



GAMES WORKSHOP

Employee Handbook

Games Workshop Retail, Inc

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Welcome to Games Workshop

Our History

Games Workshop is the largest and the most successful tabletop fantasy wargames company in the world. Our major brands are Warhammer and Warhammer 40,000. In addition, we hold a license for The Lord of the Rings tabletop battle game. At the heart of the Hobby are the millions of gamers, who spend their time collecting, creating, painting and building up the armies which they go on to command on a carefully prepared tabletop battlefield.

Who We Are

Games Workshop began its life in the UK and now has direct sales operations in the UK, the United States, Canada, France, Germany, Spain, Australia, Italy and Japan. With around 70% of sales coming from outside of the UK, we are truly international.

What We Do

We design, make and sell miniature soldiers. To that end we also design, make and sell game systems and accessories of extraordinary variety. Our vast range of plastic and metal soldiers and rulebooks is the foundation of an almost infinite hobby. Our design center is in Nottingham, England and we have manufacturing and distribution facilities in Nottingham and Memphis, TN.

Games Workshop is a vertically integrated business, retaining control over every aspect of design, manufacture and distribution of our models and rulebooks. Products are sold through our own chain of over 300 Hobby Centers and more than 4,000 other toy and hobby shops around the world. These outlets are complemented by our mail order and online sales businesses.

How It All Began

Games Workshop was founded more than 30 years ago by three game fanatics who began selling handmade, classic wooden games from their homes in London. They went on to develop a chain of general games shops. In 1981, Games Workshop helped to found Citadel Miniatures Limited, a manufacturer of metal miniatures based at Newark-On-Trent, in Nottinghamshire, England. A few years later the company moved closer to Nottingham and began to develop and expand, producing wargame systems under the Games Workshop name.

Tom Kirby, the Group's Chairman and Chief Executive, joined us in 1986 as General Manager. In December 1991, Tom led a management buy-out and in October 1994 the company was floated

on the London Stock Exchange. In October 1997, all UK based operations were relocated to the current HQ in Lenton, Nottingham.

As well as helping to consolidate our UK businesses, the move provided Games Workshop with space to create Warhammer World, the premier wargaming arena. These new facilities have allowed the UK business to stage increasing numbers of gaming tournaments and special pilgrimage for gamers from around the world.

The Games Workshop Hobby

Collecting, painting, modeling and gaming with the best model soldiers in the world!

Collecting

As soon as you buy your first model soldier you're a collector. Some Hobbyists like owning a wide variety of miniatures to paint and display, but most assemble them into a mighty army of warriors to defeat their friends in table top battles. A constant stream of new product releases means there's always something else to add to the army.

Painting

Painting miniatures is an intrinsic part of the Games Workshop Hobby. Our Hobbyists invest a significant amount of time and effort personalizing their models, which goes some way to explain why there is only a relatively small second-hand market in our miniatures. Practice makes perfect and many hobbyists become highly skilled painters. By following one of our painting guides even a beginner can produce a miniature he can be proud of.

Modeling

The look of the battlefield is almost as important as the miniatures themselves. Scenery plays a huge part in any tabletop battle game, both tactically and visually. Modeling includes everything from making simple hills, to constructing lavishly detailed centerpieces for commanders to fight battles over.

Gaming

Tabletop gaming can be anything from small scale skirmishes between opposing warbands, to epic conflicts involving huge armies of hundreds of Citadel Miniatures. New gamers can begin playing straight away. Painting miniatures needn't hold a beginner up. The important thing is to get those troops on the battlefield and start learning. After a few games Hobbyists soon want to expand and paint their collection to fight larger and more varied battles.

About This Handbook

This handbook is solely intended for employees of Games Workshop, Inc, hereinafter known as Games Workshop (“the Company”). Employees working in the U.S. and Canada from affiliated companies are also expected to follow the guidelines set forth in this handbook, unless otherwise set forth in a service agreement.

We have prepared this handbook to help familiarize you to some of Games Workshop’s basic organizational policies and procedures. No single document can anticipate every issue that may arise during employment. We intend this handbook to serve only as a helpful guide.

Nothing in this handbook is a contract, or creates a contract for continued employment, or is a guarantee of benefits. No statement of any person, whether in writing or otherwise, shall constitute a contract or guarantee of employment, unless stated in a written agreement expressly authorized by the CEO or a North America designee.

Games Workshop reserves the right to change, delete, and/or add to any of the policies, procedures, benefits, rules, or any other item herein, at any time, with or without advance notice. Further, as need arises, the Company reserves the right to respond to each situation in the manner it feels best serves the interests of fairness and responsible business management.

In the event that you do not understand any provision of this handbook or any other employee communication, you are urged to personally inquire with the Personnel department for explanation or clarification.

The current version of this handbook supersedes all prior versions of this handbook, and all employment policies that exist to date.

1. INTRODUCTION

Disclaimer

Games Workshop seeks to employ individuals who will work together on an ongoing basis. However, both the employee and the company have the right to terminate employment and compensation at any time, for any reason or no reason, with or without notice. No one other than the CEO of Games Workshop has the authority to enter into any agreement, oral or written, for employment for any specified period of time or to make any agreement contrary to the foregoing. Any such agreement with the Managing Director of Games Workshop must be in writing. Nothing said or done by any Games Workshop employee, or stated in company documents, is to be considered a contract or guarantee of employment, or a guarantee of employment in a particular position with the company. Further, by establishing certain policies on employee conduct, the Company in no way intends to be obligated to follow such procedures in every case.

1.1 EQUAL OPPORTUNITY EMPLOYMENT POLICY STATEMENT

It is Games Workshop's policy to:

- Ensure equal employment opportunity for all persons without discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, age, handicap, disabled or veteran status, or other protected group status.
- Base decisions on employment so as to further the principles of equal employment opportunity.
- Maintain a working environment free from intimidation or harassment, for all employees including, but not limited to, harassment based upon sex, sexual orientation, race, color, religion, national origin, or handicap.

Our policy of equal employment opportunity applies to all employment practices including, but not limited to, recruitment, employment, training, compensation, and promotion. All managers share responsibility for ensuring compliance with and support for this policy's objectives.

1.2 UNION FREE PHILOSOPHY

Games Workshop's success is due in large part to the talents and efforts of its employees. Employees are the primary means by which the achievement of goals and satisfied customers is accomplished. Games Workshop is committed to treating employees fairly, providing good working conditions, competitive wages and benefits, and above all, the respect each individual deserves.

The Company also believes in open, direct communications, which permit resolution of problems in an atmosphere of mutual trust, and shall continue efforts to enhance these objectives. This requires that all parties strive to resolve work related issues frankly and promptly.

Games Workshop does not believe that employees would benefit from outside intervention in this relationship. While respecting employees' rights to decide whether they wish representation by a union, it is the firm belief of the Company that the best interests of employees can be served without third party interference. The ability to work with employees individually without subjecting them to burdensome union costs, complicated rules and costly consequences of possible work stoppages is greatly valued by Games Workshop.

The Company will strive to preserve an environment which nurtures the fulfillment of these goals. Any employee with questions about possible unionizing activities can contact a supervisor or Personnel.

1.3 NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Games Workshop is committed to providing a work environment in which all individuals are treated with respect and dignity, and that is free from harassment based upon gender, race, religion, color, national origin, age, marital status, physical disability, sexual orientation or any other reason. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Games Workshop prohibits and will not tolerate any such discrimination or harassment.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid

allegations of harassment. The law and the policies of the Company prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them. For purposes of clarification within this policy, the following characteristics are considered "Protected Classes":

- Race;
- Color;
- Religion;
- National origin;
- Age(forty (40) and over);
- Sex;
- Pregnancy;
- Citizenship;
- Sexual Orientation
- Familial status;
- Disability status;
- Veteran status; and
- Genetic information.

1.3(a) Definitions.

For the purposes of this Employee Handbook, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, nonverbal or visual communication or conduct of a sexual nature, when submission to that conduct or communication is requested to obtain some job benefit, or when the conduct creates an intimidating, hostile or otherwise offensive work environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors, and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors;
- Sexual jokes and innuendo;
- Offensive commentary and other verbal abuse of a sexual nature;
- Leering, catcalls or touching;

- Insulting or obscene comments or gestures;
- Display or circulation in the workplace of sexually suggestive objects or pictures, including through e-mail;
- Any other physical, verbal or visual conduct of a sexual nature.

Sexual harassment constitutes discrimination, and is illegal under federal, state and local laws. Sexual harassment is unlawful whether it involves harassment by a co-worker, by a supervisor or manager, or by persons doing business with or for the Company. It is unlawful whether it involves members of different sexes or members of the same sex. An employee can be a victim of sexual harassment even if he or she has not suffered an adverse job action.

1.3(b) Other Forms of Harassment.

Other forms of harassment on the basis of any other protected characteristic are also strictly prohibited. Under this policy, harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law or that of his or her relatives, friends or employees, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group, including through e-mail.

1.3(c) Individuals and Conduct Covered.

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to the Company (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

1.3(d) Retaliation is Prohibited.

Games Workshop prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Games Workshop will not retaliate against any employee for reporting, in good faith, a violation of this policy, or for participating in an investigation conducted by the Company or by a federal or state enforcement agency. Any attempt at retaliation will be subject to disciplinary action, up to and including discharge. If an employee feels that he or she been retaliated against, please report to a member of the Personnel department.

