



PERFECTION

GLOCK, INC.


**EMPLOYMENT
POLICY
HANDBOOK**

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INTRODUCTION

040 Introductory Statement



Effective Date: 12/01/2000

Revision Date: 06/30/2002

THIS HANDBOOK IS NEITHER A CONTRACT OF EMPLOYMENT NOR A LEGAL DOCUMENT.

This handbook is designed to acquaint you with GLOCK, Inc. and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by GLOCK, Inc. to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As GLOCK, Inc. continues to grow, the need may arise and GLOCK, Inc. reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or GLOCK, Inc. to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

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051 Employee Acknowledgement Form

Effective Date: 12/01/2000

Revision Date: 02/01/2023

The employment policy handbook describes important information about GLOCK, Inc., I understand that I should consult the Human Resources department regarding any questions not answered in the handbook.

I have entered into employment with GLOCK, Inc. voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or GLOCK, Inc. may terminate the relationship at will, with or without cause, at any time, for any reason or no reason, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to GLOCK, Inc.'s policy of employment-at-will. I understand that GLOCK, Inc. may change, modify, suspend, interpret, or cancel, in whole or part, of any of the published or unpublished policies and procedures, with or without notice, at its sole discretion, without giving any cause or justification to any employee. Such revised information may supersede, modify, or eliminate existing policies. Only the Senior Management of GLOCK, Inc. has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.



I understand and agree that it is my responsibility to read and comply with the policies contained in this handbook and any revisions; that I am bound by the provisions contained therein, and that my continued employment is contingent on following those policies. I understand that I may be denied unemployment benefits for violation(s) of GLOCK, Inc. company policy.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

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EMPLOYMENT

101 Nature of Employment

Effective Date: 12/01/2000

Revision Date: 06/30/2005

Employment with GLOCK, Inc. is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, GLOCK, Inc. may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between GLOCK, Inc. and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at GLOCK, Inc.'s sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Senior Management of GLOCK, Inc.

102 Employee Relations

Effective Date: 12/01/2000

Revision Date: 06/30/2005

We sincerely believe that our success over the years is due in large part to the cooperative relationship between GLOCK, Inc. and its employees. We are a non-union company, and we prefer to remain that way. Our non-union status allows us to communicate directly with our employees rather than through a third party, and to treat each employee as an individual.

If and when employees examine the option of union representation, we strongly encourage careful consideration of such related issues as regular deductions from paychecks for representation fees, the potential for outside interference with supervisory relationships, and the commitment to comply with directions from third parties.



103 Equal Employment Opportunity

Effective Date: 08/11/2023

Revision Date: 08/11/2023

EEO Statement

GLOCK, Inc. is an equal opportunity employer. Employment decisions at GLOCK, Inc. will be based on merit, qualifications, and abilities. GLOCK, Inc. prohibits discrimination and harassment of any type and affords equal employment opportunities to employees

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and applicants without regard to race, creed, color, religion, national origin, sex (including pregnancy, childbirth and parenting status), age, disability status, marital status, sexual orientation, gender identity or expression, citizenship status, genetic information, protected veteran status or any other characteristic protected by law. In addition to a commitment to provide equal employment opportunities to all qualified individuals, GLOCK, Inc. has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout GLOCK, Inc.

Scope

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between GLOCK, Inc. and its employees, including, but not limited to:

- Recruitment.
- Employment placement
- Promotion or demotion.
- Transfer.
- Selection for training.
- Reduction of workforce or termination.
- Working conditions.
- The use of all facilities.
- Rates of pay or other forms of compensation.
- Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with GLOCK, Inc.

Statement of Affirmative Action



As part of the company’s EEO policy, GLOCK, Inc. will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Dissemination and Implementation of Policy

The officers of GLOCK, Inc. will be responsible for dissemination of this policy. Directors, managers, and supervisors are responsible for implementing equal employment practices within each department. The HR department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

Procedures

GLOCK, Inc. administers our EEO policy fairly and consistently by:

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- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with GLOCK, Inc.'s EEO Statement.
- Posting all required job openings with the appropriate state agencies.
- Forbidding harassment, intimidation, or any type of retaliation against any individual who (1) reports or files a complaint or charge of harassment or discrimination; (2) opposes any act or practice made unlawful by any federal, state, or local law requiring equal employment; (3) assists, testifies, or participates in an investigation, compliance review, EEO agency proceeding, hearing or any other activity related to the administration any federal, state, or local law requiring equal employment opportunity; or (4) exercises any other legal right protected by federal, state, or local law requiring equal opportunity.
- Requires employees to immediately report to a member of management or an HR representative any apparent discrimination or harassment pursuant to GLOCK, Inc. Sexual and Other Unlawful Harassment policy. Employees can raise concerns and make reports without fear of reprisal.
- Promptly notifies the general counsel of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

Upon written request from an employee, GLOCK, Inc. will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue burden on GLOCK, Inc. business. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. GLOCK, Inc. will promptly, thoroughly, and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.



