



DXdao

# Contributor Guidelines

## GUIDING TENETS

- DXdao is looking for talented contributors that are dedicated to improving the DXdao ecosystem. That's why we favor recruiting those that have shown consistent and effective contributions to the DXdao experiment, regardless of their resume. DXdao is a place for you to expand what's possible in DeFi.
- DXdao offers fair & competitive compensation to seek individuals that are aligned with DXdao's mission.
- Structural transparency and a clear path for future growth are important in contributor development.

## CONTRIBUTOR ONBOARDING / HOW TO ENGAGE

1. **Join Keybase.** Go to the [dx\\_dao](#) Keybase. Introduce yourself to the community and express your interests. Then join the #getting-started Keybase channel.
2. **Join Daotalk.org.** Start reviewing topic discussions and contribute.
3. **Attend meetings.** Check our weekly [meeting schedule](#) to attend some meetings in the coming week. Make sure to attend meetings that relate to the products and/or areas you would like to work in.
4. **Look at [Open Positions and Bounties](#).** If you see an open opportunity that fits your skillset or a general need that is not being filled, reach out on keybase to get connected with at least one current full-time worker to discuss opportunities. DXdao now has squad leaders that you can also message for more information. See the Squad Leaders section below for a list of current squad leaders.
5. **Propose a two-week trial period and scope-of-work at a meeting.** The trial period is for two (2) weeks. It can be for part-time (< 40 hrs week), full-time (40 hrs

week), or for a specific project. Ask DXdao members to include your worker proposal on the agenda for the meeting that your work would most relate to.

6. **Trial Period.** If your worker proposal is accepted by the community, then it is time to prove yourself by delivering on the responsibilities you assumed.
7. **Draft your first worker proposal.** This proposal will encompass a 2.5-month period, including your trial period and the next two (2) months of work. Have your squad leader review your proposal. Note, that your compensation for the first 2.5 months is at a 50% rate of total compensation for the 2-week trial period and at an 80% rate for the following two (2) months. See the Worker Compensation and Worker Proposal Sections (below) for how to draft and submit a worker proposal.
8. **Post your worker proposal on Daotalk.org.** Allow 5 days for DXdao members to give feedback and a signal on what needs to be changed and whether you should post your proposal on Alchemy.
9. **Post your first worker proposal on Alchemy.** See the [Worker Proposal Guide](#) on how to submit your first proposal on Alchemy.

## CONTRIBUTION TYPES & TIME COMMITMENTS

DXdao is a growing community that welcomes contributors in a variety of contexts and for a range of time commitments. This section outlines the various contribution levels with DXdao.

- **Bounties:** DXdao posts for tasks that the community needs specialized assistance with. If you complete a task for which a bounty was posted, show your proof of work, and submit a daotalk.org post linking to the bounty. The DXdao community will then signal for you to go ahead with the Alchemy bounty proposal to receive payment.
- **Contract Basis:** All workers not seeking payment for a claimed bounty are employed through DXdao on a contract basis. That is workers submit a proposal for a scope of work to be completed over a set period of time and are compensated for their contributions. The scope of work stated in the worker proposal creates a contract with DXdao where 50% of compensation is to be paid at the passing of the worker proposal and the remaining 50% of compensation is to be paid at the conclusion of the work period.
- **Past Work:** It has happened that community members become so involved in DXdao that they almost accidentally end up doing work that the community agrees should be compensated through the DAO. If this is you, please reach out to community members and make a post on Alchemy describing your past work

and requested compensation. We appreciate your efforts and believe you should be compensated accordingly.

- **Time Commitments:**

- **Full-time:** DXdao considers anyone that is working 40 hours per week to be a full-time worker. Any full-time worker will be working on a contract, non-hourly, basis, and so is exempt from claiming overtime hours.
- **Part-time:** any worker that works no more than 20 hours per week is a part-time worker. Any part-time worker will be working on a contract, non-hourly, basis, and so is exempt from claiming overtime hours.
- **Percent (%) of Time:** Some workers have other commitments and so have opted to commit a percentage of 40 hours per week. A worker's compensation, based on the Worker Compensation Table, is then calculated on a pro rata basis.

For example, if a worker commits to working 30 hours per week at a level 4 experience level (\$7,000 per month in ETH), her salary for the month is adjusted to 75% of \$7,000, which would be \$5250 in ETH. The same adjustment is also made to the DXD vesting payment.

## TRIAL PERIOD

### 2-Week Trial Period

There is a 2-week trial period at the start of a new worker's first pay period. The first pay period is 2.5 months. The point of the 2-week trial period is to confirm that the worker is "who they say they are," meaning she is able and willing to complete the required scope of work. Think of this as an anti-sybil defense.