1.3(e) Complaint Procedure.

Ordinarily, an employee will make a written report to his or her supervisor. However, if the results achieved through complaint are not satisfactory, or the employee is reluctant to present the matter to his or her supervisor, a report can be made to any manager, supervisor, or to Personnel.

Games Workshop will promptly investigate all incidents that are reported, and confidentiality will be preserved to the extent practicable. Games Workshop will take and document whatever corrective action is appropriate under the circumstances. The violation of Games Workshop's harassment policy can lead to disciplinary action, up to and including discharge.

All supervisors or managers are responsible for preventing employees within their department from being the subject of any form of harassment and for reporting any incidents of harassment within their department. All employees are responsible for avoiding any behavior which is harassing and for complying with this policy.

We will take immediate and appropriate action once we become aware of a possible workplace harassment situation. This includes a timely, fair and thorough investigation of any report of harassment. Games Workshop cannot take corrective action with regard to impermissible workplace harassment unless it knows such a problem exists. Therefore, any employee who believes he or she has been discriminated against or harassed on the job, or any employee who is aware of discrimination against or harassment of another, must report it as soon as possible.

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, Games Workshop strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Games Workshop will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

1.4 AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

Games Workshop is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”) of 1990, as amended, and all relevant state and local laws. It is the policy of Games Workshop not to discriminate against any qualified employee or applicant with regard to any aspect of employment because of such individual's disability, history of disability, perceived disability or known association or relationship with a disabled individual. For purposes of this Policy Statement and in accordance with 42 USC § 12111(8), “qualified employee or applicant” is defined as

someone who has a disability and can perform the essential functions of the job, with or without a reasonable accommodation.

Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on Games Workshop.

Questions regarding the application of these laws to an employee's situation may be discussed confidentially with Personnel. You may also request a full copy of the policy including application process and other information. Any information regarding a disability will be kept confidential to the extent possible.

1.5 CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT STATEMENT

In General

Games Workshop expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of Games Workshop. Business dealings that appear to create a conflict between the interests of the Company and an employee are unacceptable. Games Workshop recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that Games Workshop may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of Games Workshop's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the Personnel Department to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

1.5(a) Outside Employment.

In general, outside work activities are not allowed when they:

- Prevent the employee from fully performing work for which he or she is employed at the Company, including overtime assignments;
- Involve organizations that are doing or seek to do business with the Company, including actual or potential vendors or customers; or
- Violate provisions of law or the Company's policies or rules.

From time to time, Games Workshop employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to Games Workshop must be given priority. Employees are hired and continue in Games Workshop's employ with the understanding that Games Workshop is their primary employer, and that other employment or commercial involvement which is in conflict with the business interests of Games Workshop is strictly prohibited.

1.5(b) Financial Interest in Other Business.

An employee and his or her immediate family may not own or hold any significant interest in a supplier, customer or competitor of Games Workshop, except where such ownership or interest consists of securities in a publicly owned company and which are regularly traded on the open market.

1.5 (c) Charitable Organizations.

There are hundreds of very worthy causes who approach us for charitable gifts on a regular basis. This presents us with a dilemma: How do we do the right

thing for both the requesting organization which is acting in good faith for a worthy cause, and also for our shareholders, who own our cash and products which are company assets?

To be fair and adhere to our Anti-Bribery policy, we do not make any donations to any charitable organization.

Should any member of staff have questions or concerns about the potential abuse of this policy, contact Personnel.

1.5(d) Gifts.

Games Workshop's approach to the receipt of gifts from suppliers is as follows:

1. Regardless of value, no employee may solicit or encourage gifts, entertainment, or other benefits from potential and actual customers, suppliers or competitors.
2. Special care must be taken to avoid even the impression of a conflict of interest.
3. No employee may accept substantial gifts, or gifts of money in any amount from potential and actual customers, suppliers or competitors.

Other gifts received (e.g. at Christmas) should be collected and made the subject of a staff raffle or similar activity, so that all staff have a chance to benefit from the gift. If this practice is followed, the company giving the gift should be informed of this policy.

Invitations to corporate entertainment events should only be accepted if approved by the invitee's manager. This manager will consider the risk associated with the independence of the member of staff concerned.

In accordance to our Anti-bribery policy, Games Workshop does not generally offer gifts or entertainment to any individuals or businesses. In exceptional circumstances, gifts and entertainment may be offered if it is reasonable and

appropriate to do so; is not of substantial value; and has been approved by the relevant Games Workshop line manager.

1.5(e) Other Donations.

Games Workshop does not make any donations to political parties.

1.6 CONFIDENTIAL NATURE OF WORK

All Games Workshop records and information relating to Games Workshop or its customers are confidential and employees must, therefore, treat all matters accordingly. No Games Workshop or Games Workshop-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of Games Workshop) may be removed from Games Workshop's premises without permission from Games Workshop. Additionally, the contents of Games Workshop's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside Games Workshop. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

The same confidentiality clause applies to the deliberate "leaking" of commercial or product information to any other third party; whether verbal, written or transmitted electronically via email, or internet, intranet, social media or other discussion forums, for example. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action up to and including termination, and potentially legal action.

2. EMPLOYMENT

Welcome to a job that will be good fun as well as hard work!

2.1 INITIAL EMPLOYMENT PERIOD

Every new employee goes through an initial period of adjustment in order to learn about the Games Workshop and about his or her job. During this time, the employee will have an opportunity to find out if he or she is suited to, and likes, his or her new position.

Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate his or her performance. The initial employment period is ninety (90) days.

During this time, the new employee will be provided with training and guidance. He or she may be discharged at any time during this period if his or her supervisor concludes that he or she is not progressing or performing satisfactorily. Under appropriate circumstances, the initial employment may be extended. Additionally, as is true at all times during an employee's employment with Games Workshop, employment is not guaranteed for any specific time and may be terminated at will, with or without cause, and without prior notice.

At the end of the initial employment period, the employee and his or her supervisor may discuss his or her performance. Provided that his or her job performance is "satisfactory" at the end of the initial employment period, he or she will continue in our employment as an at-will employee.

2.2 EMPLOYEE CATEGORIES

Based on the conditions of employment, employees of Games Workshop fall into the following categories:

- Full-time, Exempt
- Hourly, Non-exempt
- Part Time

- Temporary

2.3 TRANSFERS AND PROMOTIONS

2.3(a) Internal Job Postings.

Periodically, Games Workshop will post positions for internal candidates. Information about open jobs for internal candidates will be posted on the bulletin boards, Intranet, Games Workshop Careers site, and in the weekly newsletter.

An employee may apply for a posted position if he or she:

- Has been in his or her present job for a minimum period of six (6) months,
- Has performed satisfactorily in current position;
- Has not received any corrective actions within the last six (6) months.

3. COMPENSATION

3.1 PAYMENT OF WAGES

3.1(a) Pay Schedule.

Wages for all employees are paid Friday on a weekly or bi-weekly basis.

3.1(b) Policy and Procedures.

It is Games Workshop's policy that employee paychecks will only be given personally to that employee. All other arrangements for mailing or pick-up must be made in advance and in writing with the Personnel department.

Employees at any location may have their pay electronically deposited into an account at a bank or credit union that is part of the NACHA network. Contact Personnel for authorization forms.

A statement of earnings is provided each pay period to employees indicating:

- Gross Pay
- Statutory Deductions
- Voluntary Deductions

3.2 OVERTIME PAY

Although Games Workshop tries to keep an even and consistent workflow within a forty (40) hour workweek (37.5 for retail stores), overtime work may be necessary to meet customer demands and production schedules. Supervisors will give as much advance notice as practical when scheduling overtime work.

All full-time and part-time nonexempt employees are eligible for overtime pay. Time and one-half of the value of the employee's usual hourly pay will be paid for all hours worked in excess of forty (40) within a specified workweek or as dictated by laws of the state in which the employee works. Employees who are eligible for overtime pay must

have their supervisor's approval before working overtime. Employees working overtime without approval could be subject to disciplinary action.

When overtime work is voluntary or when not all qualified workers are needed, supervisors will normally ask for volunteers. If there are not enough volunteers, supervisors may require employees to work overtime.

Overtime is considered a condition of employment and refusal to accept it, when reasonable notice has been given, is cause for discipline up to and including termination. We expect employees to observe normal company policies regarding punctuality, attendance, and behavior when they are scheduled for overtime work.

3.3 REPORTING AND CALLBACK PAY

An employee will receive a minimum of two (2) hours' work or two (2) hours' pay at his or her regular rate if he or she arrives for a scheduled shift and is told by a supervisor or senior manager that operations have been halted. This will also apply if an employee is called back to work on a day when he or she has already completed his or her normal schedule and left the premises.

3.4 TIME RECORDS

The attendance of all employees is recorded daily by means of various automated and manual systems, including card readers and attendance reports. Time records are Games Workshop company records, and care must be exercised in recording the hours worked, overtime hours, and absences. Employees are not to clock in or out for other employees. Violations of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

The role and responsibility of the employee is to ensure that he or she is clocking in and out for each shift and for lunch each day. If an employee forgets to punch in on time or has problems doing so, he or she must notify their supervisor as soon as possible to correct it.