104 Business Ethics and Conduct

Effective Date: 12/01/2000

Revision Date: 06/30/2005

The successful business operation and reputation of GLOCK, Inc. is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and professionalism requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of GLOCK, Inc. is dependent upon our customers' trust, and we are dedicated to preserving that trust as well as our image in the marketplace. Employees owe a duty to GLOCK, Inc., its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

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GLOCK, Inc. will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Human Resources Department or General Counsel for advice and consultation, as appropriate.

Compliance with this policy of business ethics and conduct is the responsibility of every GLOCK, Inc. employee.

Disregarding or failing to comply with this standard of business ethic and conduct could lead to disciplinary action, up to and including termination of employment.

105 Employee Positions

Effective Date: 06/01/2017

Revision Date: 00/00/0000

GLOCK, Inc. views each employee as an investment and we encourage employees to grow with the company.

Each position within the company brings various challenges. To ensure the quality investment of a newly hired or promoted employee, GLOCK, Inc. will require employees to remain in a new position for a minimum of one year. This allows both the employee and department to benefit from the training, performance, and growth of the new employee.

After one year in the new position, the employee may apply for other positions within the department or company.



Should extenuating circumstances dictate the need for other considerations; the HR Director will consult with the VP/General Counsel for justification evaluation and approval, on a case-by-case basis.

106 Employee Medical Examinations

Effective Date: 12/01/2000

Revision Date: 06/30/2005

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

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After an offer has been made to an applicant entering a designated job category, a medical examination may be performed at GLOCK, Inc.'s expense by a health professional of GLOCK, Inc.'s choice.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at GLOCK, Inc.'s expense.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained as confidential pursuant to the provisions of HIPPA and any other federal and state regulations.

GLOCK, Inc. reserves the right to withdraw a job offer as a result of medical examinations and/or test results.

107 Immigration Law Compliance

Effective Date: 12/01/2000

Revision Date: 03/06/2014

GLOCK, Inc. is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with GLOCK, Inc. within the past three years, or if their previous I-9 is no longer retained or valid. Additionally, E-Verify will be used, when applicable. Employees are responsible for notifying GLOCK, Inc. Human Resources of any changes or expirations.


Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

108 Conflicts of Interest

Effective Date: 12/01/2000

Revision Date: 09/01/2006

Employees have an obligation to conduct business within guidelines that are in the best interest of GLOCK, Inc. and prohibit actual or potential conflicts of interest. This policy establishes only the framework within which GLOCK, Inc. wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable

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standards of operation. Contact the Legal Department for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of GLOCK, Inc. Business dealings with outside firms should not result in unusual gains for those firms or for GLOCK, Inc. employees. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer or the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of GLOCK, Inc.'s business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of GLOCK, Inc. as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which GLOCK, Inc. does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving GLOCK, Inc.

Disregarding or failing to comply with this standard of conflict of interest and business ethics and conduct could lead to disciplinary action, up to and including termination of employment.



110 Outside Employment

Effective Date: 12/01/2000

Revision Date: 06/30/2005

Employees may hold outside jobs as long as they meet the performance standards of their job with GLOCK, Inc. and are not in direct or indirect competition with GLOCK worldwide. Outside employment is not permitted during GLOCK, Inc.'s regular business hours. All employees will be judged by the same performance standards and will be subject to GLOCK, Inc.'s scheduling demands, regardless of any existing outside work requirements.

If GLOCK, Inc. determines that an employee's outside work interferes with performance or the ability to meet the requirements of GLOCK, Inc. as they are modified from time to

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time, the employee may be asked to terminate the outside employment if he or she wishes to remain with GLOCK, Inc.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside GLOCK, Inc. for materials produced or services rendered while performing their jobs.

