



OUTFITTER HANDBOOK

IMPORTANT NOTICE – DISCLAIMER

This Outfitter Handbook (the "Handbook") is a guide to general employment procedures and policies of GREAT OUTDOORS GROUP, LLC and its affiliates and subsidiaries ("Bass Pro," the "Company," "we," or "us"). Company employees are referred to and identified as outfitters in this Handbook. This Handbook is for information purposes only, and is not a contract of employment. Any Company procedure or policy, including any policy, procedure, or provision in or referred to in this Handbook, may be modified, amended, or deleted by Bass Pro at any time, with or without notice.

This Handbook does not and is not intended to address every possible employer/outfitter situation. The Company reserves the right to take action or make a decision which is inconsistent with the provisions of this Handbook to address unique situations, on a case-by-case basis, at the Company's sole discretion.

This Handbook does not in any way alter the employment status of Company outfitters, which is "at-will." This means that either the outfitter or the Company can terminate the employment relationship at any time, for any or no reason, with or without cause, and with or without notice. No contrary statement by any Company outfitter, manager, or agent shall have any force or effect, unless it is in writing, states that it is a "contract of employment," and is signed by the President (or designee) of the Company.

THIS HANDBOOK DOES NOT IN ANY WAY ALTER THE AT-WILL EMPLOYMENT STATUS OF COMPANY OUTFITTERS AND IS NOT INTENDED TO CREATE, NOR SHOULD IT BE INTERPRETED TO CREATE, A LEGAL CONTRACT OR AGREEMENT BETWEEN THE COMPANY AND ANY OUTFITTER(S). THIS MEANS THAT EITHER THE OUTFITTER OR THE COMPANY CAN TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY OR NO REASON, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. THIS DISCLAIMER TAKES PRECEDENCE OVER ANY STATEMENT IN THIS HANDBOOK.

THE COMPANY RESERVES THE RIGHT TO REVISE THIS HANDBOOK PERIODICALLY AS APPROPRIATE AND EACH OUTFITTER HAS THE RESPONSIBILITY TO SEEK OUT THE CURRENT VERSION ON WORKDAY.

OUTFITTER ACKNOWLEDGMENT

By electronically acknowledging receipt of this Handbook, I acknowledge receipt of the Handbook and understand the Handbook is not an employment contract, and I know that my employment is "at will" as defined above.



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WE'RE GLAD YOU'RE WITH US!

For those who are starting employment with Bass Pro, let us extend a warm and sincere welcome. We hope you enjoy working here. For those who have been with us over the years, thank you for your hard work. We hope you remain with us for many years in the future.

We prepared this Handbook to assist you in finding answers to many of the most frequently asked questions regarding employment related policies. We believe wholeheartedly in the policies and procedures described. If at any time you need more detailed information, have questions concerning these policies, or have questions regarding other Company policies not included in this Handbook, please contact your supervisor, department manager, or Human Resources representative.

The contents of this Handbook are guidelines only for your information and supersede any and all prior Handbooks and any inconsistent verbal or written policy statements made or issued before this Handbook. Nothing in this Handbook should be construed as a promise of specific treatment in any specific situation upon which any outfitter should rely. Additionally, many matters covered by this Handbook, such as outfitter benefits, are also described in separate official documents, and such official documents are always controlling over any statement made in this Handbook or by any supervisor or manager.

As an at-will outfitter, you may be asked from time to time, or on a permanent basis, to move from one job to another, or to relocate to another department within a store or location, or to another store or location. If you choose not to accept the change, your employment may be terminated.

Nothing in this Handbook or in any other document or policy is intended to violate any local, state, or federal law. Nothing in this Handbook or in any other document or policy is intended to limit or prohibit protected conduct or communications relating to outfitter wages, hours or working conditions, or any other conduct protected by Section 7 of the National Labor Relations Act.

This Handbook may apply to outfitters working in a state with greater or different rights. Outfitters may receive a state-specific supplement to this Handbook that provides information and policies applicable to outfitters working in that state. The Company complies with applicable state and local laws.



CULTURE AND HISTORY

MISSION STATEMENT AND VALUES

Our mission: Inspire people to enjoy, love, and conserve the great outdoors.

Five core values make Bass Pro the leading retailer of outdoor recreational products and experiences:

1. **Customer Experience**—We deliver genuine hospitality through legendary customer service and extraordinary experiences.
2. **Quality and Value**—We offer quality outdoor products and experiences at an exceptional value.
3. **Teamwork**—We achieve our best when we work together as a team.
4. **Respect**—We care for and appreciate our outfitters and customers.
5. **Ingenuity**—Our entrepreneurial and creative spirit drives us to better serve our customers and teammates.

THE BASS PRO STORY

When John L. Morris first envisioned Bass Pro Shops back in 1971, the tournament bass fishing circuit had caught his eye, as well as all of the modern, high-tech tackle being used by the leading pros—tackle that was being developed especially for an ever-growing number of devoted bass anglers. John realized there wasn't a single supplier for the new tackle in the Springfield, Missouri area, so he decided to cater specifically to this new market and founded Bass Pro Shops by offering this specialized selection of bass fishing equipment.

John's lifelong love of the outdoors, especially fishing, provided him with the background he needed to talk with other fishermen one-on-one. It was his dedication to this continuous communication with his customers that gave John L. Morris the knowledge and ability to stock the items that fishermen said they wanted and needed. His outstanding business sense and marketing ideas allowed him to offer these products at reasonable prices. It has been this combination of communication, a wide selection of quality merchandise, outstanding customer service, and affordable prices that has made Bass Pro Shops a continued success.

In 1974, Bass Pro entered the direct mail order field with its first catalog—180 pages listing more than 1,500 items for the country's fishermen. Circulated in 20 states, that catalog brought into the homes of fishermen the largest selection of premium quality fishing tackle most had ever seen.

As early as 1975, a nationwide demand grew for many of these Bass Pro "exclusive" products. To meet that demand at local levels, a wholesale division was established. Today, the sportsman can walk into more than 5,500 independently owned retail sporting goods stores across the world and find the Bass Pro Shops label on a wide variety of outdoor products. These sportsmen have come to automatically associate the Bass Pro Shops name with quality, selection, service—and outstanding value.

The addition of the Tracker Marine aluminum Bass Tracker fishing boat package in 1977 represented another example of the Company's commitment to value. The idea was to offer a "fish ready" outfit, complete with boat, motor, trailer, and an assortment of other accessories—all at a price that would fit the budget of the average fisherman. Bass Tracker boats quickly became



America's #1 selling variety of aluminum fishing boat models, today's most popular pontoon fun boats, state-of-the-art fiberglass fishing and ski boats, houseboats, and even specialized open water rigs for coastal offshore or Great Lakes fishing. All are offered in the complete fish or fun-ready packages that have made Tracker boats famous.

The Company's boat building operations are located in Missouri and Oklahoma. The trailer, an important part of every complete package, is manufactured at a state-of-the-art plant located in Ozark, Missouri. In 2015 the Company acquired Ranger, Triton, and Stratos boats to add to our already existing line of Tracker, Nitro, Tahoe, Mako, Regency, and Sun Tracker boats. In 2017 the Company welcomed Legend Marine to the family of premiere brands at White River Marine Group.

In 1981, Bass Pro opened the doors to its Outdoor World catalog showroom in Springfield, Missouri. The showroom offered sportsmen many items not found in the catalogs including firearms, ammunition, specialized gifts, and general athletic equipment. Originally, this was intended as a showcase for the thousands of items listed in the catalogs, but it has developed into a great deal more.

Outdoor World was built because Bass Pro Shops customers wanted a superstore where they could meet all of their outdoor product and service needs. It's what they wanted, and it's what John L. Morris gave them. The layout includes specialized departments for fishing tackle, shooting and hunting equipment, camping gear, boats and marine accessories, sportswear, footwear, and a wide range of general athletic goods including complete outfitting for tennis, baseball, golf, and other sports. Also supplying our customers' needs are a taxidermy studio, rod and reel repair service, a wildlife art gallery, and the availability of unique gifts and outdoor books and DVDs.

By 1989, Springfield's Outdoor World was recognized as the #1 tourist destination in the State of Missouri and still is today.

Bass Pro Shops opened Big Cedar Lodge resort on nearby Table Rock Lake in 1988. This complete family resort facility offers a variety of outdoor activities for the sporting family including fishing, boating, water skiing, golf, hiking, trail rides, cave exploration, horseshoes, swimming, a complete health and fitness center, and more. Next door to Big Cedar Lodge is the beautiful Top of the Rock golf course where attractions such as cave trails and Ancient Ozarks Natural History Museum are offered every day.

Bass Pro Shops has uniquely custom designed stores across the country and in Canada, as well as the flagship store in Springfield, Missouri, along with specialty restaurants at some locations, with plans for many more. As of September 2017, Bass Pro Shops and Cabela's have come together as a combined company. Moving forward, our vision is to become North America's premiere outdoor company spanning retail, manufacturing, outdoor resort destinations, and more.

Perhaps all of this can be summed up in the words of John L. Morris himself: "Recreational outdoor activities continue to be America's favorite way to spend leisure time, and Bass Pro Shops is proud to be playing such an important role in providing today's sportsmen with the quality outdoor products they demand."

OUR PLEDGE

We pledge, so long as the affairs of this Company are in our hands, that the following principles will govern our relations with members of this organization.



We will maintain levels of compensation that compare favorably with prevailing rates in the area for our industry.

With friendliness, we will meet with any outfitter to discuss any requested improvements in conditions, hours, policies, or practices.

Practices with respect to vacations, holidays, group insurance, overtime premiums, recognition of length of service, and other benefits of this type, as well as general conditions such as safety, cleanliness, and outfitter accommodations, will compare favorably with good community practices. In our daily dealings, we will always regard members of the organization as individuals who are important and responsible. We will devote our best effort and thinking to the building of a growing business within which will prevail an atmosphere of friendship and harmony with opportunity for all.

1 INTRODUCTORY POLICIES

1.1 EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-DISCRIMINATION

Bass Pro is an equal opportunity employer. Our relations with both applicants for employment and with our outfitters are administered without regard to race, color, creed, religion, sex, pregnancy, sexual orientation, gender, gender identity, age, national origin, ancestry, citizenship status, disability, veteran status, genetic information (including testing and characteristics), or on any other basis protected by applicable federal, state, or local law. Our management team is dedicated to ensuring the fulfillment of this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, outfitter activities, and general treatment during employment.

Bass Pro actively promotes this policy by basing all employment decisions strictly on the basis of skill, ability, and experience. Bass Pro's commitment to equal employment opportunity applies to all persons involved in Bass Pro's operations and prohibits unlawful discrimination by any outfitter, including managers, supervisors and coworkers. The prohibition of discrimination also includes actions or conduct contrary to the requirements of this policy by any customer, vendor or outside party toward any Bass Pro outfitter.

The prohibition of discrimination includes discriminatory statements, written or verbal and/or any discriminatory conduct, whether it involves managers, supervisors, outfitters, vendors, customers, or any outside party.

Disability Accommodations

Bass Pro complies with the Americans with Disabilities Act ("ADA") and all applicable state and local laws ensuring equal employment opportunities for individuals with disabilities. We will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified outfitters with disabilities unless the accommodation would impose an undue hardship on the operation of our business and/or a direct threat to the health and/or safety of the outfitter or others would result. Any outfitter who needs assistance to perform the essential functions of his or her job because of a physical or mental condition should contact Human Resources to request a reasonable accommodation.



When making a request for an accommodation, an outfitter should specify in writing what barriers or limitations make it difficult for the outfitter to perform their job and a description of any requested accommodation and how it will help the outfitter perform the essential functions of their job. The Company will engage in an interactive dialogue to determine the precise limitations of the disability and explore possible reasonable accommodations, if any, that will help to eliminate the barrier(s) or limitation(s). Bass Pro encourages outfitters to suggest specific reasonable accommodations; however, Bass Pro will review all potential reasonable accommodations, including the accommodation suggested by the outfitter, and determine whether and what accommodation can be offered.

If the outfitter's need for accommodation is not obvious, we may ask for supporting documents showing that the outfitter has a disability within the meaning of the ADA and applicable state or local laws, and that the outfitter's disability necessitates a reasonable accommodation. If the information provided in response to the request is insufficient, we may require the outfitter to see a health care provider of our choosing, at the Company's expense. In those cases, if the outfitter fails to provide the requested information or see the designated health care professional, the outfitter's request for reasonable accommodation may be denied.

The Company makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. The outfitter will be informed once a determination has been made. If an outfitter has any questions about a reasonable accommodation request they made, they should contact Human Resources.

The Company will keep confidential any medical information obtained in connection with an outfitter's request for reasonable accommodation.

Please note that the Company may delegate administration of accommodation requests to a contracted third party authorized by the Company to carry out the employer's obligations.

Religious Accommodations

Additionally, Bass Pro respects the sincerely-held religious beliefs and practices of all outfitters and will endeavor to make a reasonable accommodation if those sincerely-held religious beliefs or practices conflict with an outfitter's duties, unless the accommodation would impose an undue hardship on the operation of our business. Any outfitter desiring a religious accommodation should contact Human Resources to request a reasonable accommodation.

Pregnancy Accommodation

Bass Pro will accommodate pregnant outfitters in accordance with applicable law. Any outfitter who needs an accommodation due to pregnancy or related conditions should contact Human Resources to request a reasonable accommodation.

No Retaliation

Outfitters will not be retaliated against for requesting an accommodation in good faith. Bass Pro expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith. If an outfitter believes they or someone else may have been subjected to conduct that violates this policy, they should report it immediately pursuant to the Complaint procedure described in Section 1.3



1.2 ANTI-HARASSMENT/SEXUAL HARASSMENT

It is the policy of the Company that each of its workplaces remains free from all forms and types of harassment, including sexual harassment. The Company believes all outfitters are entitled to work in an environment free from any form of intentional or unintentional harassment. The Company believes that harassment in any form undermines the foundation of the employment relationship.