Employees should review their time records or timesheets on a regular basis to ensure that total hours worked each day are accurate, and let their supervisor know of any discrepancies immediately. Games Workshop is committed to ensuring that employees are paid accurately for the hours that they have worked.

Once an employee clocks in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.

Supervisors must approve each employee's time entries; employees with overtime entries that do not have prior approval will be subject to disciplinary action.

3.4(a) Non-Exempt Employees.

Fifteen (15) minute paid break periods are scheduled in the first half and second half of each shift. If employees work past the normal quitting time by at least two (2) hours, they are entitled to an additional ten (10) minute paid break period. Employees may not leave company premises during these breaks unless clocked out.

Employees' lunch periods vary in time and length according to their job. It is the supervisor's responsibility to ensure that all hourly, non-exempt employees adhere to this policy regarding required lunch periods.

Hourly, non-exempt employees are given a minimum of one (1) half-hour, non-paid lunch period each day according to the state laws in which they work. No work is to be performed during the lunch period unless the employee is otherwise instructed by his or her supervisor. If an employee is required to work during his or her normal lunch period, their meal period will be rescheduled by the supervisor.

3.5 PERSONNEL FILES

Personnel files are confidential and only authorized people are permitted to review them. To keep personnel files up-to-date, notify Personnel or make of changes in:

- Address, name, and marital status;
- Number of dependents;
- Telephone number;
- Beneficiaries;
- Educational achievements;
- W-4 deductions; and
- Emergency contact person.

Changes may also be made by the employee within the HRIS system (Ultipro).

Employees may request to see their personnel file by contacting Personnel. Employee medical files are maintained separately in the Personnel department.

4. ATTENDANCE AND TIME OFF

In General

The purpose of this policy is to establish guidelines for acceptable standards of attendance for Games Workshop employees. It is our belief that employees should be responsible for his or her own attendance record. Employee attendance is measured based on the total amount of time absent from work, paid or unpaid, during the most recent twelve (12) month period. With the exception of the reasons specified herein, all time away from work will be counted as an absence from work:

- Company-Observed Holidays;
- Jury/Witness Duty;
- Scheduled PTO;
- Military Duty;
- Approved Leave of Absence;
- Approved Bereavement Leave;
- Work Related Injury;
- Approved FMLA Leave;
- Approved TMLA Leave;
- Lack of Work; and
- Disciplinary Suspension.

Employees are expected to arrive and be prepared for work at their scheduled time. If an employee is going to be late or tardy, he or she must contact his or her immediate supervisor or another designated person to relay this information.

Notifications of this nature must be made by the employee within one (1) hour of the start of shift. Absences on three (3) consecutive scheduled workdays without notification of a supervisor or another designated person will be considered voluntary termination by the employee due to job abandonment.

Chronic or excessive absenteeism of any kind, including lateness or early departure from work, regardless of the reason, is a violation of our standards of conduct and subjects the employee to disciplinary action up to and including termination.

The official workweek for Games Workshop employees begins at 12:00 a.m. (midnight) on Monday, and ends at 11:59 p.m. (midnight) on the following Sunday. Normal work hours vary based on department, but normally consist of an eight (8) hour schedule, with a specified start and stop time, Monday through Friday each week. If overtime work is scheduled for any department, employees will be given as much notice as possible. When overtime work is scheduled for Saturday or Sunday, notification will occur by Friday, or as soon as possible if advance notice is not determinable.

4.1 PAID TIME OFF “PTO”/VACATION

Games Workshop believes that time off from work is necessary for employees to refresh themselves and spend time with their families. In order for PTO/Vacation to be considered “scheduled,” a request must be submitted to the employee’s supervisor no later than the beginning of the shift on the day before the requested time off.

4.1(a) Full-Time Employees.

All full-time employees will receive three (3) to five (5) weeks of PTO/Vacation depending on their position. In their first partial year, the total amount will be prorated based on an employee’s start date. Employees will receive the full amount every year thereafter.

Paid Time Off/ Vacation (“PTO”) can only be used after an employee has successfully completed their ninety (90) day initial new hire period. Exceptions may be made with manager approval.

PTO/Vacation may not be carried over into the next year. PTO/Vacation allotments must be used between January 1st and December 31st of each respective year.

PTO/Vacation may be scheduled by means of a business shutdown, or by means of individual scheduling. In the event of a business shutdown, the company will give employees as much notice as possible.

All PTO/Vacation time must be taken in blocks of one (1) day or more, with approval by a supervisor, prior to the time being taken. Occasionally, there will be blocks of time during which vacation and/or PTO may not be scheduled.

Employees should consult with their supervisor for any applicable black-out periods for PTO/Vacation prior to making plans.

It is the immediate supervisor’s responsibility to ensure that the employee has enough PTO/Vacation to cover the requested days prior to the vacation days being taken.

All PTO/Vacation requests will be considered on a first-come, first-served basis. If more than one (1) person requests vacation for the same day or days, it is the immediate supervisor’s responsibility to ensure there is adequate coverage for their department, and it will be up to the supervisor’s discretion to approve multiple requests based on business needs. Time off can be scheduled for the calendar year at no earlier time than January of that year.

Terminating employees with more than one (1) year of service will be paid for the earned portion of their unused PTO time. This will be calculated, at the time of termination, based on a per payroll accrual for each payroll during the current calendar year, less any days already used.

4.1(b) Hourly, Non-Exempt Employees.

During their first partial year, all full-time, non-exempt employees will receive two (2) buckets of Paid Time Off (PTO): PTO/Vacation & Partial PTO (PPTO) based on the following prorated schedule:

Hire Date	PTO To be used in full day increments		Partial PTO (Non-exempt only) To be used in one-hour increments
	5 Day Week	4 Day Week	
Jan or Feb	160 hours / 20 days	160 hours / 16 days	40 hours
Mar or Apr	120 hours / 15 days	120 hours / 12 days	32 hours
May or Jun	80 hours / 10 days	80 hours / 8 days	24 hours
Jul or Aug	40 hours / 5 days	40 hours / 4 days	16 hours
Sep or Oct	8 hours /	10 hours /	8 hours

	1 day	1 day	
Nov or Dec	0	0	2 hours

All unused Partial PTO (PPTO) hours will be paid to employees prior to the Christmas holiday each year.

4.1(c) Salary, Exempt Employees.

During their first partial year, all full-time, exempt employees will receive one (1) bucket of Paid Time Off (“PTO”) based on the following prorated schedule:

Hire Date	Days of PTO
Jan or Feb	200 hrs / 25 days
Mar or Apr	160 hrs / 20 days
May or Jun	120 hrs / 15 days
Jul or Aug	80 hrs / 10 days
Sep or Oct	40 hrs / 5 days
Nov or Dec	0

4.1(d) Non-Exempt Retail Employees.

During their first partial year, all full-time, non-exempt Retail employees will receive two (2) buckets of Paid Time Off (“PTO”) based on the following prorated schedule:

Hire Date	PTO to be used in full day	Partial PTO (Non-exempt only)
Jan or Feb	75 hrs / 10 days	37.5 hrs
Mar or Apr	60 hrs / 8 days	30 hrs

May or Jun	37.5 hrs / 5 days	22.5 hrs
Jul or Aug	22.5 hrs / 3 days	15 hrs
Sep or Oct	7.5 hrs / 1 day	7.5 hrs
Nov or Dec	0	2 hrs

Years

1-5 all non-exempt retail employees will receive three (3) weeks of PTO up to 112.5 hours. After 5 years, they will receive five (5) weeks of PTO up to 187.5 hours.

4.1(e) Exempt Retail Employees.

During their first partial year, all full-time, exempt Retail employees will receive one (1) bucket of Paid Time Off (“PTO”) based on the following prorated schedule:

Hire Date	Days of PTO
Jan or Feb	112.5 hrs / 15 days
Mar or Apr	90 hrs / 12 days
May or Jun	67.5 hrs / 9 days
Jul or Aug	45 hrs / 6 days
Sep or Oct	22.5 hrs / 3 days
Nov or Dec	0

Years 1-5 all non-exempt retail employees will receive three (3) weeks of PTO up to 112.5 hours. After 5 years, they will receive five (5) weeks of PTO up to 187.5 hours.

4.2 PARTIAL PERSONAL TIME OFF - “PPTO”

In order for Partial PTO (PPTO) to be considered “scheduled,” a request must be submitted to the employee’s supervisor no later than the beginning of the shift on the day before the requested time off. Partial PTO (PPTO) is to be used in one (1) hour increments. All unused Partial PTO hours will be paid to employees prior to the Christmas holiday each year.

Scheduled Vacation and PPTO will not be counted as an absence. Vacation and PPTO may be used to cover an unscheduled absence for the purpose of pay only. For more information on Games Workshop PPTO policy or your specific situation, please see Personnel.

4.3 INCLEMENT WEATHER

In the event of inclement weather when it is not certain whether the Memphis facility will be closed or open, please call the Games Workshop Info Line at 901-541-7777.

A pre-recorded message will announce whether the facility shall close or remain open. All attendance policies and procedures will apply if the message indicates that Games Workshop will be open.

For retail locations outside of the Memphis area, please adhere to the inclement weather plan for each location.