112 Non-Disclosure

Effective Date: 12/01/2000



Revision Date: 09/01/2010

The protection of confidential business information and trade secrets is vital to the interests and the success of GLOCK, Inc. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Computer processes
- Computer programs and codes
- Customer lists
- Customer preferences
- Financial information
- Labor relations strategies
- Marketing strategies
- New materials research
- Pending projects and proposals
- Proprietary production processes
- Research and development strategies
- Scientific data
- Scientific formulae
- Scientific prototypes
- Technological data
- Technological prototypes

Employees may be required to sign a non-disclosure agreement as a condition of employment.

- No communication regarding machinery, equipment, or processes are to be conveyed to anyone outside of the company. All GLOCK employees must follow non-disclosure requirements and confidentiality agreement.
- GLOCK, Inc.'s proprietary manufacturing process and technical information is highly confidential and requires the proper security measures to maintain the same. This information is critical, and its confidentiality cannot be compromised. In the manufacturing facility, the following information is effective:
 1. No employees will be allowed in the secured warehouse area of the Manufacturing Plant unless authorized by a Vice President.

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2. All contractors and approved visitors must have a valid confidentiality agreement on file with the Legal Department prior to work/visit in the Manufacturing area. This confidentiality agreement is available from the Legal Department.
3. All contractors or authorized visitors shall be escorted to or through the Manufacturing area by a Department Manager or a designated employee who shall remain with the contractor/visitor until the work or visit is completed.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

114 Disability Accommodation

Effective Date: 12/01/2000

Revision Date: 06/30/2002



GLOCK, Inc. is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential. For further information, see the section entitled Employee Medical Examinations.

To assist employees who are or become disabled and those employees who suffer on-the-job injuries, GLOCK, Inc. will make reasonable accommodations. Consistent with this policy, we may modify job duties to comply with medical requirements or restrictions. Other accommodations may be available or appropriate dependent upon individual situations.

If you need to request a reasonable accommodation because of a disability, please follow the steps set forth in the Problem Resolution Procedure found in this Employment Policy Handbook.

This policy is neither exhaustive nor exclusive. GLOCK, Inc. is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

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115 Family Hires

Effective Date: 09/01/2016

Revision Date: 00/00/0000

While there are currently employee relationships that are contrary to this policy, this policy is an effort to avoid creating new employee/relative hiring situations.

Generally, GLOCK, Inc. will not consider a member of an employee's immediate family for employment. However, should extenuating circumstances dictate the need for this consideration the HR Director will consult with the VP/General Counsel for justification evaluation and approval, on a case-by-case basis. Extenuating circumstances may include, but are not limited to:

- Applicant experience, knowledge, specialized skills, and abilities
- Market conditions
- Vital corporate need to fill the position
- The relationship between the employee and relative is unlikely to impact their employment

An immediate family member may not be hired, however, if the employment would:

- a) Create either a direct or indirect supervisor/subordinate relationship with a family member, or
- b) Create an actual conflict of interest or the appearance of a conflict of interest.


These criteria will also be considered when assigning, transferring, or promoting an employee. For purposes of this policy, "immediate family" includes the employee's spouse, brother, sister, mother, father, stepmother, stepfather, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

Marriage

Employees who marry or become members of the same household may continue employment as long as there is not:

- a) A direct or indirect supervisor/subordinate relationship between the employees, or
- b) An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, GLOCK, Inc. will attempt to find a suitable position within the company to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the affected employees will be permitted to determine which of them will resign.

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Former Employees

Former employees who left the company in good standing may be considered for re-employment. In accordance with EPH 708 Resignation, former employees who resigned without a two-week written notice may not be considered for re-employment.

Summer Employment

Summer employment is an exception to this policy. Employee's relatives may be considered and hired for short-term summer employment, based on the needs of the company and on a first-come, first-served basis.

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

116 Pay Transparency Nondiscrimination Provision

Effective Date: 01/11/2016

Revision Date: 01/09/2023

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

For purposes of this policy, the contractor refers to GLOCK, Inc.

194 Communication with the Press

Effective Date: 12/01/2000



Revision Date: 06/30/2002

On occasion, you may receive requests from the press or other news media for official comment. Should this occur please be advised that no employee at GLOCK, Inc. is authorized to speak on behalf of the company to the press. All questions and concerns from the press should be immediately and politely transferred to the Legal Department.