Bass Pro prohibits and does not tolerate unlawful harassment against outfitters or any other covered persons because of race, color, creed, religion, sex, pregnancy, sexual orientation, gender identity, age, national origin, ancestry, citizenship status, disability, military service, veteran status, genetic information (including testing and characteristics), or on any other basis protected by applicable federal, state, or local law.

The term "harassment" generally means any unwelcome verbal or physical conduct and includes behavior such as:

- Verbal conduct including threats, epithets, derogatory comments, slurs, or jokes;
- Visual conduct including derogatory posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, or inappropriate physical contact; and
- Online activity including derogatory comments or posting in any social media platforms such as Facebook, Twitter, Instagram, Snapchat, etc.

The term "sexual harassment" generally means any harassment based on someone's sex or gender and includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an outfitter's employment;
- Submission to or rejection of such conduct by an outfitter is used as the basis for employment decisions affecting the outfitter;
- The conduct has the effect of unreasonably interfering with an outfitter's work performance or creating an intimidating, hostile, or offensive working environment; or
- Unwelcome verbal or physical conduct is used to retaliate against any outfitter because the outfitter has reported harassment under this policy or because the outfitter has reported other acts which were considered to be discrimination.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include, but are not limited to:

- Verbal conduct including epithets, derogatory statements, slurs, sexually-related comments or jokes, unwelcome sexual advances or requests for sexual favors, comments about an outfitter's physical appearance, including the outfitter's body or dress;
- Physical conduct including assault, unwanted touching, or inappropriate physical contact;
- Visual conduct including displaying sexually suggestive materials or making sexual or obscene gestures; and



- Online conduct including derogatory or sexually suggestive statements made via e-mail or text message or posted on any social media platforms such as Facebook, Twitter, Instagram, Snapchat, etc.

Bass Pro prohibits any inappropriate conduct, even if it does not rise to the level of unlawful conduct. Outfitters who violate this policy are subject to discipline, up to and including immediate termination of employment.

1.3 COMPLAINT PROCEDURE

The Company will take prompt action to thoroughly and timely investigate complaints of discrimination, harassment and/or retaliation in violation of the Company's policies.

Any outfitter who believes they have been subjected to discrimination, harassment, or retaliation during employment with Bass Pro Shops in violation of this policy should promptly report the complaint to any supervisor or manager, Human Resources, or to the Outfitter Ethics Hotline at 1-844-783-5360 or online at www.basspro.ethicspoint.com. No outfitter is required to report any such complaint of discrimination, harassment, or retaliation to a person against whom the outfitter has a complaint.

Any supervisor or manager who receives a complaint of discrimination, harassment, or retaliation is required to immediately report the complaint to Human Resources.

Outfitters are required to cooperate in all investigations. All reports will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. The investigation will be completed, and a determination made as soon as practical. Based on the results of an investigation of a complaint of discrimination, harassment, or retaliation, Bass Pro will notify the outfitter that the investigation has been completed and that corrective action has been taken, where appropriate.

Outfitters determined by Bass Pro to have violated Company policies against discrimination, harassment, and/or retaliation will be subject to disciplinary action up to and including termination of employment, as determined by the Company in its sole discretion.

1.4 PROTECTION AGAINST RETALIATION

Retaliation is prohibited against any person by another outfitter or by the Company for using the above described complaint procedure, making a good faith report of harassment or discrimination, objecting to such conduct, participating in an internal investigation regarding such conduct, or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency, or exercising any right permitted under applicable law. Prohibited retaliation includes, but is not limited to termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

Any outfitter who believes they have been subject to retaliation in violation of this policy should promptly report the complaint according to the complaint procedures identified in Section 1.3 above. Outfitters determined by Bass Pro to have violated this anti-retaliation policy will be subject to disciplinary action, up to and including termination of employment.



1.5 DRUG-FREE WORKPLACE

The Company strives to provide a safe, healthy, and productive workplace that is free from unlawful drugs and alcohol. Bass Pro recognizes that outfitters who work while under the influence of alcohol or unlawful drugs (as classified under local, state, and/or federal laws, including marijuana) may compromise the health and safety of themselves, other outfitters, visitors, and customers, which is not tolerated. For these reasons, the Company has adopted a policy of maintaining a workplace free of unlawful drugs and alcohol.

Bass Pro prohibits the following activities at any time an outfitter is (1) on Company premises; (2) on duty, conducting Company business, or otherwise representing the Company (whether or not on Company premises); or (3) driving a Company vehicle or driving a personal vehicle for Company business:

- The use, abuse, or being under the influence of alcohol or unlawful drugs;
- The use, abuse, or being under the influence of other impairing substances which impact the outfitter's ability to perform the functions of their job in a safe manner;
- The possession, sale, purchase, solicitation, transfer, or transit of any unlawful or unauthorized drug (including prescription medication that is not prescribed to the employee or not used in the prescribed manner) or drug-related paraphernalia; and
- The illegal use or abuse of prescription drugs.

Although the use of marijuana has been legalized under certain state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. Accordingly, an outfitter who tests positive for marijuana use, including use of medical marijuana prescribed under state law, will be subject to discipline under this policy to the extent permitted by and in accordance with applicable law. Outfitters may not, under any circumstances, consume or be under the influence of marijuana while on duty, at work, driving a Company vehicle or a personal vehicle on Company business, or serving as a representative of the Company.

Nothing in this policy is meant to prohibit the appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, to the extent it does not impair an outfitter's job performance or safety or the safety of others. Outfitters who take over-the-counter or legally prescribed medication should inform Human Resources if they believe the medication will impair their job performance, safety, or the safety of others, before reporting to work while under the influence of that medication.

Drug Testing Policy

In furtherance of its commitment to a drug-free workplace, Bass Pro maintains a policy in which job applicants and current outfitters may be requested or required to submit to drug and/or alcohol testing in certain situations, and Bass Pro reserves the right to conduct testing when it reasonably believes is warranted under the circumstances, to the extent permitted and in accordance with applicable laws. Examples of drug testing that will occur include, but are not limited to:

Testing

Pre-Employment

All applicants who receive a contingent job offer are subject to pre-employment testing for unlawful drugs. Job offers are contingent upon the applicant submitting to and successfully



completing and passing a drug test in accordance with the testing procedures described in this policy.

Reasonable Suspicion

Outfitters are subject to drug and/or alcohol testing if the outfitter's supervisor or other member of management has a reasonable suspicion, based on objective factors such as the outfitter's appearance, speech, behavior, or other conduct, that the outfitter is under the influence of unlawful drugs (including marijuana) and/or alcohol. Testing must be completed as soon as practicable.

Post-Accident

Outfitters are subject to drug and/or alcohol testing when the outfitter's supervisor or other member of management has a reasonable suspicion that an accident that seriously damaged a Company vehicle, machinery, equipment or property, or that resulted in an injury to the outfitter or another outfitter requiring offsite medical attention, was the result of the outfitter being under the influence of unlawful drugs (including marijuana) and/or alcohol.

The Company may also conduct drug tests upon return to work, post-rehabilitation, and in any situation where it is required to do so by state or federal law.

Testing Procedures

Drug and alcohol testing under this policy will be administered by a qualified third-party provider at an independent testing facility and in compliance with applicable state and federal laws. To the extent permitted by law, drug testing also may be administered on-site utilizing FDA-approved testing devices. Positive drug tests will undergo confirmatory testing in accordance with applicable law.

Bass Pro will pay for the full cost of any testing required by this policy. Current outfitters required to submit to testing under this policy will be compensated at their regular rate of pay for time spent undergoing the testing, and then will be suspended without pay pending the results of the drug or alcohol test. If the results of the test are negative, the outfitter will receive back pay for the duration of the suspension.

An outfitter suspected of impairment will not be permitted to drive. The outfitter's supervisor, management, or human resources will arrange for transportation for the outfitter.

Consequences

Applicants who test positive, refuse to submit to required testing, or who fail to complete the test will have their conditional job offers withdrawn and will be ineligible for employment for a period of 90 days. Applicants may re-apply after this 90-day period and will be subject to testing required by this policy at that time.

Outfitters who test positive, refuse to submit to required testing, or who fail to complete the test will be subject to discipline, up to and including termination of employment. In such situations, the Company also has discretion to require participation in an approved drug assistance or rehabilitation program as a condition of continued employment to the extent permitted by applicable law. Participation in an approved drug assistance or rehabilitation program does not prevent, nor replace, appropriate disciplinary action.



The Company maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist outfitters who are recovering from substance and alcohol dependencies and request assistance from the Company. However, outfitters may not request an accommodation after a conduct or policy violation has occurred to avoid discipline for the conduct or policy violation.

Confidentiality

All records relating to an applicant or outfitter's drug and alcohol test results will be kept confidential to the extent required by law and will be maintained separately from the outfitter's employment file.

Employee Assistance Program

Bass Pro provides an Employee Assistance Program (EAP) through a third-party administrator. The EAP is available to all outfitters and their eligible dependents and is designed to help individuals manage personal, family, and work/life issues, including but not limited to substance abuse issues. Outfitters can access additional information about the EAP in Workday or by contacting the Human Resources Department.

1.6 WORKPLACE VIOLENCE

We are strongly committed to providing a safe workplace and protecting our outfitters, vendors, customers, and visitors from acts or threats of violence. The purpose of this policy is to minimize the risk of personal injury to outfitters, vendors, customers, and visitors, and damage to Company and personal property.

Threats, threatening language, or any other acts of aggression or violence made toward or by any Company outfitter will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, bullying, aggressive or hostile behavior (including but not limited to, shouting, using profanity, throwing objects, or fighting), menacing gestures, flashing of weapons, stalking, or any other hostile, aggressive, injurious, and/or destructive action undertaken for the purpose of domination or intimidation, harassment, and/or coercion. This includes cyberbullying behavior conducted through use of a computer, cell phone, or other device that transmits electronic information, regardless of whether the device is owned by or located at the Company or connected to the Company network. This list is illustrative only and is not exhaustive. No form of workplace violence will be tolerated.

Personal weapons are prohibited on Company premises during work hours unless such prohibition is restricted by applicable law.

It is important for Bass Pro to be aware of any potential danger in our workplaces. Outfitters must immediately report all potentially dangerous situations, including threats by coworkers or by third parties, to any member of management with whom they feel comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All complaints of workplace violence will be promptly investigated. No outfitter will be subjected to retaliation, intimidation, or disciplinary action as a result of reporting a threat in good faith under this policy.



Outfitters determined by Bass Pro to have violated this policy will be subject to disciplinary action, up to and including termination of employment. Questions about this policy should be directed to management.

1.7 GUN CONTROL ACT

Bass Pro is a licensed firearms dealer under the Federal Gun Control Act of 1968 and requires all outfitters working at any retail location or distribution center, or whose positions involve possession, management or sale of firearms, to qualify for gun ownership in accordance with applicable federal and state laws. Applicants who receive an offer for retail or distribution center positions must complete a Gun Control Act Questionnaire prior to beginning work. The questionnaire will be sent automatically via Workday as part of the pre-employment screening process. Applicants who are prohibited from purchasing or possessing firearms will be ineligible for employment and will be so notified by the appropriate Company official.

If an outfitter's questionnaire responses change at any time during the course of their employment, they must notify Human Resources Compliance within five (5) business days. This includes, but is not limited to, criminal arrests or charges for drug-related, felony, or domestic violence offenses, or restraining orders entered against the outfitter for any domestic violence offense. An annual attestation of questionnaire responses may be required for certain positions. Outfitters who are prohibited from purchasing or possessing firearms may be subject to immediate termination of employment. Outfitters who fail to disclose information on a questionnaire or fail to report under this policy will be subject to disciplinary action, up to and including termination of employment.

1.8 OPEN DOOR POLICY

We all know from time to time, questions and concerns may arise regarding Company policies and procedures. We believe our outfitters should be afforded the means by which to have their voices heard and their questions answered. It is our desire to foster an environment in which you can bring your concerns to the attention of the Company as soon as possible. They will be reviewed in confidence (to the extent practicable), and you may be sure a fair and impartial assessment will be given concerning each problem.

Outfitters are encouraged to take their questions or concerns to their direct supervisor. If a satisfactory solution is not reached, or if the outfitter feels uncomfortable speaking with their supervisor for any reason, they may take the matter to the Human Resources department or another member of management with whom the outfitter is comfortable. If the outfitter desires to remain anonymous, they may report the matter using the Outfitter Ethics Hotline at 1-844-783-5360 or online at www.basspro.ethicspoint.com.

1.9 SUGGESTIONS

As the Company prospers, so do you. We constantly look for better ways and means of doing things, and we look to you, our outfitters, to supply new and helpful ideas. The combined effort, thought, and input of all outfitters will allow us to remain both efficient and progressive. We are always open to suggestions for improving methods of production in any department. We also welcome all suggestions you may have on safety or on ways to improve working conditions in the Company. Outfitters are encouraged to make suggestions which will save time, increase



production, promote health and safety, and reduce waste. All suggestions are gladly received and carefully considered.

Your constructive suggestions or comments may be submitted in writing through our Express Yourself Program. Express Yourself forms are available in many locations throughout our facilities. After completing an Express Yourself form, you may mail it to us, drop it in the locked box provided, or bring it directly to the Human Resources department.

1.10 UNION AFFILIATION

Bass Pro Shops is committed to providing a good working environment in which our outfitters cooperate and have a voice. We feel that any third-party involvement (including a union) is unnecessary. From time to time, our outfitters may have problems which require special attention. This Handbook explains how your questions, complaints, and problems can be resolved through the cooperation of other outfitters and management. We encourage outfitters to speak up and take advantage of these processes. The direct personal relationship between Bass Pro outfitters and their supervisors / managers ensures the best environment for achievement of individual and company goals. We are proud that our outfitters provide their own representative voice, and we feel that third-party involvement, such as unions, would not benefit outfitters, customers, or the company.