4.4 HOLIDAYS

Full-time employees typically receive pay for the following holidays each year according to their role. If a holiday falls on Saturday or Sunday, it will typically be observed on the Friday before the holiday. To be eligible for holiday pay, an employee must be present and working, if scheduled, on the day before and the day after the holiday, or on the day of the holiday if scheduled, without missing any time. Taking planned PTO before or after the holiday does not disqualify employees from holiday pay provided that they work their full shifts before vacation time starts, and return for their next full shift afterwards.

Employees are eligible for holiday pay beginning on their first day of employment. Employees required to work on the holiday will receive one (1) and one-half (1/2) their regular pay, plus the holiday pay if eligible.

Corporate Office:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Floating Holiday (to be determined each year)

Retail Stores:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Thanksgiving Day
- Christmas Day

4.5 BEREAVEMENT LEAVE

Once employees successfully complete their ninety (90) day initial new hire period, they will become eligible for leave of absence with pay at his or her normal rate for a maximum of up to three scheduled work days occasioned by the death of an immediate family member.

Immediate family members include: spouse, significant other, fiancé, children, parents or guardians, grandparents, brothers, sisters, and a spouse's parents, grandparents, brothers and sisters.

4.6 JURY DUTY

A summons to jury or witness duty will not affect an employee's job or other benefits. Games Workshop will pay regular, daily base wages during the time an employee is

serving a duty of this nature. An employee is required to notify his or her supervisor, and provide documentation for time served. A copy of the jury or witness duty summons will be forwarded by the employee's supervisor to Personnel.

Special consideration may be required based on an employee's hours, particularly if an employee is scheduled to work second (2nd) or third (3rd) shift. In accordance with Tennessee Code Annotated ("TCA") § 22-4-108(a)(2), if an employee's regularly scheduled shift immediately precedes his or her first day of service on jury duty, he or she will not be required to work that shift. On each subsequent day served, if jury duty responsibility exceeds three (3) hours during a day, an employee is excused from his or her next scheduled work period occurring within twenty-four (24) hours of such day of service.

4.7 MILITARY LEAVE POLICY

Games Workshop's Military Leave Policy complies with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"). A military leave of absence (LOA) is available for employees performing military service in the uniformed services of the United States, including active duty, training, National Guard duty, funeral honors duty, and time for examination to determine fitness to serve. As long as the employee provides Games Workshop with adequate notice of intent to return to work following a military LOA, Games Workshop will re-employ the employee in his or her former job, or in a comparable position, as required by law. Contact Personnel for further information regarding eligibility for a military LOA, benefits, and return work.

4.8 TIME OFF TO VOTE

On days when elections for public office ("elections for public office" includes elections for sheriff, school board, district attorney, and all primary and general elections) are scheduled throughout the state, county, city or town in which the employee works, schedules will be changed as needed to ensure that work either starts at least three (3) hours after the polls open or ends at least three (3) hours before polls close.

Employees living in other localities or states will need to inform their supervisor in advance if they expect any conflict between their work schedule and the exercise of voting rights in any election for any public office. Supervisors will find out when the polls are open and adjust employee's schedules as needed to ensure that they will have the opportunity to vote.

No employee will be penalized or retaliated against for requesting time off to vote.

4.9 ABSENCE DUE TO ILLNESS

To keep the business and each department running smoothly and efficiently, it is important that every employee be on the job on time regularly. For this reason, careful attention is given to promptness, absence record and overall dependability.

Games Workshop recognizes, however, that an employee may occasionally be disabled by injury or illness. All full-time employees who are unable to perform their jobs due to illness or injury must use all paid leave before any unpaid leave is granted.

Employees unable to report to work due to illness must telephone their supervisor directly, each day of their absence, as far in advance as possible, but no later than within one (1) hour of their scheduled arrival time.

If a supervisor is not available, the Personnel department should be contacted. If an employee is unable to make the call personally, a family member or a friend should contact the supervisor.

If there are questions about the nature or length of an employee's disability, a written certification from a physician or licensed health care professional may be required. For medical absences lasting longer than one (1) day, an employee may be required to submit a medical authorization to return to work. Excessive absences will be treated in accordance to the Occurrence Policy.

4.10 FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act ("FMLA") provides eligible employees with up to twelve (12) weeks of unpaid leave for certain family and medical reasons during a twelve (12) month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

Before any unpaid FMLA leave may be taken, the employee must use all of his or her paid leave. Paid leave used in this manner will be counted as part of the employee's twelve (12) weeks of FMLA leave. If the employee meets the qualifications for salary

continuation pursuant to the Short Term Disability (STD) policy, this period of salary continuation is also counted as part of the twelve (12) weeks of FMLA leave.

Thereafter, the employee will be permitted to take any remaining leave for which he or she is eligible, on an unpaid basis, up to the maximum of twelve (12) weeks, or up to twenty-six (26) weeks to care for an injured or ill service member during a FMLA leave year.

Any time away from work as an accommodation for a disability under the ADA, or when time off is the result of a workplace injury or illness covered by workers' compensation constituting a serious health condition, will also be counted toward the employee's twelve (12) weeks of FMLA leave.

To request a leave of absence under FMLA, please see Personnel for all necessary forms and instructions. You may also request a copy of the full FMLA policy with additional instructions and information.

4.10(a) Employee Eligibility Criteria.

To be eligible for FMLA leave, an employee must have been employed by Games Workshop:

1. For at least twelve (12) months, which need not be consecutive;
2. Have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period immediately preceding the commencement of the leave; and
3. At a worksite with:
 - a. Fifty (50) or more employees; or
 - b. Where fifty (50) or more employees are located within seventy-five (75) miles of the worksite.

4.10(b) Events Which May Entitle an Employee to FMLA Leave.

FMLA leave may be taken for any one, or for a combination of, the following reasons:

1. The birth of the employee's child or to care for the child within the first year of birth;
2. The placement of a child with the employee for adoption or foster care within the first year of placement;
3. To care for the employee's spouse, child or parent (but not in-law) with a serious health condition; and/or
4. The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.

4.10(c) Service Member Leave Expansion.

In addition to the reasons listed above, FMLA leave may be available in the following circumstances as well:

Active Duty/Call to Active Duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to twelve (12) weeks of leave for reasons related to or affected by the family member's call-up or service. Reasons related to the call-up or service include helping the family member prepare for the departure, or caring for children of the service member. The leave may commence as soon as the individual receives the call-up notice. This type of leave will be counted toward the employee's twelve (12) week maximum of FMLA leave in a twelve (12) month period.

Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.

To Care for an Ill or Injured Service Member.

This leave may extend to up to twenty-six (26) weeks in a twelve (12) month period for an employee whose spouse, son, daughter, parent or next-of-kin is a service member who is a current member of the Armed forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation, or therapy, or is outpatient status, or is on the temporary disability retired list for a serious injury or illness.. Next-of-kin is defined as the closest blood relative of the injured or recovering service member.

4.11 TENNESSEE MATERNITY LEAVE ACT

In addition to the federal Family Medical Leave Act, an employee may be eligible for leave under state law as notated in the Tennessee Maternity Leave Act (“TMLA”). TMLA provides for up to four (4) months of leave for an employee for adoption, pregnancy of the employee or spouse, birth of a child to the employee or spouse and/or care for the infant. Both leaves run concurrently and may not be combined to extend the total leave available beyond four (4) months.

An employee is eligible for TMLA in the following circumstances:

- The employee has completed twelve (12) consecutive months of full-time employment with Games Workshop;
- The employee works at a job site or location where Games Workshop employs one hundred (100) or more full-time employees;
- The employee has given three (3) months advance, written notice of the anticipated date of departure, length of leave and intention to return to full-time employment after leave (the advance notice requirement is waived in the case of medical emergency that necessitates the leave to begin earlier than anticipated or the notice of adoption was received less than three (3) months in advance); and
- The employee’s position is not so specialized that, after reasonable efforts, a temporary replacement cannot be found.

Before any unpaid FMLA and TMLA leave may be taken, the employee must use all of his or her accrued but unused sick and vacation leave. Paid leave used in this manner

will be counted as part of the employee's four (4) months of maternity leave. If the employee meets the qualifications for salary continuation pursuant to the Short Term Disability ("STD") policy, this period of salary continuation is also counted as part of the four (4) months of maternity leave. Thereafter, the employee will be permitted to take any remaining leave for which he or she is eligible on an unpaid basis, up to the maximum of four (4) months.

4.12 LEAVE OF ABSENCE

For purposes of this policy, a Leave of Absence ("LOA") is defined as an unpaid, approved absence from work, for a specified period of time for the following reasons:

- Medical;
- Parental;
- Military; or
- Personal.

This policy deals with allowing the employee to take a necessary personal LOA during a time in which he or she may not be eligible to do so under Games Workshop's other leave policies, as set forth at §§ 4.6, 4.9 and § 4.10.

If an employee finds that he or she must be out of work for more than three (3) consecutive days, he or should contact Personnel to determine whether a LOA will be necessary.

The maximum amount of LOA time an employee is allowed to take in any combination of all Games Workshop leave policies is eighteen (18) weeks during a twelve (12) month time period. The accrued time of the LOA will be measured backward from the date an employee begins a leave of absence (rolling period).