EMPLOYMENT STATUS & RECORDS

201 Employment Categories

Effective Date: 12/01/2000

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Revision Date: 09/01/2010

It is the intent of GLOCK, Inc. to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and GLOCK, Inc.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by GLOCK, Inc. Senior Management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary status, who are regularly scheduled to work 40 hours per week and receive a W-2. Generally, they are eligible for GLOCK, Inc.'s benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than 40 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), and in many cases W-2's, they are ineligible for all of GLOCK, Inc.'s other benefit programs.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified, in writing, of a change. While temporary employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), and in many cases W-2's, they are ineligible for all of GLOCK, Inc.'s other benefit programs.

202 Access to Personnel Files

Effective Date: 12/01/2000

Revision Date: 06/30/2005

GLOCK, Inc. maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

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Personnel files are the property of GLOCK, Inc., and access to the information they contain is restricted. Generally, only supervisors and management personnel of GLOCK, Inc. who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in GLOCK, Inc.'s offices and in the presence of an individual appointed by GLOCK, Inc. to maintain the files. Copies from an employees personnel file may only be made with the approval of the Human Resources Department.

203 Employment Reference Checks

Effective Date: 12/01/2000

Revision Date: 06/30/2005

Reference check inquiries will only be made by GLOCK, Inc.'s Human Resources Department. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

204 Personnel Data Changes

Effective Date: 12/01/2000

Revision Date: 09/01/2010

It is the responsibility of each employee to promptly notify GLOCK, Inc. of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, educational accomplishments, emergency contact information and other such status reports should be accurate and current at all times. If any personal data has changed, notify the Human Resources Department in writing via Internal Memorandum or through company e-mail.

208 Employment Applications

Effective Date: 12/01/2000

Revision Date: 06/30/2002



GLOCK, Inc. relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment.

Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

209 Performance Evaluation

Effective Date: 12/01/2000

Revision Date: 06/30/2005

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Formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the calendar-year end.

211 Expense Reports



Effective Date: 12/01/2012

Revision Date: 12/01/2012

GLOCK employees, who file expense reports for reimbursement of company expenses, are expected to be good stewards of company funds.

A few examples are:

- **Rental vehicles:** select a vehicle size that is sufficient for the purposes of your trip. If alone with minimal luggage, a compact or mid-size vehicle would be an acceptable choice. Selecting an SUV for a group of employees would also be an acceptable choice.
 - No additional insurance should be purchased.
- **Flight reservations:** utilize a search engine while also considering dates and times in order to find the best price for the flight.
 - **Flight upgrades:** you may elect to upgrade a flight to business or first-class; however, GLOCK will not reimburse this upgrade expense.
 - **Flight changes:** will require pre-approval from your Manager.
- **Hotel reservations:** pre-planning is a key factor and may save the company additional expenses. In general, a standard king or double queen room is acceptable.
 - When attending shows, conferences, etc., it is acceptable to stay at the hosting hotel.
 - Avoid prepaying for non-refundable, non-cancelable rooms.
- **Entertainment** is for business purposes only and should generally be kept to mid-range restaurants.
 - All guest names must be included on the expense report.
 - Itemized receipts are mandatory for reimbursement.

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- Per Diem: Rates are provided by Accounting. Guidelines as follows.

With lodging:	No lodging (based on hours):
Breakfast before 0730	Under 12 hours away \$00.00
Lunch before 1100	Over 12 hours away \$30.00
Supper before 1600	Over 14 hours away \$40.00

It is not possible to list all the forms of unacceptable spending when filing an expense report. Infractions will be addressed on a case-by-case basis.

Infractions of abusive spending of company funds may result in disciplinary action, up to and including termination of employment.

❖ Also refer to 512 Business Travel Expenses

291 Motor Vehicle Record Checks

Effective Date: 12/01/2000
 Revision Date: 06/30/2002

GLOCK, Inc. will check motor vehicle records (MVR) of applicants who will drive vehicles in the course of their duties prior to making an offer of employment and reserves the right to check current employees at least twice a year. As part of the hiring process, applicants will be required to sign a written consent form allowing GLOCK, Inc. to check their MVR at any time prior to or during their employment.

All employees operating vehicles on behalf of GLOCK, Inc. must have a valid driver's license. If an employee's license is misplaced, revoked, or suspended, the employee must notify his or her supervisor immediately.