1.11 HUMAN RESOURCES CONTACT INFORMATION

HR Q&A	HRSupportCenter@basspro.com	1-417-873-4357, Option #2
Benefits	HRBenefits@basspro.com	
Compliance	HRCompliance@basspro.com	
Immigration	Immigration@Basspro.com	
Outfitter Ethics Hotline	www.basspro.ethicspoint.com	1-844-783-5360
Payroll	HRPayroll@basspro.com	
Learning & Dev	Learning@basspro.com	
Wellness	Wellbeing@basspro.com	

2 WORKING AT THE COMPANY

2.1 EMPLOYMENT CLASSIFICATIONS

All outfitters fall within one of the following classifications:

- **Full-time outfitters** regularly work 30 hours or more per week.
- **Part-time outfitters** regularly work less than 30 hours per week or on an irregular basis as needed.
- **Temporary outfitters** are either hired for a specific purpose or time period which generally does not exceed six months. A temporary outfitter may work a full-time or part-time schedule. Temporary outfitters may also be referred to as **Seasonal Outfitters**.
- **PACE outfitters** are hired for specific assignments and work as needed. PACE outfitters' schedules will depend on their assignment and business needs. PACE outfitters are not eligible to receive benefits.



In addition to the above classifications, all outfitters are categorized as either “exempt” or “non-exempt.” Pursuant to federal and state wage and hour laws, exempt outfitters receive a fixed salary intended to cover all hours worked, including any hours worked in excess of 40 in a workweek or overtime as defined by applicable state law, and do not receive overtime pay. Non-exempt outfitters are paid an hourly rate and receive overtime pay in accordance with applicable law as explained below.

Outfitters are informed of their initial employment classification and status as exempt or non-exempt upon commencing employment. If an outfitter changes position during his/her employment as a result of a promotion, transfer, or otherwise, management will inform him/her of any change in his/her job classification. Outfitters should consult their immediate supervisor and/or Human Resources with any questions or concerns regarding this status.

2.2 LENGTH OF SERVICE

Your length of service is the duration of your latest period of unbroken service with the Company. The date it begins is your latest date of hire or re-hire. If an outfitter is re-hired within 30 days of their date of termination, their length of service will be determined by the date of their initial hire.

2.3 OUTFITTER ELIGIBILITY AND WORK AUTHORIZATION

The Company is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration and employment laws. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States within 72 hours of commencing employment. If the outfitter cannot verify his or her right to work in the United States within 72 hours of employment, the Company will be required to terminate his/her employment immediately. Sponsored outfitters can email immigration@basspro.com with questions or updates.

2.4 PERFORMANCE REVIEWS

Full-time and part-time outfitters may receive an annual performance review. Reviews will be completed and managed in Workday. Details regarding timing and procedures for reviews will be provided by your supervisor.

2.5 ADVANCEMENT

Bass Pro Shops believes that one of the best sources of applicants to fill our job vacancies is our current work force. We encourage outfitters to apply for a promotion or transfer to a new position for which they are qualified. The Company will consider an outfitter’s skills, aptitude, and work record when deciding their qualifications for the position sought. Recommendations from managers are very important factors in these decisions. Specific departments may establish prerequisites for advancement. Outfitters should contact their supervisor for additional information.

Posted positions can be viewed within Workday. Not all open positions will be posted, and job openings based on restructuring under the same director within a department are not required to be posted. Jobs are generally posted for at least five calendar days. The Company reserves the



right to seek to fill open positions solely from external sources or internally and externally simultaneously.

Questions should be referred to the HR Representative for your location. For Base Camp inquiries, please refer to your HR business partner or the Talent Acquisition team.

Bass Pro Shops is an Equal Opportunity Employer (EOE) and seeks to create an inclusive workplace that embraces diverse backgrounds, life experiences, and perspectives.

2.6 REFERRAL OF NEW OUTFITTERS

An outfitter Referral Program has been established to encourage current outfitters to recommend applicants to the Company. This program applies to all regular positions. The outfitter must go into the Workday system to refer a candidate. An award will be given if the candidate is hired and completes 90 days of employment.

2.7 EMPLOYMENT FILES

Bass Pro maintains an employment file for each outfitter. Employment files are confidential and are maintained in the Workday system by the Human Resources department. Outfitters will be provided with access to their employment files in accordance with applicable state law.

Requests for employment files must in writing directed to HR Compliance and will be addressed as appropriate based on applicable state and federal law. Circumstances may require a subpoena prior to the release of any employment files.

2.8 PRIVACY AND INFORMATION COLLECTION

The Company respects the privacy of our outfitters and seeks to safeguard personal outfitter information in its possession to ensure the confidentiality of such information. As your employer, we collect the following categories of information and use the information for the purposes noted below.

Identifiers - This information includes your name, contact information, Social Security number, bank account information and other information that can be used to identify you and family members who participate in benefits offered to you. We use this information to verify your identity, for security purposes and to administer our hiring and employee management functions including payroll, direct deposits, tax withholdings, benefits management, and so on.

Characteristics of protected classifications - This information includes data about you that relates to your gender, sexual preference, ethnicity, religion, age, and other similar types of information that is protected by local, state and federal law. We use this information to comply with our legal obligations including establishing that we do not discriminate in our hiring or employment practices.

Commercial information - This information includes transactions that you may have with us if you transact business with us. We use this information to complete transactions that you request and to enforce those contracts.



Internet or other electronic network activity information - This information includes statistical and other information that is automatically collected by our computer systems when you visit our site, access our network, use company provided or supported computers or devices, or otherwise interact with us electronically. This type of information includes device identifiers, browser used, internet usage, use of applications, access to, creation of or modification to documents on our systems, and so on. We use this to monitor activity on our website and our computer networks and for security purposes.

Geolocation information - We collect information about your location to administer our hiring and employment management functions.

Professional-related, educational-related, and employment-related information - This information includes your professional qualifications, education history, and work history as well as references you provide. It also includes your personnel records and benefits. We use this information in our hiring and employee management functions.

If you have any questions regarding the privacy or information collection policy, please contact your supervisor or Human Resources representative.

3 WORK HOURS AND COMPENSATION

3.1 HOURS OF WORK

Bass Pro's workweek begins on Sunday at 12:00 AM and ends on Saturday at 11:59 PM. Our working hours vary from department to department. Your supervisor will familiarize you with your basic schedule. If you have any questions about your schedule, you should speak with your manager or supervisor to avoid any misunderstanding.

Due to business needs, your work schedule may vary. The number of hours you are expected to work may increase or decrease and you will be given as much advance notice of schedule changes as possible. We appreciate your cooperation and will try to accommodate your personal scheduling needs whenever possible.

3.2 MEAL AND REST PERIODS – NON-EXEMPT (HOURLY) OUTFITTERS

Non-exempt outfitters are provided with meal and rest periods during the course of each shift. The timing, number, and length of meal and rest periods will be determined in accordance with applicable federal, state, and/or local laws and will be provided to outfitters by their supervisor.

Meal and rest periods are intended to provide non-exempt outfitters an opportunity away from work. Outfitters will be relieved of all work-related duties and are not permitted to work during any unpaid break. Supervisors and managers are prohibited from requiring or encouraging non-exempt outfitters to perform work during meal or rest periods. For your rest and relaxation during break periods, meal breaks, or before work, the Company has provided special break areas.



Where state and/or local law imposes more specific requirements regarding break time, the Company will comply with those requirements. For additional information please see your state Handbook supplement (if applicable) or contact your supervisor or Human Resources.

3.3 LACTATION ACCOMMODATION

Outfitters who are nursing mothers are eligible to take reasonable breaks under this policy to express breast milk for the outfitter's infant child for up to one (1) year after the child's birth. To request a lactation break accommodation, outfitters should contact the Human Resources department.

Bass Pro will reasonably accommodate an outfitter's request for lactation break accommodation and will provide a designated lactation room, other than a bathroom stall, that is private, shielded from view, and free from intrusion from coworkers and the public. This area may include the outfitter's private office, if applicable.

If possible, the break time must run concurrently with rest and meal periods already provided to the outfitter. Outfitters who use their regular paid rest periods are paid during such breaks. Outfitters who use an unpaid meal break or additional non-working time to express breast milk should let the Human Resources department know, and generally such time will be unpaid, except as otherwise required by applicable law. Because exempt Outfitters receive their full salary during weeks in which they work, exempt outfitters who need a lactation break accommodation do not need to report any extra break time as unpaid. The Company may not be able to provide additional break time if doing so would seriously disrupt the Company's operations.

Where state law imposes more specific requirements regarding the break time or lactation accommodation, the Company will comply with those requirements. Outfitters can contact Human Resources with questions regarding this policy.

3.4 OVERTIME – NON-EXEMPT (HOURLY) OUTFITTERS

While the Company tries to avoid overtime work as much as possible, occasionally business needs may make it necessary for our outfitters to work overtime. When possible, advance notification of overtime assignments will be provided. Overtime assignments will be distributed as equitably as practical to all outfitters qualified to perform the required work. The opportunity to work overtime is at the discretion of management and is based on departmental needs.

Any overtime you work must be authorized by your department supervisor before the overtime work is done. Any non-exempt outfitter who works overtime is compensated at the rate of one and one-half times (1½) his/her normal hourly wage rate for all time worked in excess of forty hours each workweek, or as otherwise required by applicable law. All overtime worked will be paid as required by applicable law. If an outfitter fails to obtain advanced authorization to work overtime, the outfitter may be subject to discipline, up to and including termination of employment.

3.5 TIME KEEPING – NON-EXEMPT (HOURLY) OUTFITTERS

We use electronic time-keeping clocks to make certain we have complete and accurate time records and that all non-exempt outfitters are paid accurately. When you begin work at Bass Pro, you will be given an ID badge that has your outfitter number on it. You should memorize your



outfitter number as it will be used by you in several important ways during your association with Bass Pro Shops.

Non-exempt outfitters are required to clock in at the beginning of each workday and clock out at the end of each workday, and must comply with the following requirements:

- Clock in no earlier than 5 minutes prior to your scheduled starting time without prior authorization.
- Clock out and in for unpaid breaks, such as meal periods.
- Promptly clock out at the end of your shift and no later than 5 minutes after your shift is scheduled to end, except for instances of overtime approved pursuant to the overtime policy.
- Do not clock in/out for another outfitter or have another outfitter clock in/out for you.

Non-exempt outfitters are prohibited from performing any work “off the clock.” This includes, but is not limited to, using a mobile device to access a Company email account. In some circumstances, non-exempt outfitters may be authorized to perform work remotely. In those instances, the outfitter will receive information regarding remote timekeeping. Non-exempt outfitters who are approved for remote work are required to follow this timekeeping policy.

Since outfitter time records are vital for payroll purposes, outfitters must immediately inform management if they fail or otherwise forget to clock in or out before or after any working time, including if the outfitter performs any work while off the clock. Failure to comply with this policy may result in discipline, up to and including termination of employment.

3.6 PAYROLL

Non-exempt (hourly) outfitters will be paid weekly each Friday for all time worked during the previous workweek and exempt (salaried) outfitters will be paid bi-weekly every other Friday for all time worked during the current biweekly period, unless otherwise required by applicable law.

Outfitters will receive earnings statements (electronic unless required by applicable law) that itemize the outfitter’s earnings and any deductions. The Company is required by law to make deductions from your pay for federal, state, and local (as applicable) income taxes and Social Security (FICA) taxes, deductions required by wage garnishment, child support, and other income-withholding orders or notices, and other deductions as may be required by state law. Bass Pro may also make other deductions you have authorized, such as group insurance premiums or voluntary contributions to a retirement plan.

Upon receipt of each earnings statement, outfitters should verify immediately that their working time was recorded accurately, and they were paid correctly for all hours worked. Outfitters who believe there is an error in their pay, including that they have been overpaid or underpaid, that improper deductions have been made from their pay, that they have been misclassified as exempt from overtime pay, or that their pay does not compensate them for all hours worked, must immediately bring the matter to the attention of their immediate supervisor and/or Human Resources. The Company will promptly investigate and resolve the matter, including if applicable, reimbursing any improper pay deductions.

3.7 SAFE HARBOR POLICY FOR EXEMPT OUTFITTERS



Exempt outfitters receive a salary that is intended to compensate for all hours worked for the Company. This salary is established at the time of hire. While it may be subject to review and modification from time to time, such as during salary review times, the salary is a predetermined amount that is not subject to deductions for variations in the quantity or quality of work to the extent of applicable law.

4 OUTFITTER BENEFITS

4.1 BENEFITS OVERVIEW

In addition to good working conditions and competitive pay, it is the Company's policy to provide a combination of supplemental benefits to all eligible outfitters. In keeping with this goal, each benefit program has been carefully devised. These benefits include insurance benefits and other benefits, such as vacations and holidays.

The next few pages contain a brief outline of the benefits programs the Company provides for outfitters and their families. Of course, this information is only guidance and does not attempt to cover all the details contained in formal benefit plan documents. Additional information is contained in each plan's Summary Plan Description ("SPD") available separately. SPDs may be revised from time to time. Specific provisions of the plans, including eligibility, benefits, and actions you (or your beneficiaries) must take to request and support a claim for benefits will be governed solely by the terms of the official plan document. The official plan documents are available for review upon request to the Human Resources department. The terms of the official plan documents shall govern over any summary of the plans, including this Handbook and/or SPDs.

Further, the Company (including the officers and administrators who are responsible for administering the plans) and/or the plan administrators retain full discretionary authority to interpret the terms of the plans as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit eligibility and entitlement.

