never enter into any agreement with a competitor to:

- Fix prices or discounts
- Limit production
- Allocate markets or customers
- Rig bids
- Violate fair bidding practices

- Share competitively sensitive information with a competitor (such as costs, prices, contract terms, inventories, and marketing plans), even if under a nondisclosure agreement, as these activities may also be illegal or appear that way. Any agreement with a competitor must be approved by the legal team.

Anticompetitive dealings with customers or suppliers

You may not do any of the following without approval from Legal:

- Discriminate among or give preferential treatment to individual channel partners;

- Dictate or impose restrictions on the price charged by a reseller to an end user; or
- Grant or assign any exclusive sales territory to any channel partner.

Unlawfully obtaining business intelligence

We must obtain business intelligence appropriately. You must not steal or unlawfully use the information, material, products, intellectual property, or proprietary or confidential

information of others, including that of business partners and customers.

Fair sales and marketing practices

We compete vigorously for business based solely on the merits of our products and services. Dropbox won't participate in any activities that unfairly harm competition. At Dropbox, we want to win, but win fairly.

Competition laws govern relationships between a company and its competitors. Collusion among competitors is illegal, and the consequences of a violation are severe. You must

not enter into an agreement or understanding of any kind with competitors concerning prices, discounts, or other terms or conditions of sale; profits or profit margins; costs; allocation of product, customers, markets, or territories; limitations on production or supply; boycotts of customers or suppliers; or bids or the intent to bid or even discuss or exchange information on these subjects.

Financial matters and business practices

Dropboxers are expected to act responsibly and exercise sound judgment with respect to Dropbox's finances and financial reporting. Investors rely on accurate and fair financial and business information to understand our financial results. Dropboxers must execute financial transactions only with authorization and in compliance with Dropbox's policies. Dropboxers are also expected to honestly and accurately record and report all financial transactions and business information, comply with Dropbox's system of internal controls, and follow applicable laws, regulations, and accounting practices.

Dropbox files reports and other documents with regulatory authorities, including the U.S. Securities and Exchange Commission. In addition, from time to time we make other public communications, such as press releases.

Depending upon your position with Dropbox, you may be called upon to provide information to help assure that our public reports and communications are complete, fair, accurate, and understandable. You're expected to use all reasonable efforts to provide complete, accurate, objective, relevant, timely, and understandable answers to inquiries related to our public disclosures.

Dropboxers involved in preparing public reports and communications must use all reasonable efforts to comply with our disclosure controls and procedures.

If you believe that any disclosure is materially misleading or if you become aware of any material information that you believe should be disclosed to the public, it's your responsibility to bring this information to the attention of the legal team. If you believe that questionable accounting or auditing conduct or practices have occurred or are occurring, you should follow the procedures set forth in the [Dropbox Whistleblower Policy](#) to report this conduct to your lead, HRBP, our General Counsel or Chief Financial Officer, or through [Convercent](#), Dropbox's third-party whistleblower hotline.

Business expenses

Dropboxers are expected to spend money wisely. When you submit an expense for reimbursement or spend money on Dropbox's behalf, make sure that the cost is reasonable, directly related to our business, supported by appropriate documentation, and complies with Dropbox's policies. Always submit expense reports in a timely manner, record the business purpose and relevant details, and comply with all submission requirements. If you're uncertain about

whether you should spend money or submit an expense for reimbursement, check with your lead or the Travel & Expense team. Leads are responsible for all money spent and expenses incurred by their direct reports and should carefully review such expenses and supporting receipts before approving. Please refer to the [Dropbox Global Travel and Expense Policy](#) for additional guidance.

Quarterly compliance certifications

Depending on your position at Dropbox, we may ask you to certify your knowledge of various facts each quarter. Dropbox relies on certifications to record transactions, make legal and accounting determinations, and comply with laws. If you don't provide a certification or completely, honestly, and accurately complete a certification, you may be in violation of this Code. This will result in disciplinary action, which may include termination of your employment.