The trial period is paid at a 50% of salary rate. This also affects REP distribution, meaning REP will be distributed at a 50% rate for the 2-week trial period. To learn more about how to determine your salary rate and REP distribution, see the Worker Compensation section, below.

## **During the Trial Period**

The worker should check-in with her squad and / or onboarding guide every couple of days. Other DXdao contributors will also give feedback on completed work during this time.

## **At the End of the Trial Period**

The worker will meet with her squad guide to discuss her trial period review. This is an opportunity to determine progress and appropriate work fit. If the worker is able to complete her described scope of work, perfect. Keep doing what you're doing. We welcome your further contributions to DXdao.

However, if the worker is not able to complete her described scope of work, the worker will be compensated for the work she has completed in good faith during the 2-week trial period. The community will notify the worker that she is no longer a worker for DXdao and will not be compensated for future work.

Work completed in good faith is determined by the squad leader, all relevant workers that have personal knowledge of what the worker did or did not complete, and any other relevant community members that have personal knowledge of the work completed by the worker during the trial period.

## **Trial Period Checklist**

- Attend all squad calls, the community call + at least one (1) other regular DXdao call.
- Check-in directly on Keybase with your squad guide directly at least once a week.
- Complete assigned tasks in a timely manner.
- At the conclusion of the first two weeks, meet with the onboarding guide for a trial period review.
- Complete an updated scope-of-work proposal and submit to DAOtalk.org.

# WORKER COMPENSATION

## Base Compensation in ETH or Dai

Contributors may choose when to receive their ETH / Dai payment in their worker proposal.

## 50/50 Payment Structure

Often, contributors request 50% payment at the passing of their Alchemy proposal and the remaining 50% on the date that their worker proposal period ends. However, this is not a fixed standard and may be requested differently depending on the circumstances. If you're not requesting a 50/50 split, provide justification for a different payment structure and request feedback from community members.

## DXD Compensation on Top of Base Compensation

DXD is locked with 50% vesting after 1 year of the worker contract start date, and the remaining 50% is vested through a linear schedule after the 1-year cliff, fully vested at 2 years. Contributors may not request liquid DXD in their worker proposals.

## Determination of Price

ETH payment is determined by the price of ETH at the date and time of proposal submission. Because of the high volatility of ETH price, workers may also determine the ETH payment based on the weekly average of the ETH price.

DXD payment is set to the all-time high (ATH) price in US dollars on [coingecko](https://www.coingecko.com/).

## REP

Contributors that commit at least 40 hours per week to DXdao receive 0.1667% REP per month. Contributors that are working less than 40 hours per week should calculate the amount of REP they receive in proportion to the amount of hours per week they contribute to DXdao. Like payments, REP is requested on a 50/50 basis, at the beginning of the work period and at the end of the work period in the worker's second payment request.

**New workers (2.5 month period):** Like your salary, REP is calculated on a prorated basis. For the 2-week trial period, you may claim 0.0417% REP (50% rate). REP for the first two (2) months of work is prorated to an 80% rate at 0.1333% per month.

- In the first worker proposal on Alchemy, request 0.175% REP for your first 1.5 months of work.
- In the worker payment request on Alchemy at the end of your work period, request 0.1333% REP for the second month of work.

**Workers that have completed their first 2.5 months with DXdao:** You will request one (1) month of REP (0.1167%) in the first worker proposal and one (1) month of REP (0.1167%) in the worker payment request at the end of the 2-month work period, totalling two (2) months of REP. Adjust this logically if your work period is for longer or shorter than the standard 2-month period.

A single worker may receive a maximum of 4% REP for their paid contributions to DXdao.

### **Calculating Monthly Compensation For Worker Proposals:**

1. Pick your experience Level 1 through 5, based on experience guidelines (below) and in consultation with the DXdao community.
2. Select Base Salary + DXD from the DXdao Compensation Table (below).
3. If opting for part-time work, multiply these numbers by % of time or intended hrs/week divided by 40.
4. Determine 50% of full salary, if during the 2-week trial period, AND determine 80% of salary for the following two (2) months for the first worker proposal. After the first worker proposal for 2.5 months of work, salary is paid at 100% rate.