EMPLOYEE BENEFIT PROGRAMS

301 Employee Benefits

Effective Date: 12/01/2000
 Revision Date: 06/30/2005

Eligible employees at GLOCK, Inc. are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Further information on many of these programs can be found elsewhere in the employee handbook.

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The following benefit programs are available to eligible employees:

- 401(k) Savings Plan (**Eligible after 90 days of employment**)
- Health Insurance (**Eligible the first of the month after 30 days of employment**)
- Dental Insurance (**Eligible the first of the month after 30 days of employment**)
- Vision Insurance (**Eligible the first of the month after 30 days of employment**)
- Auto, Employer-Owned Car (**as determined by Senior Management**)
- Auto Mileage
- Bereavement Leave
- Credit Cards (**as determined by Senior Management**)
- Employee Discounts
- Family Leave
- Jury Duty Leave
- Group-Life Insurance
- Short Term Disability
- Long-Term Disability
- Travel Accident Insurance
- Workers Compensation Insurance
- Paid Time Off (PTO)
- Voting Time Off
- Witness Duty Leave

Some benefit programs, such as health insurance and the 401(k) require contributions from the employee, but most are fully paid by GLOCK, Inc.

305 Holidays



Effective Date: 12/01/2000

Revision Date: 09/01/2010

GLOCK, Inc. will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King Day (3rd Monday in January)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Friday after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)

Note: All holidays that fall on a Saturday will be recognized on Friday, the day before. All holidays that fall on a Sunday will be recognized on Monday,

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the day after.

GLOCK, Inc. will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time employees

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday time-off will be applied instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

306 Workers' Compensation Insurance

Effective Date: 12/01/2000

Revision Date: 03/06/2014

GLOCK, Inc. provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Employees who file a Workers' Compensation claim will be subject to a drug and alcohol screening.



Neither GLOCK, Inc. nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by GLOCK, Inc.

308 Time Off to Vote

Effective Date: 12/01/2000

Revision Date: 06/30/2005

GLOCK, Inc. encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. Employees whose work schedule does not provide them with two

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consecutive nonworking hours between 7 a.m. and 7 p.m. are eligible to receive two hours off to vote in an election. If employees are unable to vote in an election during their nonworking hours, GLOCK, Inc. will grant up to 2 hours of paid time off to vote.

Employees should request time off to vote from their supervisors at least two working days prior to the Election Day. Advance notice is required so that the necessary time-off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt to their Supervisor on the first working day following the election to qualify for paid time-off.

309 Bereavement Leave

Effective Date: 12/01/2000

Revision Date: 02/01/2023

The Bereavement Leave policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of an immediate family member.

Up to three (3) days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- All full-time, active employees



Employees who wish to take time off due to the death of an immediate family member should notify their supervisor as soon as possible. If an employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave.

Bereavement pay is calculated using the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. In addition to bereavement leave, employees may, with their supervisors' approval, use any available paid time off (PTO) for additional time off as necessary.

GLOCK, Inc. defines "immediate family member" as the employee's:

- Spouse
- Employee's and spouse's
- Parent/stepparent
- Child/stepchild
- Sibling/stepsibling
- Grandparent/step-Grandparent
- Grandchild/step-Grandchild

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- Child/Stepchild's spouse

311 Jury Duty

Effective Date: 12/01/2000

Revision Date: 06/30/2002

GLOCK, Inc. encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 3 days of paid jury duty leave over any 1-year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits).

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either GLOCK, Inc. or the employee may request an excuse from jury duty if, in GLOCK, Inc.'s judgment, the employee's absence would create serious operational difficulties.

GLOCK, Inc. will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Employees shall be required to sign over to GLOCK, Inc. any jury duty pay for periods covered by company paid jury duty leave.



312 Witness Duty

Effective Date: 12/01/2000

Revision Date: 06/30/2005

GLOCK, Inc. encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by GLOCK, Inc., they will receive paid time off for the entire period of witness duty.

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Employees will be granted a maximum of 3 days of paid witness duty leave to appear in court as a subpoenaed witness at the request of a party other than GLOCK, Inc. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employee’s supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee’s absence. The employee is expected to report for work whenever the court schedule permits.