Money laundering and third party payments

Dropbox is committed to complying fully with all anti-money laundering and antiterrorism laws throughout the world. Dropboxers must comply with our [Electronic Funds Policy and Accounts Payable](#) guidelines to ensure compliance with this principle. What's money laundering? Money laundering occurs when individuals or organizations try to conceal illicit funds or make these funds look legitimate. Dropboxers requesting payments to vendors, or potential vendors, as well as those monitoring payments to Dropbox, must flag suspicious activity. The following examples may be indications of potential money laundering:

- Attempts to make large cash payments
- Payments by or to someone who is not a party to the contract
- Requests to pay more than provided for in the contract
- Payments made in currencies other than those specified in the contract
- Payments from an unusual, non-business account

Side letters and side agreements

Dropbox prohibits the creation of side letters and side agreements, which are agreements or promises with another entity (like a customer, partner, or supplier) that create contractual obligations or that modify or override the terms of another contract outside of our standard processes. Side letters open Dropbox up to legal risks and may impact our revenue recognition. If you want to make or change a contractual obligation, you must contact the commercial legal team. For more detail about side letters, please see [What is a side agreement?](#) If you become aware of any side agreement or side letter, you need to let the legal or accounting teams know about it as soon as you can.

Using and protecting Dropbox assets, systems, and facilities

Access to Dropbox offices

Each Dropbox office has policies to ensure the security and confidentiality of our communications, protect Dropbox assets from theft, misuse, or destruction, and keep

Dropboxers and guests safe. All Dropboxers are responsible for complying with the policies for the offices where they work and the systems that they use.

Computers and other equipment

You must care for any equipment provided by Dropbox (like your laptop) and use it responsibly for Dropbox business purposes. There may be times you want to use Dropbox equipment for personal use. This can't interfere with Dropbox business or violate any law or Dropbox policy. If you use any Dropbox equipment at a location outside of

Dropbox's offices, you need to take precautions to protect the equipment from theft. All Dropbox equipment must be fully accessible to Dropbox and remains Dropbox property. If you bring your own equipment to the office or use it for Dropbox work, you must comply with all policies relating to use of such equipment.

Software and content

All software you use in your work for Dropbox must be appropriately licensed and approved. Any non-licensed software should be removed. It's against Dropbox policy to

make, use, or share illegal or unauthorized copies of software or other copyrighted material.

Retaining records

Dropbox's records and information are important assets. Such documents or records include not only transaction records, but other electronic records, such as e-mail, voice-mail, messaging apps, and hard drives. You must manage

business records and dispose of them only in the manner and timeframe established by Dropbox's document retention policies, including those contained within the [Trust Program Policy](#).

Protecting information and intellectual property ("IP")

The innovations created by Dropboxers every day are vital to our success. We expect Dropboxers to understand the value of these innovations and take appropriate steps to protect them. This means disclosing to Dropbox all inventions or

other IP created or improved as part of your work for Dropbox, protecting confidential information, and avoiding the improper use of third-party confidential information or IP.

Disclosing Dropbox's confidential information

We sometimes have to disclose Dropbox confidential information in the course of performing our jobs. If you need to disclose Dropbox confidential information, you must use a

non-disclosure agreement ("NDA") approved by the legal team. See [NDAs and Confidentiality](#).

Requests by regulatory authorities

Stewardship of our users' data is a responsibility we embrace. All government requests for Dropbox information, documents, or interviews of Dropboxers should be referred to the legal team immediately. This doesn't prevent

Dropboxers from providing information to a government or law enforcement agency if he or she reasonably believes that the information discloses a legal violation by Dropbox or its agents.

Handling the confidential information of others

We need to take special care to handle the confidential information of others responsibly. We should treat the confidential information of third parties with the same degree of care we treat Dropbox's confidential information and follow all agreements to safeguard the information of others.

Appropriate NDAs

Dropboxers must make sure there's an NDA in place before accepting any confidential information from a third party.

Contact the commercial legal team for assistance.

Need to know

Once a third party has disclosed confidential information to Dropbox under an NDA, we must comply with its terms and limit use of confidential information to the specific purpose for which it was intended.

another Dropboxer to disclose confidential information they received while working at another company.