### **DXdao Compensation Table:**

Experience Level	Monthly Base Compensation (ETH or DAI)
Level 1	\$4,000
Level 2	\$5,000
Level 3	\$6,000
Level 4	\$7,000
Level 5	\$8,000

Experience Level	Monthly DXD Compensation
Level 1	\$2,000
Level 2	\$3,000
Level 3	\$4,000
Level 4	\$5,000
Level 5	\$6,000

## Experience Guidelines:

- Level 1. I'm new! I don't have many marketable life skills, but I'm passionate about DXdao and eager to learn.
- Level 2. I have some work experience, but I have not yet developed specialized skills. Perhaps I have worked in a related industry, but I might lack direct experience in Web3/DeFi/DAOs. I'm eager to get more expertise in my vertical.
- Level 3. I've been around the block and know how to work independently, but I still need help coming up with a scope of work and working with people outside of my area of focus. I'm eager to grow horizontally and vertically.
- Level 4. I know what's going on and some (maybe even myself) would consider me an "expert" on my specialty. I can work with different stakeholders and drive initiatives internally. I'm eager to fill gaps in my skill set.
- Level 5. I have deep expertise in a particular vertical or have direct experience that is relevant to Web3/DeFi/DAOs. I'm eager to further the mission of DXdao and work with other engaging and ambitious people.

## [Example] Compensation Structure:

- Past experience: 4 years as full-stack web developer but just getting started in Web3/DeFi/DAO
- Experience Level: 3
- Full-time
- Third Month working for DXdao
- Monthly Salary
  - \$6,000 (ETH) distributed monthly
  - \$2,000 (DXD) 50% vested after a 1-year cliff and the remaining \$2,000 (DXD) after the first year on a linear schedule
  - 0.1667% REP (voting power in DXdao)

## WORKER PROPOSALS

### When to Submit a Worker Proposal.

Once a worker proposal has been boosted, the proposal takes approximately 7 days to pass. With this time-frame in mind, a worker should submit their proposal on Alchemy one week before she intends to be compensated for her work. It is the worker's responsibility to submit her worker proposals in a timely manner. And keep track of what she has been paid.

### Worker Proposal Format -- What to Include

- **Title:** [NAME] Worker Proposal [DATE - DATE]
- **Background:**
  - If this is your first worker proposal, state any context for making the proposal, including:
    - What position you will be filling -- i.e. developer, marketing, governance, etc.
    - Who you have been in contact with regarding the position (add their DAOTalk usernames)
  - If you are a continuing worker, state which products and areas you are working on / any other relevant background information

- **Timeframe:** state the date range, typically 2 months (2.5 months for first-time workers)
- **Goals:** State the products and / or strategy areas you will be working under. E.g. Omen and governance. Include both short-term goals that you seek to accomplish during the working period and long-term goals.
- **Responsibilities:** List the specific deliverables you will be either completing and / or working on during the working period. Try to state which deliverables you intend to complete within the period and which are long-term or ongoing projects.
- **If You Are A Returning Worker, Write a Self-Reflection:**
  - state what you did well, what you did okay, and what you need to improve on
- **Compensation:**
  - Experience Level: 1-5
  - Time commitment: Full-time, Part-time, Percent (%) time
  - [ETH AMT] for 2 months of work at level 4, to be sent half on the first payment proposal and half on the second payment
  - [DXD AMT] vested for 2 years with a 1 year cliff starting the [DATE WORK PERIOD STARTS]
  - [% AMT REP] = to be sent in the second payment proposal
- **Work Experience:**
  - Prior DXdao work proposals (if applicable)
  - Past Work for DXdao
    - If a developer, Github links
    - If a non-tech worker, doc links or described deliverables
  - If new, past relevant work experience
  - Developers: Github profile link
  - Non-tech: suggested linkedin / other references

## Sample Worker Proposals

- Bounty
  - [Bounty: Build a Dune Analytics Dashboard for Omen.eth](#)
- Developer
  - First Full-Time Proposal: [Worker Proposal for 01/2021 Github:nicoelzer](#)
  - Ongoing: [Corkus Draft Worker Proposal 14/09/2020-15/11/2020](#)
- Non-Tech
  - Ongoing: [Caney Fork Worker Proposal 12/1-1-31](#)

## [How-to: Submit You Worker Proposal on Alchemy Guide](#)

## [How-to: Alchemy DXD Vesting Proposal Guide](#)

# PERFORMANCE REVIEWS AND CAREER DEVELOPMENT

[CURRENTLY TO BE DETERMINED]

## HOW WE WORK

### Flat Hierarchy

DXdao governs itself based on consensus. There is no CEO. Decisions are made through a decentralized, democratic process.

Ideas are shared in a transparent manner on Keybase, Telegram, Discord, or a DXdao recorded meeting, and proposed more formally on DAOtalk.org. Through these channels, the DXdao community has the opportunity to refine and question these proposals in order to come to consensus on the direction of DXdao.

DXdao's flat hierarchical structure also encourages workers to work effectively with a high degree of autonomy. If you see a problem, fix it. If you have an idea, share it on DAOtalk.org or any other community medium to get the ball rolling on how to implement it.