While the Company intends to maintain these outfitter benefits, it reserves the absolute right to modify, amend, or terminate these benefits at any time and for any reason.

Questions regarding benefits may be directed to Base Camp Benefits department.

4.2 HOLIDAYS

Bass Pro currently recognizes six paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

White River Marine Group manufacturing locations recognize seven paid holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day.

If any of the paid holidays falls on a weekend, the holiday typically will be observed either on the actual holiday, on the Friday before, or the Monday after the holiday weekend, depending upon



current business demand. In such cases, management will advise you of the holiday schedule in advance.

Regular full-time and part-time outfitters are eligible for holiday pay. To qualify for holiday pay, eligible non-exempt outfitters must have completed 90 days of employment. Outfitters on a leave of absence do not qualify for holiday pay.

Full-time hourly outfitters will receive eight hours of holiday pay at the regular straight-time rate for each paid holiday. Part-time hourly outfitters will receive four hours of holiday pay at their straight time rate of pay for each paid holiday. Hours used to calculate holiday pay are NOT considered hours worked for the purpose of computing overtime in the payroll week of the holiday.

Occasionally, it may be vital to our business for you to work on a holiday. Our outfitters are expected to work if scheduled. Non-exempt outfitters will be paid one and one-half times their regular hourly rate for all hours worked on a recognized holiday. Eligible non-exempt outfitters will also receive holiday pay. Hours actually worked on the holiday will be used in the computation of overtime in the payroll week of the holiday.

4.3 SICK LEAVE

The Company provides paid sick leave to all full-time exempt (salaried) and non-exempt (hourly) outfitters. Part-time, temporary, and PACE outfitters are not eligible for sick pay unless required by state or local law. Paid sick time is paid at the outfitter's current rate of pay and is not included in the computation of overtime.

Absence for more than five days in a single occurrence requires a doctor's statement releasing the outfitter to come back to work.

Unless otherwise required by applicable law, sick leave will not be paid out or retained upon termination and will not be reinstated for rehires.

To the extent any applicable paid sick time/leave law or ordinance provides any greater rights than set forth in this policy, such provisions are incorporated by reference for covered outfitters.

Full-time Non-Exempt (Hourly) Outfitters

Paid sick time for full-time non-exempt outfitters begins accruing on their first day of employment and they are eligible to accrue and use up to 40 hours per calendar year, unless higher maximum annual accrual/usage is required by state or local law. The sick pay accrual rate is 1 hour for every 30 hours worked, unless a higher rate is required by state or local law. Full-time hourly outfitters are eligible to use sick pay hours as soon as they are accrued beginning on day 1 of an applicable absence and are allowed to use sick pay in 1-hour increments, unless otherwise required by state or local law.

The Company will allow full-time non-exempt outfitters to carry over up to 40 hours of unused sick pay into the next calendar year unless a higher maximum carryover is required by state or local law. Outfitters are only able to use up to 40 hours of sick time per calendar year.

If an outfitter moves from part-time, temporary, or PACE status to full-time, sick pay accrual begins on the date of the status change. If an outfitter moves from full-time status to part-time, temporary,



or PACE, sick pay accrual would stop on the date of transfer, unless otherwise required by state or local law.

In the event of a major illness or serious accident which may cause a non-exempt outfitter to need earning replacement beyond the sick pay listed above, outfitters can apply for outfitter-paid Short-Term and Long-Term Disability coverages, if enrolled. Bass Pro offers the opportunity to enroll in outfitter-paid Short-Term and Long-Term Disability upon hire or during annual open enrollment.

Exempt (Salaried) Outfitters

Except as otherwise required by applicable law, salaried outfitters receive 40 hours of sick leave as of January 1 each year, or as of the outfitter’s first day of employment for new hires. Sick leave is available for use as soon as it is granted and must be used in 8-hour increments. Sick leave is paid at the outfitter’s current rate of pay. Unless otherwise required by applicable law, unused sick leave will not carry over at the end of each calendar year.

In the event of a major illness or serious accident which may cause a salaried outfitter to need earning replacement beyond the sick pay listed above, the Company provides company-paid Short-Term and Long-Term Disability coverages.

4.4 VACATION

We all perform better if we take some time away from our jobs during the year. To encourage outfitters to take a refreshing break from our work each year, the Company grants paid vacations to regular full-time and part-time non-exempt (hourly) and exempt (salaried) outfitters. Seasonal, temporary, and PACE outfitters are not eligible for vacation time unless otherwise required by applicable law.

Non-Exempt (Hourly) Outfitters

Non-exempt outfitters may use vacation hours in 1-hour increments. Vacation hours are granted on the anniversary date of the qualifying anniversary year.

Vacation eligibility is based on the following schedule:

Years of Service	Vacation Hours
0-1 years	0 hours
1-6 years	Up to 80 hours
7-13 years	Up to 120 hours
14 years +	Up to 160 hours

Full-time non-exempt outfitters who work at least 1,560 hours during their vacation eligibility year will be granted their full vacation hours based on their years of service. Full-time and part-time hourly outfitters who have worked between 1,040 and 1,560 hours during their eligibility year will receive prorated vacation time based on actual hours paid. Full-time and part-time non-exempt outfitters who have not worked at least 1,040 hours during their eligibility year are not eligible to receive vacation during the following year.

Accrual is based on actual hours paid, including paid time off. Hours excluded from accrual are Short-Term Disability and Long-Term Disability.



Vacation time must have supervisor approval and outfitters should request preferred vacation time as far in advance as possible by contacting their supervisor and submitting a request via Workday. Every effort will be made to schedule the outfitter's vacation at that time. Vacation requests will be considered on a first-come first-served basis. Bass Pro reserves the right to reschedule vacations due to staffing requirements. Further, we reserve the right to mandate the use of vacation time in certain instances, to the extent permitted by applicable law.

Vacation time can be used in the year it is earned and is not accumulated from one year to another, unless otherwise required by applicable law. Vacation time will be paid at the outfitter's rate of pay in effect at the time of the scheduled vacation. Outfitters will not be permitted to take more than two weeks of vacation at one time. Paid vacation time off is not counted as hours worked for purposes of calculating overtime.

If an outfitter moves from full-time or part-time status to seasonal, temporary, or PACE, vacation accrual would stop, and unused vacation time will be paid out on the transfer date. Unused vacation earned as of the last anniversary date continues to be payable upon termination. Hours worked since the last anniversary will not be used to calculate earned vacation, unless otherwise required by applicable law.

Vacation time must be taken to be paid; cash will not be paid in lieu of time off. However, White River Marine Group outfitters who work at manufacturing plant locations will be paid for any unused vacation time (earned as of last anniversary date) upon reaching their next anniversary.

Exempt (Salaried) Outfitters

Exempt outfitters are granted vacation hours as of January 1 each year or as of their first day of employment for new hires. Exempt outfitters will be granted their additional week of vacation on January 1 in the year in which they reach their 1st, 7th, and 14th anniversary. Vacation time is available for use as soon as it is granted and must be used in 8-hour increments.

The Company grants paid vacation time to salaried outfitters as follows:

Years of Service	Vacation Hours
0-1 years	40 hours
1-6 years	80 hours
7-13 years	120 hours
14+ years	160 hours

Outfitters should request preferred vacation time as far in advance as possible by contacting their supervisor and submitting a request via Workday. Every effort will be made to schedule the outfitter's vacation at that time. Vacation requests will be considered on a first-come first-served basis. Bass Pro reserves the right to reschedule vacations due to staffing requirements. Further, we reserve the right to mandate the use of vacation time in certain instances, to the extent permitted by applicable law.

Vacation time can be used in the year it is earned and is not accumulated from one year to another, unless otherwise required by applicable law. Vacation time will be paid at the outfitter's rate of pay in effect at the time of the scheduled vacation. Outfitters will not be permitted to take more than two weeks of vacation at one time. Vacation time must be taken to be paid; cash will not be paid in lieu of time off.



Upon termination, for outfitters with less than 7 years of service, the Company will pay out any unused vacation from the January 1 grant based on year to date months of service through the month of termination (prorated at 1/12 per month for payout purposes), unless otherwise required by applicable law. For outfitters with more than 7 years of service, the Company will pay out any unused vacation based upon the January 1 grant.

4.5 PERSONAL DAYS (EXEMPT OUTFITTERS)

Bass Pro provides paid time off for personal days for exempt (salaried) outfitters. Each salaried outfitter receives 2 personal days (16 hours) as of January 1 each year, or as of their first day of employment for new hires. Personal days are available for use as soon as they are granted and must be used in 8-hour increments. Personal days may be taken for a variety of purposes, including but not limited to time off for holidays that are not included in the Company's paid holidays.

Outfitters should request preferred personal days as far in advance as possible; every effort will be made to accommodate the requested time. However, it may be necessary to reschedule due to staffing requirements. Further, we reserve the right to mandate the use of personal days in certain instances, to the extent permitted by applicable law. Unused personal days will not carry over at the end of each calendar year. Personal days will be paid at the outfitter's rate of pay in effect at the time it is taken.

Personal days must be taken to be paid; cash will not be paid in lieu of time off. Remaining personal days will be paid out upon termination.

4.6 HEALTH INSURANCE & BENEFITS

Full-time outfitters may participate in the Company's group health insurance program upon completion of 90 days of employment (non-exempt outfitters) or upon hire (exempt outfitters). Under these plans, full-time outfitters will receive comprehensive health insurance coverage for both the outfitter and the outfitter's eligible family members. Available coverage currently includes medical and prescription drug benefits, dental, vision, life, disability, Flexible Spending Accounts, Health Savings Accounts, and voluntary benefits. Part-time outfitters are also eligible for some benefits. Temporary and PACE outfitters are not eligible for benefits.

Summary Plan Descriptions (SPDs) are available to outfitters describing the benefits in greater detail. Please refer to www.bassprobenefits.com to find SPDs for detailed plan information. Outfitters can contact Human Resources with questions regarding this policy or to obtain a copy of plan documents. A list of eligible benefits is presented when you access your enrollment through Workday.

Continuation of Benefits During Leave

During periods of Company-paid leave, the Company will deduct the outfitter's portion of any applicable contributions or premiums as a regular payroll deduction.



During any period of unpaid leave (FMLA, Military, or other medical/personal leave as described below), benefits will be maintained as follows:

- For the first four (4) weeks of leave, the outfitter's current Medical, Dental, and Vision elections will remain in force and the Company will pay both the Company's and the outfitter's portions of contributions/premiums. The outfitter will be responsible for any other voluntary elected benefits (except HSA, FSA, and 401K) from the date of leave. This includes any supplemental life, disability plan, and voluntary benefits.
- After four weeks, the outfitter will be responsible for the outfitter's elected Medical, Dental, and Vision contributions/premiums, in addition to the voluntary elected benefits.

The outfitter must make arrangements with HR Benefits prior to taking leave to pay their portion of any applicable contributions/premiums each month.

The Company's obligation to maintain any coverage ceases if an outfitter's contributions/premium payments are more than 30 days late. If an outfitter's payment is more than 15 days late, the Company will send a letter notifying the outfitter that coverage will be dropped on a specified date unless the payment is received before that date.

If the contributions/premiums are not paid as described above, the outfitter's coverage will be considered terminated as of the date of last payment. Loss of coverage due to nonpayment of premiums may disqualify COBRA continuation and conversion options. At the time the outfitter returns to work, their benefit eligibility is reinstated based upon their current status and new benefit elections can be made if applicable. In lieu of payment, any uncollected benefit contributions remaining in arrears may be collected through payroll deductions.

Unless otherwise required by applicable law, Company benefits will cease upon the expiration of six (6) months from the date an outfitter begins a leave of absence. Outfitters will be provided with information regarding available COBRA or continuation options, if any.

Please contact HR Benefits with any questions regarding benefits or continuation of benefits during approved leave.

4.7 RETIREMENT PLAN

Eligible outfitters may participate in the Company's 401(k) plan. Outfitters will receive an SPD describing the benefit in greater detail. Please refer to the SPD for detailed plan information. Outfitters can contact Human Resources with questions regarding this policy or to obtain a copy of plan documents.

4.8 WORKERS' COMPENSATION

All outfitters, upon commencing employment, are covered under our Workers' Compensation policy which is paid for by the Company. Accidental injuries which occur during working hours or conditions caused by work activities are covered under our Workers' Compensation policy. This insurance provides for the payment of medical expenses and weekly compensation payments during the period of an outfitter's work-related injury or illness.

Outfitters must report all injuries, no matter how minor, to management immediately, in accordance with the Safety Policy. To be eligible for Workers' Compensation benefits, you must



be treated by a Company-designated physician or medical facility, in accordance with applicable law. Claim forms must be filed promptly to ensure claims are processed and Company records are prepared properly. Outfitters are required to cooperate with all Company initiated accident or incident investigations. Failure to follow Company procedures may affect outfitters' eligibility to receive Workers' Compensation benefits.

During an approved Workers' Compensation leave, an outfitter's benefits will be continued as explained in Section 4.6 of this Handbook. Outfitters with questions regarding continuation of benefits during leave should contact HR Benefits at HRBenefits@basspro.com.

To the extent permitted by law, any time off based on workers' compensation or any similar state family and medical leave law will run concurrently with time off granted under the Family and Medical Leave policy for eligible outfitters.

4.9 OUTFITTER DISCOUNTS

Outfitters, their spouses, and their children (defined as living in the same household and considered a dependent under IRS/CRA regulations) are eligible to obtain discounts on various products and services offered by the organization. This discount program is offered to outfitters so they may make purchases for their personal and gift needs.

An outfitter must present his/her ID badge and outfitter number prior to the purchase of a product, at the time a service is scheduled for the outfitter, or at the point of return for returned merchandise. For the outfitters' spouse to obtain their discount, the outfitter must request a spouse card from Human Resources. The spouse must present the card, their own driver's license, and know the outfitter's discount number at the time of purchase. Any other immediate family member must be accompanied by the outfitter or spouse at the time of purchase.