LOAs will start on the date of request or date of need, and not after the exhaustion of PTO. While on LOA, an employee must contact Personnel at least one (1) time every thirty (30) days. Failure do so may result in voluntary termination of the employee. Failure to return to work upon the expiration of LOA, or refusing an offer of reinstatement for which the employee is qualified, will also result in voluntary termination of the employee.

4.13 OCCURRENCE POLICY

Hourly, non-exempt employees will accrue occurrences when they are absent, tardy or leave early from a scheduled shift. An employee is considered absent when he or she is not present for his or her scheduled workday, including scheduled weekends and overtime. An employee is considered tardy when he or she is not present for his or her scheduled work time and is considered to have departed early when he or she leaves before the end of his or her scheduled shift, including scheduled overtime. The following schedule applies.

- One (1) absenceOne (1) occurrence
- Two (2) tardiesOne (1) occurrence
- Two (2) early departures.....One (1) occurrence

Consecutive days of absence due to personal illness or illness of a spouse or child accompanied by a verified doctor’s statement will only be counted as one occurrence of absence. The doctor’s statement must be provided before the employee may return to work. Failure to provide a doctor’s statement will result in each day being counted as an absence. Approved FMLA and TMLA leaves of absence will not be counted.

Corrective action will normally take place according to the following schedule:

<u>Number of Occurrences</u>	<u>Discipline Level</u>
Four (4).....	Verbal warning
Six (6).....	Written warning
Eight (8).....	Final warning/suspension
Ten (10).....	Termination

The number of occurrences will be measured only during the most recent twelve (12) month period. This will allow an employee to improve his or her attendance record over time.

Games Workshop is not obligated to follow this schedule in every case, and reserves the right to bypass any level of discipline. All performance disciplinary write-ups will run concurrent with any attendance write-ups and the schedule listed above will be adjusted based on existing disciplinary actions.

If an employee receives a final warning, he or she will remain at that level in the disciplinary schedule for a twelve (12) month period. This policy does not alter Games Workshop's at-will employment policy.

5. EMPLOYEE BENEFITS

Disclaimer

Games Workshop has established a variety of employee benefit programs designed to assist employees and their eligible dependents in meeting the financial burdens that can result from illness and disability, and to help plan for retirement. This portion of the Employee Handbook contains a very general description of the benefits to which employees may be entitled as an employee of Games Workshop. Please understand that this general explanation is not intended to, and does not, provide all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. The rights of an employee can be determined only by referring to the full text of the official plan documents, which are available for examination from the Personnel department. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between Games Workshop and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

As in the past, Games Workshop reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, Games Workshop reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

All full time employees are eligible to enroll in Company benefits on the first day of the month following thirty (30) days of employment. The Company benefits package includes:

- Health Insurance
- Vision Insurance
- Dental Insurance

- Basic Life Insurance
- Accidental Death and Dismemberment (“AD&D”)
- Flexible Spending Accounts

All full time employees are eligible to enroll in the following benefits on the first day of the month following twelve (12) months of employment.

- Short Term Disability
- Long Term Disability

5.1 INSURANCE

Full-time employees working a minimum of thirty (30) hours per week are eligible to participate in various insurance plans offered by Games Workshop. Qualifying dependents of eligible employees may also be enrolled in Games Workshop’s various insurance plans. Games Workshop pays a percentage of the premium for coverage each month, with the remaining portion of the premium paid by the employee through payroll deductions. A more comprehensive outline of coverage provided is available in Games Workshop’s Employee Benefits Guide for the plan year and the Summary Plan Description (“SPD”) for the health care plan.

5.1(a) Definitions.

For purposes of this section of the Games Workshop Employee Handbook, eligible dependents are qualified for coverage from birth to age twenty-six (26), regardless of financial dependency, residency, student status, employment or marital status, and are defined as:

- Spouse: The policy subscriber’s current spouse, as recognized by state law.
- Child or Children: The subscriber's or the subscriber's spouse's:
 1. Natural child;
 2. Legally adopted child (including children placed for the purpose of adoption);
 3. Stepchild(ren);

4. Legal dependent(s) under a court order of legal guardianship and who is/are less than twenty-six (26) years old;
5. Child or children for whom a Qualified Medical Child Support Order has been issued; or
6. An Incapacitated Child of the subscriber or subscriber's spouse.

5.1(b) Eligibility.

Full-time employees working a minimum of 30 hours per week are eligible to participate in health benefit plans. Benefits for newly hired employees are effective on the first day of the month following 30 days of employment.

5.1(c) Change in Status.

Subscribers must notify the customer service department listed on the subscriber's membership identification card in the event of a change in:

- Name of subscriber, spouse, or covered dependent;
- Address of subscriber, spouse, or covered dependent;
- Telephone number of subscriber;
- Employment status of subscriber; and/or
- Status of any secondary health care coverage of subscriber, spouse, or covered dependent.

Subscribers must notify the Personnel department of any eligibility or status changes for themselves or covered dependents within thirty (30) days of the change-in-status event.

Change-in-Status events are changes in:

- Legal marital status, including marriage, death of a spouse, divorce, and annulment.
- Number of dependents due to birth, death, adoption, and placement for adoption.

- Employment for the subscriber, subscriber's spouse, or covered dependent, including commencement of or return from leave of absence, or change in employment status.
- Eligibility status of a covered dependent due to attainment of age, change-in-status or any other similar circumstance.

5.1(d) Open Enrollment Period.

Games Workshop's plan year begins and ends with the standard calendar year, from January 1 through December 31. At the end of each calendar year, during open enrollment, participating employees may change medical elections for the following calendar year, whether or not the subscriber has had a change in family status.

The Personnel department is available to assist subscribers and eligible employees in making the necessary arrangements for enrollment. A complete description of the plans is provided to each employee.

6. TUITION REIMBURSEMENT POLICY

If an employee is a regular, full-time employee and has worked for the Company at least one (1) year, he or she may be eligible to participate in the Company's tuition reimbursement program. With prior approval, an employee may be reimbursed for the cost of tuition and books at a cost of up to two thousand, five hundred dollars (\$2,500.00) per year.

The course(s) must be part of an accredited degree program, and the employee must maintain a grade point average ("GPA") of 2.0/letter grade of "C" or higher.

7. ON-THE-JOB

7.1 ALCOHOL AND DRUG-FREE WORKPLACE POLICY

Games Workshop is committed to maintaining a safe and healthy workplace, free of the problems associated with the use of drugs and the abuse of alcohol, and as such, acknowledges that employees should be encouraged to voluntarily obtain treatment for substance abuse before it surfaces as a workplace discipline problem.

Games Workshop desires to avoid unnecessary intrusion into the private lives of its employees. Therefore, this policy seeks to protect employee privacy and confidentiality. Games Workshop sincerely believes that the goals of this policy should include education, prevention and rehabilitation, in addition to giving Games Workshop the means to effectively deal with conduct that can affect everyone's safety.

Games Workshop prohibits employees from possessing, being under the influence of, using, consuming, transferring, selling or attempting to sell any form of controlled substance at any time:

- During working hours, or while on Games Workshop business; and
- On or in property, buildings, premises, vehicles or equipment owned, leased, occupied or otherwise used by Games Workshop, whether or not during Games Workshop hours or on Games Workshop business.

Games Workshop also prohibits the use of alcohol or controlled substances at any time in any place that could or does adversely affect the job performance of its employees, or the safety or security of property of Games Workshop and/or other employees.

This policy does not prohibit employees from taking prescribed medication under the direction of a physician, provided that the prescribed medication does not impair job performance or threaten the safety, security or property of the employee, or that of Games Workshop and/or other employees. The use of prescribed medication in a manner that is inconsistent with the directions of a

physician is not exempt from Games Workshop's general prohibitions on substance abuse. This policy also does not prohibit the responsible consumption of alcohol at approved Company-sponsored social gatherings and other similar occasions.

Games Workshop also expects all of its employees to comply fully with any request or instruction in the course of an investigation under this policy. An employee's refusal to consent to a requested test or search, or the failure to cooperate with any lawful direction by a supervisor in an investigation under this policy, shall constitute grounds for disciplinary action up to and including discharge, as the Company deems appropriate.

7.1(a) Testing Policy.

As part of Games Workshop's efforts to enforce its Alcohol and Drug Free Workplace Policy, Games Workshop reserves the right to conduct medical or other inquiries, tests and examinations, which are job related and consistent with business necessity. These inquiries, tests and examinations will be conducted at the company's expense and may include breath, hair, urine or other tests to determine the presence of alcohol and/or controlled substances in the body, or any form of substance abuse. These inquiries, tests and examinations will be completed in accordance with applicable laws, including, without limitation, provisions governing the confidentiality of results.

Games Workshop will have testing conducted privately at its own expense, off premises by a certified medical clinic or testing facility selected by the Company.

If an employee tests positive for alcohol or drugs, a second test of the same sample will be conducted to assure accuracy. Only if both tests are positive will the employee be considered to have violated this policy, and he or she be subject to disciplinary action, up to and including termination. In appropriate cases, the company may also make arrangements for a third test at the employee's expense, at an approved toxicology laboratory or medical clinic. All reports of alcohol or drug screening will be used only for the purpose of administering this policy and for making employment decisions, except to the extent disclosure is required or permitted by law.