You should never attempt to obtain a competitor's confidential information improperly. This includes asking

If you obtain another company's confidential information accidentally or from an unknown source, it may be unethical or even illegal to use the information. You should immediately contact the legal team to determine how to proceed.

Data privacy and the Dropbox Trust Program

Trust is the foundation of our relationship with millions of people and businesses around the world. We value the confidence our users have in us and take the responsibility of protecting their information seriously. To be worthy of their trust, we built and will continue to grow Dropbox with an emphasis on security, compliance, and privacy.

Understand your obligations

You can learn more about our commitment to privacy by reading our [User Data Privacy Policy](#), our [Information Security Policy](#), and the [Trust Program Policy](#).

Open source and third party commercial software

Dropbox is committed to open-source software ("OSS") development and uses OSS extensively. But, the careless use or inclusion of third-party OSS, or release of Dropbox technology under an OSS license, can impact Dropbox's intellectual property rights. Similarly, failing to comply with the terms of a commercial license to third-party software incorporated in our products can create serious legal risks for Dropbox. You must submit a request for approval through Dropbox's online OSS/Third-Party Commercial request tool before taking any of the following actions:

- using or modifying third-party commercial software or OSS;
- incorporating third-party commercial software or OSS into Dropbox products, technology, tools, or service offerings; or
- releasing or contributing any software developed at Dropbox under an OSS license.

See [A Guide to Using Open Source Software](#) at Dropbox for more information.

Communicating with others

Dropbox is committed to providing accurate, timely, and clear disclosure in our public communications. Because any external communications can affect our business, Dropboxers must be thoughtful and conscientious about what they say and write in public on behalf of the company. In general, only people who have been specifically authorized may speak on behalf of Dropbox without prior approval. Please refer to the [Dropbox External Communications Policy](#) for more information.

The press

If the press approaches you for interviews or to provide comments, immediately refer these inquiries to the

comms team. Remember, only an Authorized Spokesperson can speak on behalf of the company.

The financial community

Dropbox has certain responsibilities about how we distribute information publicly, particularly to the financial

community. If financial analysts or investors contact you, refer them to our investor relations team.

Social media

We must exercise proper care and good judgment when using social media. If you use social media, you're expected to adhere to Dropbox's [Social Media Policy](#). You must never

disclose confidential information about Dropbox, our customers, or any business partners. You're ultimately responsible for what you post online.

Public speaking

If you're asked to speak publicly to the media or at an event that may relate to your position at Dropbox or our business or market, you must obtain approval under the [Dropbox External Communications Policy](#). Please be aware that you

cannot accept any personal compensation for public speaking. If the organization asking you to speak offers reimbursement for expenses, you may accept this reimbursement—but only with the prior approval of your lead.

A place where Dropboxers can do their best work

We work and live in every corner of the world, and we respect and value different experiences and viewpoints. We always act respectfully toward one another and embrace the diversity of people and ideas. Creativity and innovation flourish in an environment of openness, inclusion, and mutual respect.

Authenticity and inclusion

We act as a global team that embraces different perspectives, seeks innovation from everywhere, and enables our colleagues, our customers, and our communities to change the world. We value groundbreaking thinking and new

ways of approaching problems—and we know that to solve the most complex problems, we need to attract the most creative, innovative, and committed people from across the globe.

Fair employment practices

Dropbox is committed to providing equal employment opportunities for all Dropboxers and people who apply to work at Dropbox. Dropbox doesn't discriminate in employment opportunities (like hiring or promotion) or practices (like discipline, compensation, or benefits) on the basis of race, color, religion, sex, gender identity or expression, transgender status, genetics, marital or veteran status, age, national origin, ancestry, physical disability (including HIV and AIDS), mental disability, medical condition, pregnancy or child birth (including breast-feeding), sexual orientation, or any other characteristic protected by law.

Dropbox will promptly address reports of discrimination or harassment. If you believe you've observed or been subjected to discrimination or harassment in violation of Dropbox's policies, you should immediately contact your lead or HRBP. Dropbox won't retaliate against a Dropboxer for bringing a complaint in good faith or participating in any investigation in good faith and we won't tolerate retaliation by anyone either. You should report any concerns about retaliation immediately. See "No retaliation" below.