Online purchases will require the appropriate promotion code for discounts to apply. The same rules for purchases apply to online purchases as in-store purchases. See the separate outfitter discount guide for full details at <https://bassprobenefits.com/>.

Outfitters are prohibited from abusing the outfitter discount policy. This includes, but is not limited to:

- Providing their ID badge or outfitter number to any other person to obtain a discount under this policy;
- Purchasing items at a discount and providing them to another person in exchange for payment, reimbursement, or other personal gain;
- Purchasing items at a discount and selling the items for profit; and
- Purchasing items at a discount and returning them for a full refund.

This list is illustrative only and is not intended to address all circumstances that violate this policy. Outfitters who have questions can contact their Human Resources representative. Outfitters who abuse the discount program are subject to disciplinary action, up to and including termination of employment.

Details regarding terms, requirements, limitations, and specific discounts are available on Workday. Note: All discounts and offerings are subject to change at any time in order to meet the needs of our customers and our business.



4.10 TIME OFF

4.10.1 Jury Duty/Witness Time Off

The Company realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All outfitters are allowed time off to perform such civic service as required by applicable law.

Outfitters are expected to provide the Company with proper notice of their request to perform jury duty and with verification of service. The request and the verification must be placed in the Workday system. Management should be informed of the expected length of jury duty service. If the required absence presents a serious conflict for management, outfitters may be asked to try to postpone jury duty. Outfitters must report to work for the major portion of the day if excused by the court during regular working hours or released from jury duty earlier than expected.

Outfitters are also eligible for time off if subpoenaed as a disinterested party to appear as a witness in a trial or hearing. Outfitters who receive a subpoena to attend a trial or hearing must inform Human Resources upon receipt of the subpoena to make arrangements for leave. Bass Pro reserves the right to require outfitters to provide proof of the need to attend the proceedings to the extent permitted by applicable law.

Regular full-time and part-time non-exempt outfitters who have completed 90 days of employment are eligible for paid jury duty/witness time off. Exempt outfitters are eligible for paid jury duty/witness time off upon hire. Eligible outfitters will receive paid time off (up to a maximum of eight hours per day) for up to ten (10) days for all regularly scheduled hours missed for jury duty or witness time off, unless otherwise required by applicable law. Outfitters who need additional time off, or who are not eligible for paid time off, will be provided unpaid time off. An outfitter may choose to substitute any available accrued vacation time in place of unpaid leave. Jury duty/witness time off is not counted as hours worked for purposes of calculating overtime.

4.10.2 Bereavement

If it should be necessary for an outfitter to take off work to attend the funeral of a member of their immediate family, Bass Pro Shops will provide full-time outfitters up to three days of bereavement leave which will be paid at the outfitter's current rate of pay. For the purpose of this policy, "immediate family member" is defined as: parent, spouse, child, sibling, grandparent or grandchild. Also included are the same immediate family members of an outfitter's lawful spouse.

In addition, full-time outfitters are eligible for one day of bereavement leave per calendar year which will be paid at the outfitter's current rate of pay, if it is necessary to take off work to attend the funeral of a member of the outfitter's extended family. For the purpose of this policy, "extended family member" is defined as aunt, uncle, niece, or nephew. Also included are the same extended family members of an outfitter's lawful spouse.

Outfitters must inform their supervisor prior to commencing bereavement leave. This request must be placed in the Workday system. The Company may require verification of death and relation to the deceased.

These hours are not counted as hours worked for purposes of calculating overtime.



4.10.3 Voting

The Company will provide time off for voting in a general election for all full-time outfitters if the outfitter does not have sufficient time to vote outside of their regular working hours, unless otherwise required by applicable law. Time off under this policy will be unpaid unless otherwise required by applicable law.

Outfitters must request time off from their supervisor before taking time off to vote. Outfitters must request time off prior to the scheduled election, unless otherwise provided by applicable law.

5 LEAVE OF ABSENCE POLICIES

5.1 MILITARY LEAVE

Outfitters who are called into active military service or who enlist in the uniformed services are eligible to receive an unpaid military leave of absence in accordance with applicable federal and state laws. To be eligible for military leave, outfitters must provide management with 30 days' advance notice of their service obligations, unless they are prevented from providing such notice due to military necessity or it is otherwise impossible or unreasonable to provide such notice, in which case they should provide as much advanced notice as possible.

Military leave is unpaid. However, outfitters may choose to substitute any or all of their accrued but unused vacation or other paid time off during their military service leave. Benefits will be continued during Military Leave as described in Section 4.6 of this Handbook. Outfitters with questions regarding continuation of benefits during leave should contact Human Resources Benefits at HRBenefits@basspro.com.

Outfitters who are required to attend yearly Reserves or National Guard duty can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). Such outfitters should give management as much advance notice of their need for military leave as possible so that we can maintain proper coverage.

Outfitters whose absence does not exceed applicable statutory limitations will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Outfitters who do not report to work or apply for reemployment within the applicable timeframe will be subject to the Company's attendance policy and rules regarding unexcused absences. Nothing in this policy requires the Company to reemploy individuals who are not eligible for reemployment rights under applicable law.

Please contact Human Resources for additional information about eligibility for Military Leave and how to initiate the leave approval process. Please note that the Company may delegate its leave administration and these employer responsibilities may be performed by a contracted party authorized by the Company to carry out the employer's obligations.



5.2 FAMILY AND MEDICAL LEAVE

The Company provides family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA) and applicable state laws at the time the leave is granted.

Eligibility

Outfitters are eligible for FMLA if:

- At least 50 or more outfitters are employed within a 75-mile radius of the outfitter's work site;
- The outfitter has been employed for at least 12 months; and
- The outfitter has worked at least 1,250 hours within the previous 12 months.

Basic Leave Entitlement

Eligible outfitters may take up to 12 or 26 weeks (whichever is applicable) of unpaid, job-protected leave within the relevant 12-month period. The 12-month period is determined on a "rolling" 12-month period measured backward from the date the outfitter uses any FMLA leave.

Eligible outfitters may take up to 12 weeks of unpaid FMLA leave in a single 12-month period for any one or more of the following reasons:

- The birth of the outfitter's child and in order to care for the outfitter's child after birth, or placement of a child with the outfitter for adoption or foster care and in order to care for the newly placed child. Leave taken for these reasons must be taken within 12 months following the birth or placement of the child.
- To care for the outfitter's spouse, son or daughter, or parent (but not in-law) who has a serious health condition.
- For the outfitter's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the outfitter unable to perform one or more of the essential functions of the outfitter's job.
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty). Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, and attending post-deployment reintegration briefings.

Eligible outfitters may take up to 26 weeks of unpaid FMLA leave in a single 12-month period in order to care for a spouse, child, or next of kin who is a covered service member who has a serious injury or illness related to active duty service, as defined by FMLA's regulations.

Job Benefits and Protection

During FMLA leave, outfitter benefits will be continued as explained in Section 4.6 of this Handbook. Outfitters with questions regarding continuation of benefits during leave should contact Human Resources Benefits at HRBenefits@basspro.com.

Under most circumstances, upon return from FMLA leave, outfitters will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms and conditions, subject to the terms, limitations, and exceptions provided by law. The use of FMLA leave cannot result in the loss of any employment benefits earned prior to the start of an outfitter's leave.



Use of Leave and Intermittent Leave

Leave can be taken intermittently (in increments of no less than one hour) or on a reduced leave schedule if medically necessary due to a serious health condition or due to a qualifying exigency relating to covered military service. Outfitters must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company's operations.

To the extent permitted by law, any time off based on workers' compensation, disability leave, or any similar state family and medical leave law will run concurrently with FMLA leave under this policy.

Substitution of Paid Leave for Unpaid Leave

FMLA leave is unpaid. However, outfitters may substitute available paid time off while on unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves and the paid time will run concurrently with an outfitter's FMLA entitlement.

The Company will allow outfitters to use available paid time off to supplement any applicable paid disability benefits. Receipt of disability benefits or Workers' Compensation benefits does not extend the maximum amount of leave time to which an outfitter is eligible under the FMLA.

Notice and Certification

If the need for FMLA leave is foreseeable, an outfitter must provide at least 30 days' advance written notice. When 30 days' notice is not possible, the outfitter must provide notice as soon as practicable (within one to two business days of learning of the need for leave, except for extraordinary circumstances).

When the need for leave is not foreseeable, an outfitter must provide notice within the time prescribed by the Company's normal absence reporting policy, unless unusual circumstances prevent such notice, in which case notice is required as soon as is otherwise possible and practical. Outfitters must comply with the Company's normal absence reporting policy until they receive confirmation that FMLA leave has been approved.

Please contact your HR representative for information regarding requests for leave and how to initiate the FMLA leave approval process.

Outfitters must provide sufficient information for the company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the outfitter is unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. If an outfitter is requesting leave because of their own or a covered relative's serious health condition, the outfitter and the relevant health care provider must supply appropriate medical certification. When the outfitter requests leave, they will be notified of the requirement for medical certification and when it is due (within 15 days after certification is requested, absent exceptional circumstances). If the outfitter provides at least 30 days' notice of the need for leave, the outfitter should also provide the medical certification before leave begins. Outfitters may also be required to provide recertification supporting the need for leave.



The Company may, at its expense, require a second or third medical opinion regarding the outfitter's own serious health condition or the serious health condition of the outfitter's family member. In some cases, we may require a second or third opinion regarding the injury or illness of a covered service member. Outfitters are expected to cooperate with the Company in obtaining additional medical opinions.

The Company also reserves the right to require certification from a covered military member's health care provider if an outfitter requests military caregiver leave, and certification in connection with military exigency leave.

Outfitters must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Please note that the Company may delegate its leave administration and these employer responsibilities may be performed by a contracted party authorized by the Company to carry out the employer's obligations.

Failure to Provide Notice or Certification and to Return From Leave

Absent unusual circumstances, failure to comply with notice and certification requirements may result in delay or denial of FMLA leave.

An outfitter on FMLA leave must contact Human Resources at least one week in advance to confirm the expected date of return. If an outfitter fails to return to work at the leave's expiration and has not obtained an extension of the leave, the Company may presume the outfitter does not plan to return to work and has voluntarily terminated his or her employment.

If an outfitter takes leave because of their own serious health condition (except for intermittent leave), the outfitter will be required to provide medical certification that they are fit to resume work, as are all outfitters returning from any type of medical leave. Outfitters will not be permitted to resume work until certification is provided.

Nondiscrimination

The Company takes its FMLA obligations very seriously and will not interfere with, restrain, or deny the exercise of any rights provided by the FMLA. We will not terminate or discriminate against any individual for opposing any practice, or because of involvement in any proceeding related to, the FMLA. If an outfitter believes their FMLA rights have been violated in any way, they should immediately report the matter to Human Resources.

Additional Information Regarding FMLA

A Notice to Employees of Rights under FMLA is attached to this Handbook. Outfitters should contact Human Resources regarding any FMLA questions they may have.

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the outfitter, as provided by these laws, will apply. Outfitters should consult their state-specific supplement or contact their Human Resources representative for additional information.



5.3 OTHER MEDICAL LEAVES OF ABSENCE

Full-time and part-time outfitters who have at least 90 days of continuous service may request an unpaid leave of absence for compelling medical reasons not otherwise covered by FMLA or similar types of leave. The Company will determine whether to grant a medical leave of absence in its sole discretion. If a leave of absence is requested for health reasons, the outfitter must provide a doctor's statement to that effect. Outfitters must request a medical leave of absence at least 30 days in advance except in extraordinary circumstances where such notice is not possible, in which case the outfitter must request leave as far in advance of the anticipated need for leave as is possible. If the outfitter's need for leave is not foreseeable, the outfitter must request leave as soon as possible and must comply with Company's normal absence reporting policy. Outfitters must timely provide any requested documentation supporting the need for leave, and failure to do so may result in denial of the leave request.

Please contact your HR representative for information regarding requests for leave and how to initiate the leave approval process.

A medical leave of absence is unpaid. Outfitters can use available paid time off while on an unpaid medical leave of absence. The substitution of paid time for unpaid leave time, or the receipt of disability benefits or Workers' Compensation benefits, does not extend the length of any medical leave granted and the paid time will run concurrently with any leave granted. During a medical leave, outfitters will not earn paid time off or holidays, unless otherwise required by law.

The maximum duration for a medical leave of absence is six months. The six-month maximum duration includes any approved FMLA leave. During a medical leave of absence, outfitter benefits will be continued as described in Section 4.6 of this Handbook.

A doctor's statement releasing the outfitter to be able to work is required before the outfitter will be permitted to return to work.

Outfitters are expected to return to work following expiration of a medical leave of absence. An outfitter on medical leave must contact Human Resources at least one week in advance to confirm the expected date of return. If an outfitter fails to return to work at the leave's expiration and has not obtained an extension of the leave, the Company may presume the outfitter does not plan to return to work and has voluntarily terminated his or her employment.

Please contact Human Resources for additional information about eligibility for Medical Leave and how to initiate the Leave approval process. Please note that the Company may delegate its leave administration and these employer responsibilities may be performed by a contracted party authorized by the Company to carry out the employer's obligations.

6 PERSONAL LEAVES OF ABSENCE

Under certain circumstances, outfitters who are not eligible for any other Company leave of absence and/or have exhausted all other leave entitlements may be granted an unpaid personal leave of absence. A request for a personal leave should be presented to the outfitter's department/division head and/or Human Resources at least two weeks before the requested start of the leave, except in cases of emergency. A leave of absence is not granted automatically.



Requests are considered based on staffing requirements and the reasons for the requested leave, as well as outfitters' performance and attendance records. Please contact your HR representative for information regarding requests for leave and how to initiate the leave approval process.