Games Workshop reserves the right to conduct inquiries, tests and examinations in the following manner in accordance with applicable laws:

Pre-Employment.

Prior to employment, all applicants are required to sign a release stating that if the applicant is offered employment, they will undergo a physical examination and/or a drug screen. This release also states that acceptance of employment is contingent upon negative results of the drug and/or alcohol screening test. If an employee should begin work prior to receiving the results of the drug test, and those results prove positive, employment will be terminated. By signing the release, the employee further acknowledges that he or she may be required to submit to a similar exam or screening during the course of his or her employment with Games Workshop.

On the Job.

i. Post-Accident:

Any incident occurring while on company business that results in injury to an employee or other employees and/or damage to company property, including vehicles, will require a drug and/or alcohol test. Failure to report any accident immediately after its occurrence is a violation of Company policy and may result in disciplinary action.

ii. Reasonable Suspicion:

Games Workshop will also conduct testing if there is a reasonable basis to suspect that an employee is in violation of this policy. For purposes of this policy, "Reasonable Suspicion" means any set of facts or circumstances that would lead a reasonable person to suspect that an employee is in violation of this policy. The Company ordinarily will make an effort to have a second supervisor or other member of management

confirm a supervisor's initial determination of reasonable suspicion.

iii. Other Situations:

From time to time, other situations may arise in which Games Workshop may deem it proper to test employees, even though the situation under which the testing arises does not involve those situations listed above. Games Workshop reserves the right, at its sole discretion, to test employees where it deems appropriate.

7.2 EMPLOYEE ASSISTANCE PROGRAM ("EAP")

Games Workshop recognizes that early treatment is the key to rehabilitation for substance abusers. Therefore, Games Workshop encourages employees who believe they have a problem involving substance abuse to voluntarily request help. If an employee believes that he or she has a substance abuse problem, the Company will provide the information for our EAP. Information provided is limited to substance abuse professionals from whom an employee may seek assistance. It is up to the employee to contact the substance abuse professionals and follow guidelines for treatment.

If enrolled in the Company health plan, a portion of rehabilitation costs may be covered under the plan. Any costs not covered under the plan are responsibility of the employee. Please consult the SPD of the health insurance plan for specific information.

If an employee requests a leave of absence for the purpose of undergoing treatment by a substance abuse professional, the request must be tendered prior to the commission of any act that would be subject to disciplinary action pursuant to this policy.

An employee who takes time off to seek treatment from a substance abuse professional may be eligible to return to regular duty with the Company without reduction of status or seniority.

An employee may return to work from treatment and/or rehabilitation only upon the following conditions:

- Submission of a certificate issued by a licensed healthcare practitioner or substance abuse professional, stating that the employee is fully able to return to work.
- The employee indicates, by signature of a statement acknowledging that his or her employment (upon return from treatment by a substance abuse professional) is conditional upon remaining drug/alcohol free.

7.3 SMOKE FREE WORKPLACE POLICY

Games Workshop is a smoke-free environment and smoking is not permitted in our facilities. Employees who smoke may use designated outdoor areas during approved breaks only and will be responsible for ensuring that the area is maintained in a clean and orderly fashion with all refuse disposed of properly. In addition to not smoking within our stores or directly in front of our stores, all retail employees must also follow the guidelines of the property in which their stores are located. Failure to maintain the area properly may result in loss of privileges or other corrective action.

Employees are protected from retaliatory action or from being subjected to any adverse personal action for exercising or attempting to exercise his or her rights under the smoking policy. Any violation of this policy may result in appropriate corrective disciplinary action, up to and including discharge.

Any questions regarding the smoking policy should be directed to the Personnel department.

7.4 APPEARANCE AND CONDUCT

Games Workshop expects employees to maintain a neat, well groomed appearance at all times.

Employees who fail to maintain proper standards of conduct toward their work, their co-workers or Games Workshop's customers, or who violate any of Games Workshop's policies, are subject to appropriate disciplinary action, up to and including discharge.

All instances of misconduct should be referred to the employee's supervisor immediately. Any employee whose conduct, actions or performance violates or conflicts with Games Workshop's policies may be terminated immediately and without warning.

The following examples are not all-inclusive and any type of unacceptable conduct, behavior or job performance not specifically covered by these rules may result in disciplinary action up to and including discharge. Anyone who witnesses such behavior is asked to contact a supervisor, employee of management, or a member of Personnel.

7.4(a) Improper Conduct.

Games Workshop cannot list every type of improper conduct in this handbook. Employees must use their common sense and conduct themselves with honesty, integrity, and respect for their company and co-workers. Some examples of improper conduct are:

- Failure to observe safety rules;
- Having food in the warehouse or manufacturing work area;
- Having drink in the work area not in an approved container;
- Poor production quality;
- Unauthorized use of headphones in the work area;
- Unauthorized use of cellular phones during working time or in work areas;
- Low production quantity;
- Leaving the plant before quitting time without permission;
- Sleeping on company premises;
- Loitering, wasting time, or interfering with the work of others;
- Carelessness;
- Gambling;
- Abusive language;
- Violation of solicitation rules;
- Failure to clock in/out correctly;
- Failure to call in to report an absence;
- Repeated violations of the same or other rules of conduct;
- Failure to follow proper work instructions and procedures;
- Failure to participate in team activities and projects;
- Unauthorized use of company phones for personal reasons;
and/or
- Violation of other rules described in this handbook.

7.4(b) Serious/"Gross" Misconduct.

In addition to the examples listed in the previous section, serious offenses such as the following may result in immediate suspension or termination of employment:

- Falsifying or altering any medical, personnel, educational, insurance, job application or other company records, including, but not limited to, time records and production records;
- Falsifying written statements from physicians or any other medical personnel;
- Falsely recording work time or production by clocking in or out for another person, or using another person's ID badge, badge access, or any other security access in the act of unauthorized completion of time records;
- Smoking in unauthorized areas;
- Disregard for safety practices;
- Negligence resulting in actual or potential major loss or damage to company property;
- Refusal or failure to carry out orders or to obey instructions, or any other act of insubordination to supervisors or employees;
- Reporting for work under the influence of a prohibitive level of alcohol or detectable amount of illegal drugs, legal drugs illegally obtained;
- Possessing, using, distributing or selling alcohol or drugs while at work, on company or customer premises or in company vehicles, in violation of the Substance Abuse Policy;
- Sleeping on company premises during work hours;
- Theft, attempted theft, or possession of company property or property of other persons without proper authority;
- Sabotage and maliciously damaging, destroying, mutilating or defacing the property of, tools, equipment, or product of a person or of the company;
- Bringing firearms, illegal weapons, explosives, incendiaries, or similar materials onto company premises;

- Fighting, physically assaulting any person, or acting with intent to harm;
- Threatening, coercing, or intimidating supervisors, employees or others;
- Harassment of any person in the work environment relating to a person’s sex, color, race, ancestry, religion, national origin, age, physical or mental disability, medical condition, marital status, veteran status, citizenship status, or sexual orientation; and/or
- Engaging in any unethical or illegal conduct on or off the job, which relates to or may impact Games Workshop’s business or the employee’s job:
- Violation of company policy with regards to discounting or giving away product or misuse of staff discount.

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, is not intended to be comprehensive, and does not change the employment-at-will relationship between the employee and the Company.

7.4(c) Issues Related to Performance.

Games Workshop expects employees to consistently reach for and achieve greater standards of performance, and will gladly assist its employees in reaching their goals. However, persistent employee performance issues are considered to be improper conduct by a Games Workshop employee, and may result in disciplinary action, including termination. The following are some examples of performance-related issues that will result in disciplinary action:

- Failure to meet Key Performance Indicators (“KPIs”);
- Poor prioritizing, timing, scheduling;
- Lost time;
- Excessive phone use, break time, use of the Internet;
- Slow response to work requests, untimely completion of assignments;
- Quality of work (failure to meet quality standards);
- Inaccuracies, errors;
- Failure to meet expectations for product quality, cost or service;

- Customer/client dissatisfaction;
- Spoilage and/or waste of materials; and
- Inappropriate or poor work methods.

7.4(d) Remedial Action Procedure.

All employees are expected to meet Games Workshop's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Company's policies and procedures.

If an employee does not meet these standards, the Company may, under appropriate circumstances, take corrective action, other than immediate dismissal.

The intent of corrective action is to improve performance and clearly communicate issues through documentation while providing the employee with a reasonable time within which to progress. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Company's policies and procedures and/or other disciplinary problems.

Improper conduct on the job will result in disciplinary action. Most policy infractions will result in progressive discipline. Games Workshop generally uses the progressive discipline steps listed below in order to give employees the opportunity to improve their behavior. However, these are merely guidelines and Games Workshop is not obligated to follow these steps in any particular case.

Games Workshop reserves the right to bypass any and/or all of these steps. In addition, these guidelines do not alter Games Workshop's at-will employment policy. All performance disciplinary write-ups will run concurrent with any attendance write-ups. If an employee receives a Final Warning, they will remain at that level for a twelve (12) month period.

The Corrective Action Process could include any number of the following:

- Memorandum to the employee file;
- Verbal warning by supervisor or manager;
- Written warning;
- Final warning; and
- Termination of employment.