313 Benefits Continuation (COBRA)

Effective Date: 12/01/2000

Revision Date: 09/01/2010

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under GLOCK, Inc.’s health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or a leave of absence; an employee’s divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary may pay up to the full cost of coverage at GLOCK, Inc.’s group rates plus an administration fee. GLOCK, Inc. provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under GLOCK, Inc.’s health insurance plan. The notice contains important information about the employee’s rights and obligations.

315 Paid Time Off (PTO)

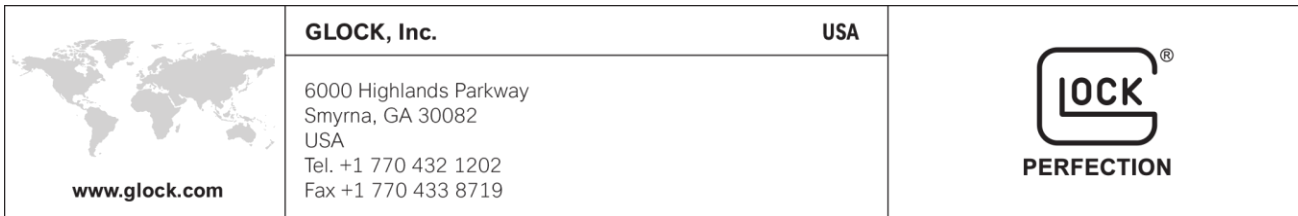
Effective Date: 05/01/2023

Revision Date: 05/22/2023

GLOCK, Inc. recognizes that employees have diverse needs for time off from work and, as such, GLOCK, Inc. has established this paid time off (PTO) policy. The PTO policy promotes a flexible approach to time off by providing eligible employees an all-purpose time off policy to use for vacation, illness or injury, and personal business. It combines traditional vacation and sick leave plans into one versatile, paid time off policy. After the hire date, PTO is accrued with each payroll either bi-weekly (hourly) or monthly (salary).

Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy:

1. Regular full-time employees



Once employees enter an eligible employment classification, they begin to earn PTO according to the schedule in the chart below. Employees can request use of PTO after it is earned.

The amount of PTO each employee accrues annually increases with the length of their employment as shown in the following schedule:

Upon initial eligibility, the employee is entitled to:

After	Days	Hours	Accumulations per pay period:	
			Hourly	Salary
Eligibility	15	120	4.62	10
5 years	20	160	6.15	13.33
10 years	25	200	7.69	16.66
15 years	30	240	9.23	20

The length of eligible service is calculated on the basis of a “benefit year.” This is the 12-month period that begins when the employee starts to earn PTO. An employee’s benefit year may be extended for any significant leave of absence except military leave. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)



PTO can be used in minimum increments of one hour. Employees should submit planned PTO requests to their supervisor with at least a two-week notice and should only request available PTO hours. Employees must receive advance approval from their supervisor before taking any planned PTO. Managers/Supervisors should confirm PTO availability prior to authorization. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Employees are encouraged to bank some PTO for emergencies.

Employees who have an unexpected need to be absent from work should notify their direct supervisors before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of unexpected absence.

Hourly employees may utilize PTO based on a scheduled 40-hour work week. An hourly employee that works 40 hours in a work week is not required to use PTO for hours they are absent on a scheduled workday, if the following requirements are met:

1. Supervisor approval is received in advance,
2. Time away from work must be made up within the same work week in order to not be charged PTO.

In some cases, an employee may exhaust their PTO and still need to be absent from work. In such cases, that employee may be allowed to take unpaid time off (UTO). UTO requests must be approved by the employee’s supervisor. This policy does not include cases when employees need to take FMLA leave, other leaves of absence protected by

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law, or extended personal or medical leaves when FMLA does not apply. These types of leave are separate. (See individual leave of absence policies for more information.)

Abuse of the PTO policy may result in disciplinary action, up to and including termination.

PTO is paid at the employee’s base pay rate at the time of absence where earned. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As an additional condition of eligibility for PTO, an employee on an extended absence for illness or injury must apply for any other available compensation and benefits, such as workers’ compensation. PTO will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers’ compensation, or GLOCK, Inc.-provided disability insurance programs; for example, the combination of any such disability payments and PTO cannot exceed the employee’s normal weekly earnings.