Normally, personal leaves of absence are granted for a period of up to 30 days. Under unusual circumstances, a personal leave may be extended provided that a written request for an extension is made prior to the expiration of leave, and the request is granted. If an Outfitter wants to extend a leave of absence, they should contact Human Resources immediately. The determination of whether to grant the extension will be made in the sole discretion of the Company.

Outfitters can use available paid time off while on unpaid personal leave. The substitution of paid time for unpaid leave time does not extend the length of leave and the paid time will run concurrently with any personal leave granted. Upon written request, the Company will allow outfitters to use paid time off to supplement any applicable paid disability or Workers' Compensation benefits. Receipt of disability benefits or Workers' Compensation benefits does not extend the length of any personal leave granted. During a personal leave, Outfitters will not earn paid time off or holidays.

During a personal leave of absence, outfitter benefits will be continued as explained in Section 4.6 of this Handbook.

Outfitters are expected to return to work upon expiration of a personal leave of absence. An outfitter on personal leave must contact Human Resources at least one week in advance to confirm the expected date of return. If an outfitter fails to return to work at the leave's expiration and has not obtained an extension of the leave, the Company may presume that the outfitter does not plan to return to work and has voluntarily terminated his or her employment.

Upon completion of a personal leave of absence, the Company will make every effort to reinstate you to the position you held at the start of the leave. However, sometimes it is not possible to ask others to absorb your work load, and a permanent new outfitter must be hired in your place. In that case, when you return, we will attempt to place you in an available opening as close to your former position as possible, subject to prevailing business considerations. We note, however, that reinstatement is not guaranteed unless required by law.

Failure to advise management of availability to return to work, failure to return to work after notifying the Company of expected return to work, or remaining absent from work beyond the time approved by the Company is considered a voluntary resignation of employment unless otherwise prohibited by applicable law.

Please note that the Company may delegate its leave administration and these employer responsibilities may be performed by a contracted party authorized by the Company to carry out the employer's obligations.



7 SECURITY, SAFETY, HEALTH, AND RELATED POLICIES

7.1 SAFETY

The Company is committed to maintaining a safe workplace and our policy is to promote safety on the job and ensure compliance with applicable local, state and federal laws. The health and well-being of outfitters is foremost among the Company's concerns. For this reason, outfitters are expected to assist the Company in maintaining safe working conditions. Outfitters are required to follow common sense safety practices and to correct or report any unsafe condition to their supervisors, a member of management, a safety manager/coordinator, or a Human Resources representative. Safety is a state of mind and requires constant vigilance and common sense. Safety is everyone's responsibility.

The Company recognizes that the responsibilities for safety and health are shared. Thus, the Company has in place a safety and health program and provides regular training to all Outfitters regarding this program. Outfitters who have questions about the Company's safety and health program should contact their supervisor, a safety manager/coordinator, or a Human Resources representative.

Outfitters are responsible for learning the safety practices associated with their job function, the emergency procedures for their local work location, and proper reporting and escalation processes for their work location. Outfitters will be provided with safety procedures applicable to their position. If an outfitter is unsure of these practices and processes, they should contact their supervisor or Human Resources representative.

Outfitters are responsible for complying with the Company's safety rules and regulations and for continuously practicing safety while performing their duties. Outfitters are required to report to work during each scheduled workday able to safely and competently perform their job duties. If an Outfitter is unable to safely or competently perform his or her job duties for any reason they are required to inform their supervisor or Human Resources representative prior to the start of the workday.

Outfitters who observe or experience unsafe working conditions are required to immediately report the unsafe working conditions to their supervisors, a member of management, a safety manager/coordinator, or a Human Resources representative.

All workplace accidents, injuries and illnesses involving outfitters, customers, vendors, contractors, or any other person on Company premises, regardless of the severity, must be immediately reported to the supervisor or manager on duty and to human resources.

It is only through full knowledge of every accident or injury that the company can become a safer, healthier place to work for everyone. Outfitters' notification to the company of unsafe working conditions or of workplace accidents, injuries or illnesses is essential to enforcing this policy. Outfitters may be assured that they will not be penalized in any way for reporting unsafe working conditions or workplace accidents, injuries or illnesses.

Outfitters who fail to follow the Company's safety and health policies and procedures, engage in conduct that places the outfitter or any other person or property at risk, or fail to report a workplace



injury, illness, or unsafe condition are subject to disciplinary action up to and including termination of employment.

7.2 HAZARD COMMUNICATION

Across our various business units, some roles require interaction with hazardous materials. As a result, a Hazard Communication program has been established to ensure outfitters are aware of the health hazards associated with and the safety procedures required to safely work with these chemicals and materials. The program contains a procedure for the evaluation and proper labeling of chemicals within our workplace. Safety Data Sheets (SDS) are provided to all outfitters on the Company Portal. The information covers both regular use and emergency procedures. If your job function requires use of these materials you will receive training on the reading and interpreting of the related SDS and on any required protective equipment required in the use.

7.3 PHYSICAL SECURITY AND SAFETY MEASURES

Each work location is assessed regularly to ensure adequate security and safety features. These vary from location to location, but include features such as signage, lighting, access control systems, surveillance systems, locks and key control systems, emergency communication systems, fire suppression systems, security and safety officers, as well as security and safety processes and practices that are specific to the work site. Security and safety measures may change or be updated without notice.

It is important that each outfitter understand the security and safety measures and practices that are specific to their facility, cooperate in their function (do not circumvent), and report deficiencies to a member of management, the security/safety manager, or human resources representative.

7.4 EMERGENCY PROCEDURES

Each work location has designated emergency procedures to guide outfitters on actions during an emergency or crisis situation (e.g., natural disasters, medical emergencies, structure fire, accidents, security or criminal incidents, and other emergencies). It is important that each outfitter understand their responsibilities before, during, and after a crisis situation for their work location and how the team works together. Any questions should be directed to local management and/or the HR representative.

7.5 INVESTIGATIONS

The Company has designated specific persons responsible for conducting investigations on behalf of the Company, including but not limited to investigations of outfitter misconduct, violations of Company policy, workplace incidents, fraud, and theft. Only authorized outfitters are permitted to conduct investigations. Outfitters who suspect outfitter misconduct must report the matter to their supervisor, Human Resources, or the Ethics Hotline so that the Company may initiate an official investigation. Outfitters who suspect customer fraud or theft must immediately report the matter to their supervisor and/or security personnel. For the safety of outfitters, vendors, customers, guests, and visitors, outfitters are strictly prohibited from conducting unauthorized investigations or surveillance or attempting to detain any person, and retail outfitters are strictly prohibited from following any customer suspected of shoplifting outside of the retail building.



Outfitters are required to cooperate with all official Company investigations. Outfitters who violate this policy or fail to cooperate in an investigation may be subject to discipline, up to and including immediate termination of employment.

7.6 PERSONAL BELONGINGS

It is the responsibility of each outfitter to properly secure their personal belongings while at work. An outfitter may be assigned a locker, desk, cabinet or other storage container as part of their role and job assignment. It is important that these items are used as designed and that personal items and confidential materials are properly secured by the assigned outfitter.

Workplace Searches

Desks, lockers, and other storage devices are provided for the convenience of employees but remain the sole property of the Company. Bass Pro reserves the right at all times, with or without notice, to search or inspect outfitters' surroundings and possessions, including the search or inspection of clothing, offices, files, desks, lockers, bags, briefcases, containers, packages, boxes, and any Company-owned or leased vehicles, except to the extent limited by applicable local or state law. Outfitters should have no expectation of privacy while on Company premises, except in restrooms, locker rooms, or similar areas with a reasonable expectation of privacy.

Refusal to allow search or inspection may result in discipline, up to and including termination of employment.

7.7 IDENTIFICATION BADGES

Every outfitter receives an identification badge when they join the Company, issued by Human Resources or Security. All outfitters are required to have their ID badge in their possession and displayed prominently while on Company premises.

Company-issued ID badges serve multiple functions (depending upon the work location), including but not limited to validation of identity and employment. ID badges will also be required for:

- Hourly Outfitters to clock in and out at the time clock;
- Access to control systems at certain locations;
- Outfitter discount purchases at stores, restaurants, or resorts

ID badges are the property of the Company and must be returned if your employment is terminated or if otherwise requested by management.

It is the responsibility of the outfitter to keep their ID badge safe and secure. ID badges should not be left unattended, visible in unattended vehicles, or in a place where they can be stolen or compromised.

Lost, damaged, or stolen cards should be reported immediately to your supervisor, security manager, or human resources representative.



7.8 VISITOR POLICY

Other than customers and guests in our retail and hospitality locations, all visitors are required to check in with security upon entry to non-public areas of any location or facility. Visitors' identification will be validated and they will be provided with a temporary ID badge. All visitors must be escorted by an outfitter while in non-public areas of Company property. Visitors may be prohibited from certain areas, including but not limited to areas containing product inventory (such as distribution centers).

Contractors and vendors are also required to have Company issued credentials. Upon initial arrival, they are required to meet with security or local management to receive their ID badge and be provided further instruction on access.

7.9 SMOKING/TOBACCO USE

Smoking and/or the use of other tobacco products by outfitters, including use of e-cigarettes or vapes, is prohibited at all times in all areas of our facilities, including private offices, restrooms, water fountain areas, and Company vehicles. Certain locations may have designated outdoor areas where tobacco use is permitted, in accordance with applicable local and state laws.

Compliance with this policy is mandatory for all outfitters. Outfitters who violate this policy, or who tamper with "no smoking" signs, will be subject to disciplinary action up to and including termination. Outfitters with questions should discuss their issues/concerns with Human Resources. Outfitters will not be subject to retaliation for making a good faith report of violations of this policy.

8 GENERAL POLICIES AND PROCEDURES

8.1 QUALITY OF WORK

As an outfitter, your value to our Company generally is measured by the quality and quantity of the work you produce. Our Company has always placed a high value on quality. Just as customers will not buy poorly finished or inaccurate products that will not "stand up," they also will not continue buying from a Company that has poor service standards. If you are ever in doubt about the right way to proceed in your area of work, consult your supervisor. He/she will be glad to help you make the right decision to the satisfaction of the customer or guest.

8.2 STANDARDS OF CONDUCT

The Company has established standards of conduct and outfitters are expected to conduct themselves in a manner that is professional, safe, and consistent with Company policies and expectations.

Outfitters who violate the Company's standards of conduct, will be subject to discipline ranging from verbal counseling, written warning, disciplinary suspension or immediate termination of employment. The appropriate discipline will be determined by the Company's sole discretion based upon the circumstances.



While it is impractical to list every rule and its application, we include here some offenses which may result in discipline up to, and including, immediate discharge as determined by the Company's sole discretion:

- Violation of Company policies, including but not limited to the policies stated in this Handbook
- Engaging in unauthorized activity not related to your job during working time.
- Negligence resulting in injury to another outfitter or damage to property belonging to the Company, its outfitters, or contractors.
- Operation of machines and/or equipment without proper authorization.
- Failure to report an injury.
- Failure to follow any other established safety rules and procedures.
- Sleeping on the job.
- Falsifying Company records (including employment records).
- Dishonesty or Stealing.
- Deliberate action causing damage or destruction of property belonging to the Company, its outfitters, or contractors.
- Using another outfitter's ID badge or allowing any other person to use yours.
- Gaining unauthorized access to or the releasing of confidential information including computer data in violation of any applicable policy or agreement.
- Failure to maintain reasonable performance standards.
- Unprofessional conduct towards a guest or fellow outfitter.
- Violation of any other policy, rule, or procedure not specifically mentioned in this section.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

8.3 PHOTOGRAPHY AND RECORDING

In order to protect confidentiality of the Company's confidential and proprietary information, outfitters are prohibited from taking photographs or making video or audio recordings on Company property at any time. This includes recording telephone calls, except where authorized by management for legitimate business purposes.

Nothing in this policy is intended to limit or prohibit conduct protected by state or federal law, including Section 7 of the National Labor Relations Act.

8.4 ATTENDANCE

Outfitters are expected to arrive for their scheduled shifts on time and on the date scheduled. Regular attendance and punctuality are essential for the smooth operation of the Company. Excessive absenteeism or tardiness may result in disciplinary action, up to and including discharge.

There will be times when absences and tardiness cannot be avoided. Illness, family emergencies, and other unavoidable events do happen. In such cases, the outfitter is expected to notify their supervisor as far in advance as possible, but at least one hour before the start of the outfitter's workday, except in cases of extreme emergency. Outfitters must provide this notification every



day that they are absent unless specifically instructed otherwise, such as during an approved leave of absence. Failure to do this may result in disciplinary action including discharge.

One day of absence will be considered one (1) incident. If the outfitter misses consecutive days from work for the same cause, the entire time of absence will be considered as one (1) incident. If an outfitter calls in sick for five or more consecutive days, the outfitter will be required to provide their supervisor with a doctor's note on the day the outfitter returns to work, to the maximum extent permitted by applicable law.

If the outfitter fails to call in and report the absence to their supervisor within a reasonable time (not to exceed four (4) hours) following the start of the scheduled shift they will be regarded as a No Call/No Show. If the outfitter fails to report their absence for three consecutive days, they will be considered to have abandoned their job and to have voluntarily resigned from their employment with the Company.

If the outfitter fails to call in and/or report to work, it is considered as an instance of absence AND as a No Call/No Show event resulting in the next level of disciplinary action under both policies.

Some areas of the Company utilize an attendance points program as a way for outfitters to self-monitor attendance. See your HR Representative for details.