### Squads

DXdao functions in teams of workers that are referred to as squads. Workers within each squad coordinate responsibilities amongst themselves to further the interests of the DXdao community and its products. Each squad focuses on a specific product and / or area of business.

DXdao Squads:

- Business Development
- Ecosystem and Product Development

- Governance
- Marketing / Communications
- Mesa
- Omen
- Swapr

## Squad Leaders

Each squad has a squad leader that is the point of contact for inter-squad coordination and new workers. The squad leader takes on an organizational role in roadmapping strategy and tracking the progress of workers within the squad. This is a relatively new position that has been recently created in DXdao. The intention is to have rotating squad leaders

Current DXdao Squad Leaders:

- [Sky](#) -- Business Development and Partnerships
- [John](#) -- Ecosystem and Product Development
- [Chris](#) -- Governance
- [Keenan](#) -- Marketing / Communications
- [Martin](#) -- Mesa
- [Geronimo](#) -- Omen
- [Zett](#) -- Swapr

## Business Hours

As a jurisdictionless organization that exists on the Ethereum blockchain, DXdao does not have set business hours. Workers are expected to be available during the week and may participate in weekend meetings, when necessary.

Each worker should communicate the timezone and hours in which she is available to the people in her squad(s) and to [Keenan](#). Your hours will be placed on a DXdao airtable for others to access.

## Holidays

DXdao contributors are welcome to take their respective national, cultural, and / or religious holidays. It is recommended that DXdao workers take off twelve (12) days per year that are considered paid national holidays. This is, however, flexible. It is

important to communicate that you are not available for a holiday to other workers before the day in question.

- **DXdao Holidays.** New Years Day (Jan. 1)

## **Vacation**

Workers are encouraged to take vacation when needed. This time should be communicated to the community and be reduced from your worker compensation based on the number of days you intend to take off.

## **EQUAL OPPORTUNITY / ANTI-DISCRIMINATION**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions for DXdao will be based on merit, qualifications, abilities, and past contributions. DXdao does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age, or disability.

DXdao will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Workers or community members with questions or concerns about discrimination on DXdao forums, meetings, chats, or any other form of communication are encouraged to bring these issues to the attention of the DXdao community. Anyone can raise concerns without fear of reprisal. Anyone found to be engaging in discrimination based on race, color, religion, sex, national origin, age, or disability will be subject to termination of employment with DXdao.

## **DECENTRALIZED COMMUNICATION TECHNOLOGIES**

### **Transparency**

Through its on-chain formation, governance platform, and products, all of the information and technology that encompasses DXdao is publicly available on the Ethereum blockchain. All discussions and meetings are publicly recorded for anyone

to access at any time. The goal being to create a completely transparent DAO that anyone can access and participate in.

## Decentralization

No individual or single entity speaks for or has control over DXdao. Only decisions voted on by the DXdao community govern its treasury, product strategy, and how it governs itself. Power over DXdao decision-making currently rests in consensus on DXdao forums and the 450 ethereum addresses that hold non-transferrable REP, which is used for on-chain voting.

DXdao is currently in the process of allocating voting power to DXD holders through its [Governance 2.0 initiative](#).

## On-Chain

DXdao lives on the Ethereum blockchain. This includes its treasury, governance system, and products. All governance decisions are made on DXdao's voting platform, [Alchemy](#), which is an on-chain voting system hosted on the Ethereum Mainnet.

## STANDARDS OF CONDUCT

### Conflicts of Interest

Workers have an obligation to the DXdao community to conduct business within guidelines that prohibit actual or potential conflicts of interest. DXdao's conflict of interest policy establishes only the framework within which DXdao chooses to conduct business. The purpose of these guidelines is to provide workers with general information so that you can get further direction from other community members when you need guidance on issues related to a possible conflict of interest.

Workers may not engage in outside activities that conflict with, or could be perceived as conflicting with, the interests of DXdao, including but not limited to:

- Using your position to influence a decision that may result in personal gain for you, a relative, or a friend as a result of DXdao's business dealings.

- Having a financial relationship or financial interest with a supplier, vendor, or competing entity, employee, or other entity having business dealings with DXdao that may negatively impact DXdao.
- Using DXdao's name as a part of any outside promotional campaign or other business endeavor.

## **Duty of Good Faith and Fair Dealing**

Workers have an obligation to act in good faith and to deal fairly with other DXdao workers and contributors. Examples of not acting in good faith are the following:

- Pretending to be someone else for the purpose of obtaining a position with DXdao.
- Falsely claiming to have completed work that was in fact never completed or completed in a substandard manner for the purpose of receiving compensation.

## **Contributor Covenant**

[https://www.contributor-covenant.org/version/2/0/code\\_of\\_conduct/](https://www.contributor-covenant.org/version/2/0/code_of_conduct/)