In the event that available PTO is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year, not to exceed the employee’s annual PTO allowance. Vacation will be deducted from accrued PTO on a first in, first out basis. GLOCK, Inc. reserves the right, in its sole discretion, to direct an employee to use PTO (vacation time). GLOCK, Inc. may, from time to time, structure vacation time for employees.

Upon termination of employment, employees will be paid for unused, accrued PTO that has been earned through the last day of work; however, PTO payout may be withheld until all GLOCK properties have been returned to the company, if applicable.

PTO Pool/Reserve:



During only the month of December each year, employees may donate leave to a PTO pool/reserve which will be designated to assist GLOCK, Inc. employees in their times of need. For example, such leave may be used to cover the period of time between the expiration of an employee’s PTO and the beginning of the employee’s long-term disability insurance. PTO request forms are available through HR.

GLOCK, Inc.’s Senior Management will define the circumstances in which such need arises and reserves the right to handle such donations on a case-by-case basis.

316 Health Insurance

Effective Date: 12/01/2000
 Revision Date: 06/30/2002

Employees in the following employment classifications are eligible to participate in the health insurance plan:

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- Regular full-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between GLOCK, Inc. and the insurance carrier. Plan eligibility begins the first day of the month following 30 calendar days of employment.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Department for more information about health insurance benefits.

Employees who elect not to participate in the GLOCK, Inc. insurance program are eligible to receive reimbursement for actual expenses incurred under other qualified insurance programs (health, dental or life) as approved by senior management; monthly reimbursement not to exceed the then current weighted average cost per employee. To be reimbursed, employee will expense these items monthly with proof of insurance (receipt) with each expense report.

318 Short-Term Disability

Effective Date: 12/01/2000

Revision Date: 06/30/2002


GLOCK, Inc. provides a short-term disability (STD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Employees in the following employment classifications are eligible to participate in the STD plan:

- Regular full-time employees

Eligible employees may participate in the STD plan subject to all terms and conditions of the agreement between GLOCK, Inc., and the insurance carrier.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working.

Details of the STD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about STD benefits.

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319 Long-Term Disability

Effective Date: 12/01/2000

Revision Date: 06/30/2005

GLOCK, Inc. provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan:

- Regular full-time employees

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between GLOCK, Inc., and the insurance carrier.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about LTD benefits.

320 401(k) Savings Plan

Effective Date: 12/01/2000



Revision Date: 06/30/2002

GLOCK, Inc. has established a 401(k) savings plan to provide employees the potential for future financial security for retirement.

To be eligible to join the 401(k) savings plan, you must complete 3 months of service and be 18 years of age or older. You may join the plan only during open enrollment periods. Eligible employees may participate in the 401(k) savings plan subject to all terms and conditions of the plan.

The 401(k) savings plan allows you to elect how much salary you want to contribute and direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs. GLOCK, Inc. also contributes an additional matching percentage to each employee's 401(k) contribution after one year of service.

Because your contribution to a 401(k) plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 401(k) distributions.

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Complete details of the 401(k) savings plan are described in the Plan Summary provided to eligible employees. Contact the Human Resources Department for more information about the 401(k) plan.

322 Tuition Reimbursement

Effective Date: 07/01/2018

Revision Date: 07/01/2018

GLOCK, Inc.'s Tuition Reimbursement Program encourages and supports employees who enroll in college, university and/or technical school courses in order to continue their education, whether it be to obtain an associate, technical, bachelor, or master's degree that relates specifically to the employee's current job functions.

Procedures to apply for Tuition Reimbursement:

- 1) Eligible employee must fully complete, sign and submit the Tuition Reimbursement Form, prior to starting the course.
- 2) Submit to department Director, as appropriate, for validation that the course content is in direct alignment with current duties.
- 3) If Director determines the course content to be in direct alignment with current job duties, he/she signs and submits to Talent Management Supervisor in Human Resources for approval.
- 4) Talent Management Supervisor reviews the application for accuracy and completion and will address any concerns.
- 5) The form will then be submitted to HR Director for review and to determine the available budget for reimbursement.
- 6) HR Director submits the application to VP for approval.
- 7) Once the form has been approved/declined, HR will then notify the Manager of the determination, by email.
- 8) The Manager will then notify the employee.
- 9) Upon course completion and within 90 days of course completion, employee will provide school grade documentation to Talent Management Supervisor for reimbursement.
- 10) Reimbursement will be made to employee within 30 days of submission.