General Attendance Policy

Attendance is based on the number of incidents during any rolling 12-month period. Outfitters will be subject to disciplinary action under the following guidelines:

- Four (4) incidents will result in a Verbal Warning
- Six (6) incidents will result in a Written Warning
- Eight (8) incidents will result in a Final Warning
- Ten (10) incidents will result in Termination

No Call / No Show

- One (1) incident will result in a Written Warning
- Two (2) incidents will result in a Final Warning
- Three (3) incidents will result in Termination

Tardy / Leave Early. Tardiness occurs when an hourly outfitter is not present or ready to begin working at their assigned scheduled start time. Leaving early occurs when the outfitter leaves prior to the end of their assigned work shift. Two (2) tardies and/or leave early infractions will be considered one (1) incident of absence.

Restaurant Attendance Policy

For the restaurant division, attendance is based on the number of incidents during any rolling 6-month period. During this time, one (1) tardy and/or leave early infraction will be considered one (1) incident.

Restaurant outfitters will be subject to disciplinary action under the following guidelines:

- Three (3) incidents will result in a Verbal Warning
- Four (4) incidents will result in a Written Warning
- Five (5) incidents will result in a Final Warning



- Six (6) incidents will result in Termination.

No Call / No Show,

- One (1) incident will result in a Written Warning
- Two (2) incidents will result in a Final Warning
- Three (3) incidents will result in Termination

White River Marine Group Attendance Policy

White River Marine Group uses an Attendance Point Program that divides absences into either excused absences/leaves or unexcused absences. Points are assigned to all unexcused absences and are used to track attendance. Points themselves are **not** discipline; they are simply the way attendance can be evaluated. Outfitters should not feel they have done anything wrong if and when they receive points for an absence. The number of total points simply allows Outfitters to monitor their own attendance and determine whether they can afford to be absent or not.

Points will be assigned as follows:

- One-half ($\frac{1}{2}$) point will be assigned for missing half your scheduled shift.
- One (1) point will be assigned for missing more than half your scheduled shift.
- One-half ($\frac{1}{2}$) point will be assigned if you do not properly record your time by missing your required time to clock in or out. These points will accumulate with your Attendance Points.

Each outfitter is expected to track his or her own total attendance points to confirm Company records. The scale evaluates the previous 12-month period, from the date of calculation, based on total attendance points. The following scale will be used for corrective action determination:

<u>Total Attendance Points</u>	<u>Corrective Status</u>
0 – 3	Acceptable
4	1 st Notice
5	2 nd Notice
6	Final Warning
7	Termination

8.5 PARKING

A parking area for outfitters is set aside for your convenience and we ask our outfitters never to park in areas reserved for our customers and guests. We also ask that outfitters avoid parking in driveways or other areas which might interfere with truck traffic and avoid blocking traffic lanes. Vehicles improperly parked may be towed away at the owner's expense. Outfitters with appropriate decals/tags may use the disabled parking spaces. Outfitter parking areas will be reviewed with you by your supervisor in the departmental training process or by Human Resources, and vary with each geographical location.

We suggest you keep your car locked as the Company can assume no responsibility for outfitters' personal vehicles or their contents. If there is any vandalism, please report it to your supervisor, security, or Human Resources representative. Remember to follow all traffic signs in the parking lots. Outfitters are required to follow posted speed limit signs in all parking lots.



8.5 APPEARANCE STANDARDS

Each outfitter represents the Company, whether or not their job places them in direct customer contact. Dress codes vary depending upon department, position, and location. Outfitters in all areas of the Company are expected to exhibit a well-groomed, neat, and professional appearance at all times. Appropriate dress codes for specific locations are stated below. Any outfitter with a specific question about whether a specific item of clothing is acceptable attire for work can contact their supervisor or Human Resources for clarification.

Outfitters should not wear or display any clothing or accessories (including but not limited to pins, buttons, face coverings, and similar items) that contain any political, offensive, harassing, or discriminatory words, terms, logos, pictures, cartoons, slogans, or writing or images. Tattoos not consistent with this policy must always be covered in the workplace.

If an outfitter's appearance fails to meet the standards established by this policy, as determined in the Company's sole discretion, the outfitter may be sent home (without pay, if applicable and permitted by applicable law). Further violation of this policy may result in disciplinary action, up to and including termination of employment. Outfitters who need a reasonable accommodation due to a disability or religious belief should contact Human Resources.

Nothing in this policy is intended to prevent outfitters from wearing a hair or facial hair style that is consistent with their cultural, ethnic, or racial heritage or identity, or to limit or prohibit conduct protected by Section 7 of the National Labor Relations Act.

Base Camp and Call Centers

The appearance standards for Base camp and Call Centers are professional, business-casual clothing. Additional standards include:

1. The acceptable length of skirts and shorts is no shorter than two (2) inches above the knee. Shirts and/or blouses should cover midriff.
2. Business-casual does not include loungewear, workout clothing, or beach-style flip flops
3. Tank tops, halter tops, or spaghetti-style tops must be worn with a shirt or jacket.

Distribution Centers and White River Marine Group Plants

Safety requirements for Distribution Centers and White River Marine Group will be communicated by the Human Resources representative for the area. Appropriate Personal Protective Equipment ("PPE") may be required based on specific job duties and will be communicated to those outfitters.

Outfitters at both locations may wear casual clothing. However, outfitters are prohibited from wearing loose-fitting clothing or open-toe or open-heel shoes. Longer hair must be tied back away from the face.

Distribution Centers do not permit loose jewelry. Manufacturing does not permit jewelry of any kind due to the safety sensitive areas that have rotating parts, pinch points and electrical hazards. Further, areas within facilities that are considered "hot spots" do not permit spandex, synthetic material, or any other flammable clothing.



Retail Stores and Boat Service Centers

All outfitters are required to wear a Company-provided logo shirt and name badge. TMBC and free-standing boat locations will follow retail guidelines.

1. A sweatshirt, fleece jacket, or vest (color coordinating) with an approved Company logo may also be worn.
2. The acceptable length of skirts and shorts is no shorter than two (2) inches above the knee.
3. Shirts should be tucked in and belts worn.
4. Open-toe or open-heel shoes are not permitted.

Restaurants

1. All hourly outfitters are required to wear a Company-provided logo shirt and name badge. A sweatshirt, fleece jacket, or vest (color coordinating) with an approved Company logo may also be worn.
2. Appropriate footwear is required (non-slip; no open-toe or open-heel shoes).
3. Specific uniform requirements will be shared at the location (e.g., aprons, uniform colors, etc.)
4. Tattoos must be covered.

Outfitters are encouraged to seek the advice of their supervisor or Human Resources representative for any questions regarding appearance standards. At each location, specific requirements will be provided.

8.6 WORK AREAS AND HOUSEKEEPING

We are very proud of our facilities and ask that you help keep them neat, clean, and orderly. We are concerned not only about those areas visited by our customers, but also about the entire building and grounds. It is not only easier and more pleasant to work in a clean environment, it is also safer and more efficient. You can contribute to this effort by keeping your own work area orderly and neat.

Office environments should be tasteful, clean, and professional. Outfitters should not display any items in their work area that contain any political, offensive, harassing, or discriminatory words, terms, logos, pictures, cartoons, slogans, or writing or images. If an Outfitter displays an item in their work area in violation of this policy, as determined in the Company's sole discretion, the Outfitter may be required to remove the item from the work area. Further violation of this policy may result in disciplinary action, up to and including termination of employment.

Nothing in this policy is intended to limit or prohibit conduct protected by Section 7 of the National Labor Relations Act.

8.7 COMPUTER SYSTEM, INTERNET, EMAIL, INSTANT MESSAGING AND OTHER ELECTRONIC COMMUNICATION USAGE

The Company recognizes that use of computers, mobile devices, the Internet, and electronic communications (e.g., e-mail, instant messenger, chat, etc.) are necessary in the workplace, and outfitters are encouraged to use these assets and systems responsibly, as unacceptable use can place the company and others at risk. This policy outlines the guidelines for acceptable use of the



company's technology systems and services. Each outfitter is responsible for using these resources and systems in a productive, ethical, and lawful manner.

This policy must be followed in conjunction with other Company policies (e.g., IT and Security policies), which may be more in depth. The Company's policies prohibiting discrimination and harassment also apply to use of the Company's IT resources and communications systems. No one may use any communications or computer system in a manner that may be construed as harassing or offensive based on race, national origin, sex, sexual orientation, gender identity, age, disability, religious beliefs, or any other characteristic protected by federal, state, or local law.

Any outfitter who abuses the Company-provided access to e-mail, the Internet, or other electronic communications, assets, systems or networks, including social media, may be denied future access and, if appropriate, be subject to disciplinary action up to and including termination of employment.

The Company has established the following guidelines for outfitter use of the Company's technology and communications systems, networks and services, including the Internet and e-mail, in an appropriate, ethical and professional manner.

The outfitter's use of Bass Pro's IT resources and communications shall signify his or her understanding of and agreement to the terms and conditions of this policy.

Confidentiality and Monitoring

All technology provided by Bass Pro, including computer systems (e.g., desktop computers, laptops, tablets, mobile devices, servers, peripherals, etc.), communication networks, Company-related work records and other information stored electronically, is the property of the Company and not the outfitter. Outfitters should have no expectation of privacy whatsoever in any message, file, document, data, or any other form of information or communication created on, transmitted to, received, or printed from, or stored or recorded on, the Company's electronic information and communications systems.

Bass Pro reserves the right to examine, intercept, monitor, delete, audit, disclose, access, record, print, and/or regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite. This may be done without prior notice to and without the consent of the user.

Confidential and sensitive materials (e.g., financials, strategies, M&A activities, etc.) should be marked as confidential on the email and encrypted when sending inside or outside of the company.

Appropriate Use

Outfitters are expected to use technology responsibly and productively as necessary for their jobs. Internet access, e-mail and electronic communication use is for job-related activities; however, minimal personal use is acceptable (except for activities such as private non-Company business and personal amusement or entertainment).



Proper business etiquette should be maintained in all communications, including email and text messages. Outfitters should avoid using any inappropriate or unprofessional language or humor and should always be professional and respectful. The Company's corporate identity is attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.

Outfitters are never permitted to use Company Internet, email, or other IT resources or communications systems (including text messages or instant messages) for any inappropriate or unlawful purpose. This includes but is not limited to:

- Transmitting, retrieving, or storing any communications or other content of a defamatory, discriminatory, harassing or pornographic nature.
- Disparaging, abusive, profane or offensive language.
- Conducting or soliciting and any illegal activities, including but not limited to piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail.
- Transmitting copyrighted materials belonging to entities other than the Company without proper authorization.
- Interfering with the performance of your job or jobs of other outfitters.
- Misrepresenting yourself as another individual or Company.
- Revealing Bass Pro's proprietary information, confidential information or intellectual property without authorization.
- For any other purpose that violates Bass Pro's policies or practices.

Outfitters also may not use the Company's computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users). Broadcasting messages to all users, with the exception of regularly scheduled notices, should be limited and must be approved by the Communications Team. The Company may also limit the size of electronic communications or size of email inboxes to ensure efficiency of the email platform. If an email mailbox exceeds its limits, the mailbox will automatically stop receiving or sending email.

Outfitters are prohibited from downloading software or other program files or online services from the Internet (including push technologies, addons, etc.) without prior approval from the IT department. Similarly, outfitters are prohibited from using unauthorized local storage, USB storage, or similar devices on company owned or other computer assets connected to the company network without approval from the IT Security Team. All files or software from external sources should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

Outfitters are required to use passwords to gain access to computer and network systems and applications. Outfitters are required to set appropriate passwords and change them as is covered in the IT Security policy. Passwords should never be shared, and if compromised, should be changed immediately and reported to IT Security. Mobile devices (including an outfitter's own device) that are used for Company business or on behalf of the Company are required to be password protected in accordance with the IT Security policy. Outfitters must immediately report



any device used for Company business or on behalf of the Company that is lost, stolen, accessed by unauthorized persons, or otherwise compromised. You must also promptly provide the Company with access to the device when requested or required for the Company's legitimate business purposes, including in the event of any security incident or investigation. Outfitters should only access systems, applications and files that they are authorized to access. Unauthorized access may lead to disciplinary action up to and including termination of employment and/or criminal prosecution.

Upon termination of employment, outfitters are required to return all company physical and digital assets within a timely manner (48 hours) as agreed upon at the exit interview. Outfitters shall not destroy or purge electronic files or emails as they are the property of the Company. Outfitters shall not access or attempt to access company systems once employment is terminated.

VIOLATIONS OF THIS POLICY OR ANY IT OR IT SECURITY RELATED POLICIES CAN RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT AND/OR LEGAL ACTION.

Questions regarding the appropriate use of the Company's computer and network systems, electronic communications equipment or other systems, including e-mail and the Internet, should be directed to your supervisor, the IT department, or the IT Security Team.

Nothing in this policy is intended to limit or prohibit conduct protected by Section 7 of the National Labor Relations Act.

8.8 SOCIAL MEDIA

The Company respects the right of any outfitter to maintain a blog or website or to participate in social networking on or through websites or services such as Twitter, Facebook, or similar sites/services (collectively "social media"). However, to protect the Company's interests and ensure outfitters focus on their job duties, outfitters must adhere to the Company's general internet use guidelines and following rules specifically related to social media use.

Outfitters may not use social media during working time or by means of the Company's computers, networks, and other IT resources and communications systems, unless specifically authorized to do so as part of their job duties.

Outfitters should never use social media in a way that violates any other Bass Pro policy, including but not limited to policies regarding anti-discrimination and anti-harassment, IT security, IT resources or communication, ethics, or standards of conduct. Any conduct which is impermissible under the law if expressed in any other form or forum is impermissible if expressed through social media. For example, posted material that is discriminatory, obscene, defamatory, libelous, or threatening is forbidden.

All rules regarding confidential and proprietary business information apply in full to social media. Any information that cannot be disclosed through a conversation, a note, or an email also cannot be disclosed through social media. Outfitters may not use the Company's logos or trademarks for commercial purposes or to endorse any product or service.