7.5 SUPERVISION OF RELATIVES

To avoid conflicts of interest, employees cannot directly supervise their spouses, children, parents, brothers, sisters, grandparents, grandchildren, or in-laws. Employees also cannot hold positions in which they can influence the pay or promotional opportunities of their spouses, parents, children, brothers, sisters, or in-laws.

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- Create a supervisor/subordinate relationship with a family member;
- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, members of household. This policy also applies to romantic relationships.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within Games Workshop to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, Games Workshop will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the

employees cannot make a decision, the Company will decide in its sole discretion who will remain employed.

8. WORKPLACE SAFETY

8.1 VIOLENCE IN THE WORKPLACE

The Company strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's supervisor and/or the Personnel department. All complaints will be fully investigated.

Games Workshop will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

8.2 PROCEDURAL SAFETY

To ensure workplace safety, employees should:

- Report all accidents and injuries to the supervisor and to Personnel on the day the incident occurs, before the end of the shift.
- Drive carefully, at a speed no faster than twenty (20) miles per hour on company property.
- Work in a way that keeps himself or herself, others, and company property safe.
- Keep workstations and surrounding areas neat and clean.
- Wear safety glasses with approved side shields in manufacturing areas, except in specific areas designated by management as non-safety-glass-required areas as per current ANSI standards
- Wear fully enclosed shoes with leather uppers and firm rubber or leather soles when working in production, production support, and warehouse areas; wear safety shoes in required areas.
- Walk, don't run, in buildings.
- Use equipment properly (e.g., don't walk on conveyors or remove safety guards from machines).
- Lift safely, with a straight back and bent knees; get help for large or awkward packages or products.
- Wear hearing protection in designated high-noise areas.

- Shut off power and properly lock out equipment before oiling, repairing, or cleaning.
- Operate or repair only machinery authorized to be used by the employee.
- Observe all caution signs and traffic regulations.

Games Workshop provides hearing, nonprescription safety glasses, and hand protection to Employees. Games Workshop will contribute to the cost of prescription safety glasses and safety shoes should duties of the job require their use.

8.3 SAFETY

Games Workshop supports the employee's right to know the composition of materials to which he or she may be exposed at work. Safety Data Sheets may be found by the warehouse office or are available upon request. These sheets describe the chemicals in the workplace, hazards they may present, directions about how to handle them, and what to do in case of a spill or other emergency. All containers of hazardous chemicals must be labeled; report any unlabeled container that may contain a hazardous chemical to the supervisor immediately.

Employees should become familiar with hazardous chemicals in their work area. Please consult a supervisor, safety team representative, or Personnel about questions or concerns. This will be part of the induction process and must be completed before first shift commences.

8.4 PERSONAL PROTECTIVE EQUIPMENT ("PPE")

Games Workshop evaluates jobs on a periodic basis to determine if PPE may be required when employees are performing the job. Any PPE required is designed to be specifically used for the job being performed and the employee must be instructed in the proper use and fitted properly before use.

Approved safety shoes are required for all warehouse employees. Games Workshop will reimburse up to one hundred dollars (\$100.00) per year for the purchase of company approved safety shoes for employees that work in this area.

8.5 SHELTER-IN-PLACE AND EVACUATION GUIDELINES

8.5(a) Shelter-In-Place.

When the tornado alarm sounds, all employees should proceed to their designated meeting sites and await further instructions from their safety monitors. Floor plans with escape routes, alternate escape routes, exit locations and designated meeting sites are posted in the building. To the extent possible, all staff should ensure that all operating equipment is quickly shutdown.

8.5(b) Evacuation Guidelines.

If an area or building must be evacuated because of fire, a chemical spill, or some other emergency, employees will be notified by an alarm, their manager or Personnel. Leave immediately through the nearest safe exit and meet in the designated check-in area. Remain at least three hundred (300) feet from the affected area or at the designated check point until the all-clear is sounded or until instructed to return to the building by a senior manager. Floor plans with evacuation guidelines are posted throughout the building.

For more detailed information on the shelter-in-place plan and evacuation guidelines, please see the Site Services Controller. For retail locations, please adhere to the plan for each location.

8.6 ID BADGES

Each employee will be issued their own personal identification badge. These badges must be worn and visible at all. All hourly employees must use their personal ID to clock in and out on the time clock each day so that their time is calculated correctly for payroll. It is each employee's responsibility to ensure that their badge is maintained properly and not lost or stolen. There will be a charge of ten dollars (\$10.00) to replace lost or stolen badges, or badges damaged through improper care. Employees may pay this fee through payroll deduction.

8.7 PROTECTION OF PERSONAL PROPERTY

Games Workshop tries to protect employees' personal belongings such as clothing, tools, and work station accessories, but the Company cannot be responsible for personal possessions. If an employee is required to wear a uniform, provide his or her tools, or use his or her own personal vehicle as part of their job, special policies may apply. Please consult the supervisor for further information.

The Company reserves the right to search lockers or other Games Workshop provided storage units and personal property, such as briefcases and lunch boxes, which an employee brings onto the premises.

9. ACCIDENTS AND EMERGENCIES

If an employee becomes ill or is injured while working, he or she is to contact the supervisor and/or go directly to the Site Services Controller. As set forth in § 7.1(a), Games Workshop reserves the right to administer a drug and/or alcohol test if:

- The employee is injured at work and receives treatment other than basic first aid;
- An employee causes an accident that injures another person; and/or
- An employee causes substantial damage to product(s) and/or equipment.

If an employee tests positive for alcohol or drugs, a second test of the same sample will be conducted to assure accuracy. Only if both tests are positive will the employee be considered to have violated the Alcohol and Drug Free Workplace policy and can be subject to disciplinary action up to and including termination.

All injuries and accidents, no matter how minor, must be reported immediately to the supervisor, after which an accident report of all injuries must be completed. Failure to submit this report may result in delay or denial of medical charges incurred during the incident being processed, as well as disciplinary action up to and including discharge.

10. WORKERS' COMPENSATION

An employee who sustains a work-related injury must report the injury to his or her supervisor. The time in which an employee must report a work-related injury to his or her supervisor varies by state. Please consult with your supervisor for state-specific guidelines.

All work-related accidents or injuries must be reported to the Site Services Controller or a Supervisor

An employer may not fire an employee for reporting a work injury. For more information or for questions, please consult Personnel, or call your state's Department of Labor, Workers' Compensation Division.

10.1 TRANSITIONAL WORK PROGRAM

When reasonable, Games Workshop may assist employees with placement in temporary assignments when they cannot perform their regular job because of a temporary work related illness or injury. Employees must show medical evidence that they cannot perform their regular job duties.

11. OPEN DOOR POLICY

Games Workshop promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any work problems so appropriate action may be taken. If the supervisor cannot be of assistance, Personnel will be available for consultation and guidance.

11.1 INTERNAL COMPLAINT PROCEDURES

To foster sound employee-employer relations through communication and reconciliation of work-related problems, Games Workshop provides employees with an established procedure for expressing employment related concerns.

In situations where employees feel a complaint is in order, the following steps should be taken:

1. If an employee believes that he/she has a legitimate work-related complaint, the employee is encouraged to first attempt to resolve the issue(s) through discussions with his/her immediate supervisor.
2. If the situation is not resolved within a reasonable amount of time, it should be brought to the attention of the next level supervisor, other manager or a representative in the Personnel department. The Company will attempt to resolve the complaint within a reasonable period of time, while preserving the confidentiality and privacy of those involved to the extent feasible.

12. SOLICITATIONS, DISTRIBUTIONS, AND USE OF BULLETIN BOARDS

Games Workshop prohibits solicitations and the distribution of literature on its property by non-employees for charitable, commercial, or any other purpose.

Employees may post advertisements of a charitable or commercial nature in lunch and break areas on designated bulletin boards with approval from the Personnel department. The distribution or posting of literature of any sort in work areas is not permitted.

Employees shall not engage in solicitations of a commercial, charitable or any other nature in their work areas during their working time or the working time of the employee being solicited including distribution by email, internet or voicemail. "Working time" does not include break or meal periods, or any other specified time during the workday when the employee properly is not performing work.

13. VOICEMAIL, E-MAIL, TELEPHONE, COMPUTER AND INTERNET POLICY

Games Workshop maintains voicemail and e-mail systems, as well as Internet access, as part of its communications facilities. The Company wishes to promote an environment of open, honest communications and encourages employees to use their own good judgment to regulate the content of e-mail, voicemail and Internet communications. However, these systems are provided solely for use in conducting the Company's business. The voicemail and e-mail systems and the data stored on them are, and remain at all times, the property and records of the Company. Games Workshop's property right extends to all voicemail, e-mail, and Internet messages and communications that are created, sent, and/or received on these systems. Employees should not use company telephones to make or receive personal calls, except in emergencies. If an employee must make a non-emergency personal call, he or she should do so during break or lunch period.

13.1 SYSTEMS MONITORING

Consistent with its right of ownership, and to ensure compliance with its policies, Games Workshop reserves complete discretion to periodically monitor, retrieve, and possibly disclose stored voicemail, e-mail, and Internet data, including messages and information which have been composed, sent, and/or received on the systems. The purposes for such monitoring include, but are not limited to, assuring continuity of service during employee absences and supervising operations, security, and use of the systems.

