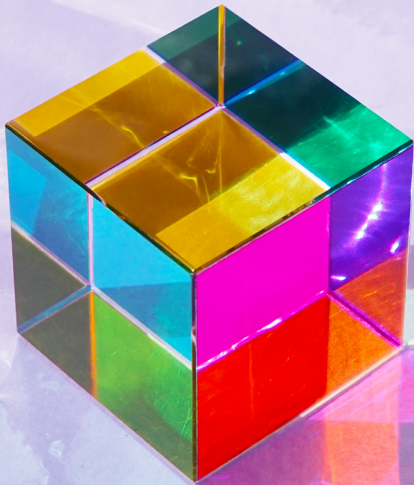
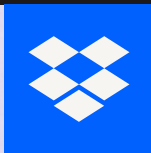


Virtual First 101



Dropbox

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What is Virtual First?

Virtual First is our remote work strategy, and it's how Dropbox is creating a more sustainable, successful, inclusive, and human workplace for the future.

It means that remote work (outside of an office) will be the primary experience for all Dropboxers. We believe Virtual First will help us live our mission of designing a more enlightened way of working and deliver products that make distributed work easier.

But why?

If we are going to achieve our mission, we have to not only ship great products that allow us to collaborate no matter where we work, but intentionally architect the way our company operates. Transitioning to Virtual First helps us become more innovative and effective, together.

**People
over places**

How we approach Virtual First

Changes in our industry and the workplace quickly accelerated the conversation and preferences around flexible work. At Dropbox, our journey toward defining Virtual First is still a work in progress, and we'll approach this with the same philosophy we use to develop our products—build, measure, learn, and adapt.

As a starting point, we developed our Virtual First approach to help us:



Support the company mission



Sustain the long-term health of our company



Give employees more flexibility and freedom



Retain a learning mindset



Preserve our human connection and culture

Practicing Virtual First

In order for Virtual First to work, we need to turn busyness into impact, disconnection into belonging, and overload into focus.

To help Dropboxers navigate this change, we created a toolkit that focuses on a few key principles.

Shifting our mindsets, managing our time, staying well, supporting our teams, and communicating effectively are key components of making the shift to Virtual First.

Out of all of these principles, the two most immediately actionable are becoming async by default and implementing core collaboration hours!

Async by default

Requires being thoughtful and intentional in prioritizing asynchronous over synchronous work. Problem-solving, status updates, and simple questions should default to async by using collaborative tools like Dropbox Paper, Slack, or email instead of reflexively scheduling a meeting.

Core Collaboration Hours (CCH)

Creates a shared, company-wide structure for when we are available for synchronous work (4 hour windows varying by time zone; for example, 9a-1p PST/12p-4p EST). Outside of this time, Dropboxers are empowered to decline meetings, and to continue to design their calendars around how and when they work best.

[You can learn more about the full toolkit here.](#)

The perks of Virtual First

Making wellness a priority is one of the best ways to combat the grind.

At Dropbox, protecting and recharging our energy is crucial to our mission. With Flexible PTO, employees can take up to six weeks off to relax and rejuvenate. Dropboxers are also empowered to opt into Unplugged PTO, which pauses email, slack, and other notifications to your mobile devices until you're back in the office.

We also know that no two Dropboxers are the same, and now their perks don't have to be either. With our new Perks Allowance, we've restructured and combined our separate allowance and stipend programs to create a single, increased package that allows Dropboxers to focus their perks towards what really matters to them—whether that's wellness, caregiver support, productivity, ergonomics, learning, or more.

Check out [this blog post to learn more about the Perks Allowance](#) and to see how Dropboxers have used their budget.



“I’m grateful to work at a company that empowers us to think about our wellbeing.”

Tahsim Islam, Platform Success Manager

We believe in people over places, which is why we don’t limit the talent of our teams to just a few cities.

Hiring talent with diverse perspectives and experience remains a primary commitment for our Recruiting team. Expanding hiring into new locations (which currently include 35+ U.S. states and 11 countries worldwide) and enabling a more flexible work experience only broadens that capability, and we expect that our workforce will become increasingly distributed in the years ahead.

Coming together in Dropbox Studios

As a Virtual First company, our primary orientation is remote work outside of an office. But, we will need to come together in-person at times, and that's where Studios come into play.

Dropbox Studios are spaces in which Dropboxers can collaborate in-person, close deals with customers, and come together for team-building activities. Every site that was previously aligned to an office will have access to a Dropbox Studio, and we expect to add more Studio locations over time. Studios are designed for collaboration, which means that you'll mostly see conference rooms and open meeting spaces. We'll also have space for Dropboxers to touch down in between meetings.

Scan to see a sneak peek of our coffee shop in San Francisco.



Evolving the Dropbox culture

Our culture is a big part of why people come to Dropbox, and it's the top thing we hear Dropboxers say they'll miss when they leave.

There is a cross-functional team at Dropbox that's dedicated to shepherding the evolution of our culture in a Virtual First environment, but they can't do it alone—which is why we launched regional Vibe Committees and Community Ambassadors.

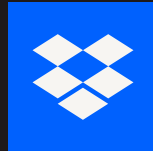
What is a Vibe Committee?

A Vibe Committee is an employee-led group of Dropboxers who want to build and promote community, cultivate meaningful human connections, and foster engagement between Dropboxers in their local region.

What is a Community Ambassador?

Community Ambassadors (CAs) are leaders who provide support and guidance to their Vibe Committee as well as model and strongly advocate the Virtual First culture and community in their regional geographies. CAs will sponsor, amplify, and champion the Vibe Committee and their activities, contests, and social gatherings within the broader regional community.

Still have questions?



Follow up with your
recruiter to learn more.

Dropbox