Safety and security

At Dropbox, we expect you to treat others fairly and with respect, and to be professional at all times. Dropbox promotes and provides a work environment that's free of violence. We don't tolerate threats of violence, acts of aggression, intimidation, or hostility. Any potentially dangerous situations must be reported immediately to the physical

security team. For more information, see the [Dropbox Physical Security Policy](#).

Each employee at Dropbox must comply with all applicable laws and Dropbox policies to promote an injury free, safe, and secure workplace.

Cooperating with investigations

Dropbox will conduct investigations of all alleged or actual violations of our policies, procedures, and laws. All employees and business partners are required to cooperate with any Dropbox investigation.

You must take your participation in any investigation seriously. The following actions will result in disciplinary action, including possible termination of employment:

- Destroying evidence related to a violation of this Code, other Dropbox policies, or the law;

- Failing to provide evidence when requested;
- Providing false or misleading information in an investigation;
- Not fully cooperating with an investigation; or
- Not following instructions related to an investigation (for example, discussing the investigation with other employees if you're instructed not to).

Making a difference

Dropbox is committed to using its resources for social good, including through Dropbox for Good ("DfG"), a grassroots community of Dropboxers who seek to leverage the power of our people, product, and resources to make the world a better place. DfG empowers Dropboxers to impact local and global communities through social justice advocacy, philanthropy, and volunteerism. We encourage you to get

involved in the community in a way that's meaningful to you and to utilize Dropbox's [Matching Gift Program](#).

In doing so, please be aware of any potential conflicts of interest. See Dropbox's [Conflict of Interest Policy](#) for more information.

Changes to the Code

Dropbox reserves the right in its sole discretion to modify or eliminate any of the contents of this Code of Conduct without prior notice, although we'll always strive to provide Dropboxers with reasonable notice of any material change. Also, if you fail to read and/or acknowledge this Code, that doesn't mean you're exempted from your responsibility to comply with it, as well as applicable laws, regulations, and Dropbox policies.

Ethics helpline and reporting concerns

We strive to maintain the highest ethical standards at Dropbox. We're committed to having a workplace in which employees can report an ethical concern free of any harassment, discrimination, or retaliation in violation of Dropbox's policies. If you discover questionable, fraudulent, or illegal behavior, or other behavior that might violate this Code or Dropbox's policies, you should report it immediately. Please refer to the [Dropbox Whistleblower Policy](#) for more information on reporting concerns. It lists ways you can report a concern, including:

- talking with your lead;
- talking with your HRBP;
- talking with Legal; or
- through [Convercent](#).

No retaliation

Dropbox won't retaliate against any person for bringing a complaint in good faith or participating in any investigation in good faith, and we won't tolerate retaliation by anyone either. You should report any concerns about retaliation immediately. We'll promptly and thoroughly investigate all retaliation complaints. If substantiated, we'll take disciplinary action, up to and including termination.

Disciplinary actions

We'll take appropriate action against any employee, director, or member of management who violates this Code or any other Dropbox policy. This could include, at our discretion, immediate termination of employment or business relationship.

Waiver of Code provisions

Reach out to Dropbox's General Counsel if you think you need a waiver of any provision of this Code. If you're a member of Staff or of Dropbox's Board of Directors, any waiver will need to be approved by the Board of Directors.

Annual Code training and certification

Each year, you will be required to complete a training course on the Code and certify that you agree to comply with its provisions. You'll receive an e-mail with instructions about how to complete the training and make your certification. Even if you fail to complete the training or make your certification, though, you're still required to comply with this Code, applicable laws, regulations, and Dropbox policies that relate to your job. Failure to complete the training or make your certification may, however, affect your eligibility to participate in the Dropbox Cash Bonus Program.

Acknowledgement and receipt

You must certify that you agree to comply with this Code on an annual basis. You'll receive an e-mail with instructions about how to complete your certification. Even if you fail to complete your certification, though, you're still required to comply with this Code, applicable laws, regulations, and Dropbox policies that relate to your job. Failure to complete your certification may, however, affect your eligibility to participate in the Dropbox Cash Bonus Program.

Employee's signature

Employee's name (printed)

Date signed