When using social media, if an outfitter mentions the Company or identifies the Company as their employer on their social media profile and also expresses either a political opinion or an opinion regarding the Company's actions, the outfitter must specifically state that the opinion expressed is his/her personal opinion and not the Company's position. This is necessary to preserve the Company's goodwill in the marketplace.

Outfitters should use good judgment about what they post and remember that anything they post can reflect on the Company, even if they do include a disclaimer. We encourage professionalism and honesty in social media and other communications, and outfitters should always be respectful of potential readers and colleagues. In addition to complying with Bass Pro's mandatory anti-discrimination and anti-harassment policies, outfitters must not post or express a viewpoint on another's post anything that the Company's customers, clients, business partners, suppliers, or vendors would perceive as discriminatory, profane, threatening, obscene, or anything that is maliciously false.

The Company encourages all outfitters to keep in mind the speed and manner in which information posted through social media can be relayed (and often misunderstood) by readers. Outfitters must use their best judgment. Outfitters with any questions should review the guidelines above and/or consult with their Manager. When in doubt, do not post!

Violation of this policy may result in discipline, up to and including termination of employment. In enforcing this policy, the Company reserves the right to monitor social media activities of outfitters, whether or not such activities are conducted with Company resources, to the extent permitted by and in accordance with applicable law.

Nothing in this policy is intended to limit or prohibit conduct protected by Section 7 of the National Labor Relations Act.

8.9 KEEPING YOU POSTED

You will enjoy your job more and have a better opportunity to grow with the Company if you know our policies and are well-informed about changes and current events. We believe it is especially important you understand the relationship of your job to the well-being of the Company.

Generally, we will communicate with you regarding employment-related policies and changes through the Workday system. Bass Pro communications will also communicate with you by e-mail.

Bulletin boards have also been placed in convenient locations throughout the workplace, including the offices and warehouse. Information concerning hours of work, holidays, vacations, outfitter events, and other matters of interest will be posted on these boards. We urge you to check them often. Note: Only official Company information approved and initialed by the Human Resources department can be posted on Company bulletin boards.

8.10 SOLICITATION AND DISTRIBUTION

Outfitters are prohibited from soliciting other outfitters or distributing advertising material, handbills, or other literature of any kind during working time or in working areas.



Solicitation includes, but is not limited to, approaching someone in person or through Company property such as computers, email systems, etc., for the purpose of offering anything for sale, asking for donations, collecting funds or pledges, seeking to promote, encourage, or discourage participation in or support for any organization, activity, or event. Working time includes the time during which any of the outfitters involved are actually scheduled to work, but does not include scheduled break periods, meal breaks, and other specified times when Outfitters are not expected to be working. Working areas include areas controlled by the Company where outfitters are performing work, excluding areas such as cafeterias, break rooms, and parking lots.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

8.11 CODE OF ETHICS

The Company is committed to conducting its business in accordance with the highest ethical standards. Compliance with legal requirements and restrictions represents only a minimum level of acceptable conduct. Outfitters must do more than merely act within the law; their conduct must withstand the closest scrutiny. Outfitters must carefully avoid any actions or relations which would create even the appearance of compromising ethical standards. The Company expects that all its business transactions will be the result of legal, open, and honest competition and its business will be conducted in an ethical and moral manner. No outfitter will be asked or expected to compromise these standards. Violations of these standards will not be tolerated.

The Code of Ethics applies to all outfitters of the Company and its affiliates. This code should not be in conflict with, but rather should complement, the established Code of Ethics of any professional group or association.

It would not be practical to set out detailed guidelines to cover every situation. Listed below are several basic guidelines that form the framework of our Code of Ethics.

- Outfitters are expected to comply with the applicable laws of all jurisdictions to which they are subject.
- The Company will honor all of its business obligations with absolute integrity.
- The Company will treat its outfitters, customers, and vendors with honesty, fairness, and respect at all times.
- The Company will not knowingly assist any third party to violate any law of any jurisdiction by issuing false or misleading statements, documents, or any other form of misrepresentation.

All Outfitters must comply with the following rules:

- Compliance with Antitrust Laws: outfitters must not agree or act together with any competitor with regard to prices, terms, distributions, or suppliers. Outfitters must not exchange or discuss with a competitor prices, terms or conditions of sale, or any other competitive information, nor engage in any other conduct which may restrict competition or otherwise violate any of the antitrust laws.
- Outfitters must not participate in any fraud against the Company or any other entity as part of their employment.
- Outfitters must protect and not disclose or use for personal benefit any confidential, restricted, or proprietary information concerning the Company or its officers (including



correspondence, memos, emails, passwords, reports, plans, and methods) or obtained through the outfitter's association with the Company without proper authorization from the President or designee. Confidential, restricted, and proprietary information includes, but is not limited to: customer information, financial information (unrelated to wages and other terms and conditions of employment), business and marketing plans and strategies. Outfitters are required to return and not retain copies, extracts, or reproductions of all Company-related information (including correspondence, memos, emails, reports, plans, and methods) when they leave the Company or as otherwise requested by management. The Company acknowledges that you do not need to treat as confidential any information reflected in a publicly available document or obtained from sources other than the Company, its attorneys, and its accountants.

- Outfitters must avoid conflicts of interest in accordance with the Company's Conflicts of Interest policy.
- Outfitters must comply with the Company's Gifts and Entertainment policy.

Any outfitter who becomes aware of any violations of this policy must report the matter via the Outfitter Ethics Hotline by calling 1-844-783-5360 or at www.basspro.ethicspoint.com. Bass Pro prohibits any form of retaliation for making good faith reports of violations of this policy or cooperating in related investigations. Failure to report a suspected or known violation of any Company policy is a violation of this Code of Ethics.

Outfitters who violate this policy will be subject to disciplinary action, up to and including termination of employment.

8.12 CONFLICTS OF INTEREST

Outfitters should not permit themselves to be in a position of conflict between their own interests and those of the Company. Outfitters who do business with vendors of the Company give the appearance of impropriety, and such relationships should be avoided. It is considered a conflict of interest situation if an outfitter acts in a manner that serves their own or a third party's interest at the expense of and/or to the detriment of the best interest of the Company or that interferes with the outfitter's work-related duties. This includes employment with any competitor.

It also is considered a conflict of interest situation if an outfitter uses their position within the Company to gain an unfair and/or illegal advantage over the Company or a member of the general public or if an outfitter acts in an illegal or unethical fashion to the detriment of the Company, or for the benefit of the outfitter. An example of this situation is an outfitter doing business with a vendor of the Company at preferential pricing.

Additional situations that constitute conflict of interest for an outfitter include, but are not limited to, the following:

- Acting as a director, officer, board member, consultant, agent or employee of a supplier, customer, competitor, or any entity that engages in business with the Company, without express written consent of the President or designee;
- Owning a material interest in or being a creditor of or having other financial interest in a supplier, customer, competitor or any entity that engages in business with the Company;
- Having any significant direct or indirect personal interest in a business transaction involving the Company;



- Conducting outside activities that materially detract from or interfere with the full and timely performance of the outfitter's job duties for the Company;
- Influencing commercial transactions involving purchases, contracts, or leases in a way that would have a negative impact on the Company or its business;
- Allowing a member of the outfitter's immediate family to do indirectly what the Outfitter cannot do directly;
- Using confidential or proprietary Company information for one's own or a third party's personal benefit or gain (such as violation of privacy/confidentiality, investments of any kind based on insider information);
- Permitting or condoning the unauthorized use of any Company asset for one's own personal benefit or gain or the benefit or gain of a third party;
- Using one's position for personal advantage (including perceived personal advantage by any outfitters) or gain in the sale of any products and/or services to fellow outfitters;
- Claiming or exercising personal ownership of any piece of intellectual property conceived or developed at Company expense, on Company time, or using Company facilities and/or resources;
- Pursuing personal investment and other business opportunities (other than the purchase of stock in publicly traded companies) with organizations involved in those industries that the Company participates in.

If an outfitter has, or is considering the assumption of, a financial interest, outside employment relationship, or other interest that might involve a conflict of interest, or if the outfitter is in doubt concerning the proper application of this policy, they should promptly discuss the matter with Human Resources and refrain from exercising responsibility on the Company's behalf in any manner that might reasonably be considered to be affected by any adverse interest.

Outfitters who violate this policy or fail to disclose the fact of a conflict or potential conflict may be subject to disciplinary action, up to and including termination of employment.

This policy in no way prohibits outfitter affiliations or activities that are protected under applicable state and federal laws, including but not limited to any activity protected under Section 7 of the National Labor Relations Act. Outfitters with questions regarding this policy should contact Human Resources.

8.13 GIFTS AND ENTERTAINMENT

Outfitters in non-tipped classifications are not allowed to solicit or accept gifts, favors, entertainment, or payments for themselves or their family members from any guests, customers, vendors, suppliers, contractors, or any other third party doing business with Bass Pro, except as expressly permitted in this policy.

Acceptance of gifts or entertainment may be viewed as a way to influence an outfitter's business conduct and an improper form of compensation or payment. In extreme cases, gifts or entertainment may be used as bribes.

Accepting gifts and entertainment in any form (money, merchandise, trips, etc.) without the knowledge and approval of the executive of the area or general manager will be grounds for dismissal. Cash should never be accepted. Under no circumstances should an outfitter accept gifts at their personal residence or mailing address.



When a gift or entertainment is offered, it should be politely but firmly rejected with an appropriate explanation of Company policy in this regard. If a guest or customer remains insistent, becomes offended, or leaves a gift in such a way as it may not be returned, the outfitter may accept the gift graciously on behalf of the Company. The gift is then to be taken to the executive of that area or general manager and an explanation given. Perishable items should be shared with the department. All samples, experimental models, and Christmas gifts must be turned over to the executive in each area or general manager for official handling. The executive or general manager will forward the items to Outfitter Relations for storage until they are distributed at Company functions (e.g. picnic, Holiday party).

Vendors may take outfitters to lunch/dinner as long as the value of the meal is appropriate for the circumstances and business is not influenced in anyway as a result of the paid meal.

Outfitters who violate this Gifts and Entertainment Policy will be subject to disciplinary action, up to and including termination of employment.

8.14 INTELLECTUAL PROPERTY

For the full protection of the business and our outfitters, it is important that all outfitters refrain from disclosing trade secrets, confidential, sensitive, or other proprietary information regarding such businesses with which they become acquainted during at any time. All intellectual property rights, including copyrights, trade secrets, trademarks (and related goodwill), and/or patents, relating to work product created, prepared, authored, developed, and/or edited by an outfitter individually or jointly with others during the period of their employment with the Company and relating in any way to the business or contemplated business of the Company, shall be the sole and exclusive property of the Company.

Outfitters have up to 10 days from date of hire to notify HR Compliance at HRCompliance@basspro.com of any intellectual property that the individual owns and is bringing to the Company for business use. Specific documentation regarding copyrights, patents, trademarks, and/or trade secrets may be required.

8.15 EMPLOYMENT OF RELATIVES

Members of your family are welcome to apply for work with the Company. They are eligible for employment in any position available, as long as it is not in a situation where relatives would work for or report to one another or review or process one another's work. Work assignments may be further restricted if your work or your relative's work is confidential. For the purpose of this section, "relatives" are defined as your parents, brothers, sisters, spouse, children, grandparents, or grandchildren.

8.16 LAYOFF

Should it become necessary to reduce employment through layoffs, the Company will consider objective criteria including location, department, position, seniority, and performance. In all cases, layoff decisions will be based on nondiscriminatory reasons. Full-time and part-time outfitters are generally eligible for layoff and recall.



During a layoff, length of service will continue to accumulate. However, a layoff period will not count toward hours worked for calculation of benefit eligibility.

During a layoff, an outfitter's currently enrolled Medical, Dental, and Vision elections will end on the last day of the month in which the layoff is initiated. The Outfitter will receive a COBRA continuation letter to extend these coverages at the Outfitter's cost. All other benefits (such as HSA, FSA, life, disability) end on the layoff date. During the layoff period, the outfitter may convert Supplemental Life (Outfitter, spouse and/or child) and voluntary benefits to the personal policies by contacting the respective carrier within 30 days and arranging direct payment.

If the outfitter does not return to work at the end of the layoff, or if the contributions/premiums are not paid as described above, the outfitter's coverage will be considered terminated and subject to any applicable COBRA or conversion provisions. At the time the outfitter returns to work, company-paid benefits and voluntary benefits paid by the outfitter will be reinstated. Any benefits that have been discontinued due to non-payment during the layoff period will be eligible for reenrollment subject to evidence of insurability requirements or during the next open enrollment period. Outfitters will be given the opportunity to make changes to these benefit elections upon return to work in Workday.

If you are not recalled to active employment within five months from your layoff date, your employment generally will terminate. We encourage you to re-apply at that time, and we will give your application serious consideration (based on your qualifications) for any future job vacancies.

8.17 RESIGNING YOUR POSITION

We hope and believe your employment with us will be rewarding. If, for some reason, you choose to leave your job at Bass Pro, your supervisor would appreciate at least a two-week notice. You may request or may receive a request for an "exit interview" with the HR department. The purpose of this interview is to provide accurate information regarding your reasons for leaving Bass Pro. We always welcome ideas on how our Company can become a better place to work.

All outfitters must return any Company property (keys, credit cards, equipment, uniforms, laptop, etc.) within 48 hours of their last day of employment. All outfitters will receive their final pay on the regularly scheduled pay date unless otherwise required by applicable law.

9 A FINAL WORD

Though you have read this Handbook carefully, you may still have questions concerning some of the items found herein. If any items need clarification, speak to your supervisor or a member of Human Resources. We want you to be fully informed and to understand our policies and procedures completely.



Cabela's



**“Make no mistake...conservation is our future
and to achieve truly great things in conservation
IT TAKES TEAMWORK!
People reaching out to each other.”**

Johnny Morris