13.2 COMPUTER AND SOFTWARE POLICY

Games Workshop makes available personal computers and computer software for employees to use for Company business only. The computers, computer equipment, computer software, and all files, data, and data communications contained therein are the property of the Company. Employees are not permitted to remove any computer hardware or software from the premises, unless expressly authorized to do so by their line manager. Employees are expected to take care of this property when using it.

The Company purchases and licenses the use of various computer software for business purposes, and does not own the copyright to this software or its related documentation. The Company respects and abides by copyright laws and licensing agreements relating to software and data. Unless authorized by the software developer, the Company does

not have the right to reproduce such software or use it on more than one computer. Employees are not permitted to duplicate copyrighted software, and may not install on a computer owned or supplied by the Company any software not provided by or specifically authorized by the Company. Employees should not install any software on a computer for which the Company does not have a license. The installation of unauthorized programs may be destructive of data, other software, or the communication capabilities of our computers.

Employees are prohibited from downloading or retrieving to any computer owned or supplied by the Company any software, copyrighted data, or other material for which he or she has not obtained permission to download or retrieve from their line manager and IT Supervisor. In addition, employees should not store any personal information on the office hard drives.

Employees are not permitted to provide access to Games Workshop's systems to any unauthorized parties. Employees further may not give out their personal passwords, access codes, or log in procedures or misrepresent their identity in electronic communications.

The Company has the right to audit its company equipment for business purposes or to observe adherence to this policy. The Company also has the sole right to consent to a search or discovery of its computer systems. Employees should notify their immediate supervisor or any member of management upon learning of any violations to this policy. Employees who violate this policy will be subject to appropriate disciplinary action, up to and including discharge.

13.3 EXPECTATION OF PRIVACY

Because all electronic and digital communications are subject to Company monitoring, employees should have no expectation that any such communication will be private or will not be reviewed by the Company. The confidentiality of any message should not be assumed even if the message is erased because it is still possible for the Company to retrieve and read the message. Further, the use of passwords for security does not guarantee confidentiality. The Company reserves the right to access, override, or change passwords. In addition, the Company also maintains the sole right to consent to a search or discovery of its computer and telephone systems.

Consistent with its right of ownership, the Company reserves complete discretion to periodically monitor, view, retrieve, and possibly disclose all files, data, and data communications on its computer systems, including, but not limited to, word processing documents that have been composed or placed on the system. Employees should have no expectation that such files, data, and data communications will be private.

Employees should be aware that deletion of any e-mail messages or files may not truly eliminate the messages from the system. All e-mail messages could be stored on a central back-up system in the normal course of data management.

13.4 CONFIDENTIALITY CLAUSE

Although voicemail, e-mail, and Internet messages and communications are subject to Company monitoring and disclosure, such communications should be treated as confidential by other employees. Messages should be accessed only by the intended recipient, and employees must be specifically authorized to retrieve or read any messages not addressed to them.

Games Workshop strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, consistent with its anti-harassment and anti-discrimination policies, as set forth in § 1.3, the Company prohibits the use of the Internet and the voicemail and e-mail systems in ways that are illegal, disruptive, or offensive to others or harmful to morale.

13.5 PERMISSIBLE USE

While very limited personal use of e-mail and the internet is permitted, employees are reminded that excessive or inappropriate use is not permitted. The systems shall not be used to send (upload) or receive (download) copyrighted materials, including software, trade secrets, or similar materials external to the Company without prior authorization from the Company. The systems, also, shall not be used to distribute solicitations of a commercial, charitable or any other nature.

13.6 USE OF COMPANY E-MAIL

All messages communicated on the Internet must have the sender's name attached; no messages may be transmitted under an assumed name. Users may not attempt to

obscure the origin of any message, and users may not use any password or identity other than those belonging to or issued to that specific user. E-mail sent by the user from his or her Games Workshop e-mail address is representative of the Company, and employees are expected to conduct themselves in a professional manner in all electronic interactions.

13.7 ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

Games Workshop strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, consistent with its anti-harassment and anti-discrimination policies, the Company prohibits the use of the Internet and the voicemail and e-mail systems in ways that are illegal, disruptive, or offensive to others or harmful to morale.

For example, e-mail, voicemail, and the Internet shall not be used to view, transmit, store, or display vulgar, profane, insulting, or offensive messages or sexual comments, or remarks that are derogatory or harassing on the basis of race, color, religion, sex, age, national origin, disability, or any other category protected under applicable state or local law. Other prohibited use includes, but is not limited to, the viewing, storage, display, or transmission of ethnic slurs, racial comments, or off-color jokes or sexually explicit images, messages, and cartoons.

14. LEAVING GAMES WORKSHOP

14.1 RESIGNATION

It is requested that the employee provide the Company with a written two (2) week advance notice period. Please bear in mind that vacation days or personal days may not be included in the notice period. If, as sometimes happens, the employee's supervisor wishes for the employee to leave prior to the end of the employee's two (2) week notice, the employee may be paid for the remainder of that period.

14.2 TERMINATION

14.2(a) Dismissals.

Every Games Workshop employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in Games Workshop's employ. Games Workshop may terminate an employee's employment, or an employee may terminate his or her employment, with or without cause, and with or without notice, at any time for any reason. No supervisor or other representative of the Company (except the President) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Job Elimination

Games Workshop will notify employees as soon as possible if their jobs are being eliminated so that they may apply for other available jobs.

Reduction in Workforce

When work schedules are lighter than normal, Games Workshop may:

- Eliminate overtime;
- Request volunteers to take vacation or personal time;

- Reduce or eliminate employment of temporary workers;
- Transfer employees from one department to other departments;
- Reduce work hours to fewer than forty (40) per week (in any order based on production need); or, if necessary,
- Reduce the number of employees in the workforce.

14.3 POST-RESIGNATION/TERMINATION

14.3(a) Return of Property.

On the employee's last day of employment, arrangements will be made for the return of Company property including:

- Company Security Card
- Picture Identification Card
- Office keys
- Company-issued credit cards
- Company manuals
- Company equipment (laptop, mobile phone, tablet, etc)
- Any additional Company-owned or issued property

Employees may choose the continuation or waiver of comprehensive medical coverage and dental coverage under COBRA. Specific information will be provided by the Personnel team.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I acknowledge that I have received a copy of the Games Workshop Employee Handbook and understand that I am responsible for reading its contents. I further understand that this Handbook constitutes only a summary of benefits and an overview of some of the guidelines related to work rules and other Company policies and practices, and that all Company rules, policies, practices, wages and benefits, regardless of whether they are contained in this handbook, may be unilaterally changed, amended, modified, reduced or discontinued by the Company at any time, in its sole judgment and discretion. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Personnel department.

To the extent that I am already an employee of Games Workshop, I understand that the contents of this Handbook replace and supersede any policies presently in existence as embodied in prior employee handbooks of the Company. I understand that nothing in this handbook or in any other Company policy or practice in any way creates an express or implied contract of continued employment or a guarantee of any benefit. I agree that my employment is at-will and for no definite duration, that I can terminate my employment with the Company at any time, with or without cause or notice, and that the Company reserves the right to do the same.

An executed copy of this page must be forwarded to Personnel.

Employee Name (Print)

Date

Signature

Department

ACKNOWLEDGEMENT OF RECEIPT OF NON-DISCRIMINATION AND ANTI-HARRASSMENT POLICY

I acknowledge that I have received, read, and understand the Non-Discrimination and Anti-Harassment policy of Games Workshop, herein set forth at § 1.3, including how to report it, as set forth at § 1.3(e). I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

An executed copy of this page must be forwarded to Personnel.

Employee Name (Print)

Date

Signature

Department

VOICE MAIL, E-MAIL, TELEPHONE, COMPUTER AND INTERNET POLICY ACKNOWLEDGEMENT

I acknowledge that I have received a copy of Games Workshop's Voice Mail, E-Mail, Telephone, Computer and Internet Policy, herein set forth at § 13 of the Games Workshop Employee Handbook. I agree to read it thoroughly, and agree that if there is any policy or provision in the policy I do not understand, I will seek clarification from the Personnel department.

I understand that my use of Games Workshop's E-mail system constitutes my consent to all the terms and conditions of that policy.

In particular, I understand that:

1. The E-mail system and all information transmitted by, received from or stored in that system are the property of Games Workshop;
2. The system is to be used only for business purposes and not for personal purposes; and
3. I have no expectation of privacy in connection with the use of any of the systems referenced herein, nor with the transmission, receipt, or storage of information in that system.

I agree not to use a code, access a file, or retrieve stored communications unless authorized. I acknowledge and consent to Games Workshop's monitoring my use of the E-mail system and the Internet at any time at its discretion, including printing and reading all E-mails entering, leaving, or stored in the system.

An executed copy of this page must be forwarded to Personnel.

Employee Name (Print)

Date

Signature

Department

TELEPHONE MONITORING EMPLOYEE ACKNOWLEDGEMENT

I acknowledge receipt of this Notice, and understand that monitoring and/or recording of telephone calls may be conducted from time to time by supervisory employees of the Company for training, quality control, and other business purposes, as set forth in § 13.1 of the Games Workshop Employee Handbook.

An executed copy of this page must be forwarded to Personnel.

Employee Name (Print)

Date

Signature

Department