Details of this process are provided below:

Eligibility to apply for Tuition Reimbursement

Salaried and full-time hourly employees are eligible to apply for tuition reimbursement on or after the first anniversary of their employment date. Temporary, seasonal, or other employment categories are not eligible.

Eligibility to receive Tuition Reimbursement

The following requirements must be met in order to receive tuition reimbursement:

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- The course must begin after the employee has met the eligibility requirements, including the one-year service requirement and while the employee is actively employed by GLOCK.
- The course must end after the employee has met the eligibility requirements to apply for reimbursement and while the employee is actively employed by GLOCK.
- The course must meet the requirements outlined under the “Approved Courses” section below.
- The employee must earn a 3.0 GPA or better. If the course is on a “pass/fail” grading system, the employee must earn a “pass” grade. If any other system of measurement is utilized, it will be addressed on a case-by-case basis.
- The approved application and supporting documentation for reimbursement must be received by Human Resources no later than 90 days after a course is completed.
- The employee’s employment status must be “active” on the date of tuition reimbursement is paid. For example, even if an employee is active when the application is approved, the employee will not be eligible for the reimbursement payment if the employee terminates employment before the reimbursement is actually paid.

Approved Courses



The following criteria must apply in order for a course to qualify for reimbursement:

- Courses must be offered by an accredited college, university, or technical school.
- Courses must earn degree credits toward an employee’s, associate, technical, bachelor, or master’s degree.
- Courses may be completed through classes, on-line or other distance-learning Programs.
- Courses must be directly related to the employee’s current job function.
- Course content must be approved by Department Director.

Reimbursement Limits

The following limits apply to all approved requests for tuition reimbursement:

- Reimbursement for the cost of tuition, books, and (approved) class registration fees, align with course reimbursement.
- Maximum annual reimbursement per employee cannot exceed the current government untaxable amount of \$5250 (**max-2020**). Each tuition reimbursement application will be evaluated on a case-by-case basis and VPs will consider the employee performance, seniority, position, etc. in order to determine the approved reimbursement amount.
- Total annual reimbursement for all applicants is limited to designated annual budget.
- Once the budget is exhausted, there will be no more approved reimbursements for the remainder of that calendar year.
- Please note that Tuition Reimbursement requests are accepted on a first come, first-serve basis.

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Special Circumstances

The following special circumstances apply to the Tuition Reimbursement Program:

- **Leave of Absence:** An employee on an approved leave of absence who was eligible to apply for tuition reimbursement prior to the date the leave began can receive tuition reimbursement upon return from leave provided all eligibility and reimbursement requirements as outlined above are met.
- **Relocation:** An employee who was eligible to apply for tuition reimbursement at the time of a relocation to a new address at the request of the Company before completing coursework can receive tuition reimbursement for the unfinished coursework provided all eligibility and reimbursement requirements as outlined above are met with the exception of the passing grade. Employees who relocate at their own request before completing any coursework will not be reimbursed.
- **Death:** Tuition reimbursement will be paid to the estate on behalf of an employee who does not complete coursework due to the death of the employee provided all eligibility and reimbursement requirement as outlined above were met prior to the date of death with the exception of the passing grade and active status on date of payment.

Tax Considerations

According to current (2018) IRS guidelines, up to \$5,250 per calendar year paid to an employee by an employer for undergraduate and graduate-level courses is excludable from gross income. Because the annual maximum amount available to an employee no more than \$5,250, reimbursement received through the Tuition Reimbursement Program is not subject to taxes or withholding. Please note that this figure is subject to change, based on IRS guidelines.



Tuition reimbursement benefits are taxable to highly compensated employees (HCEs). The HCE dollar amount is adjusted annually for inflation. Please check with Human Resources for the applicable annual rate of HCEs.

Reimbursement Approval

If the request for reimbursement is approved, the employee receives an email notification from HR, either directly or through your supervisor/manager at your work email address upon approval; if the employee does not have a work email address, a personal email address, letter or notification to the manager can be substituted. The approved application and supporting documentation for reimbursement must be received by Human Resources no later than 90 days after a course is completed. Reimbursement will be made within the following 30 days.

Reimbursement Denial

If the request for reimbursement is denied, the employee will receive an email notification from HR at your work email address upon denial; if the employee does not have a work email address, a personal email address, letter or notification to the manager can be substituted. If the request is denied for reasons such as an illegible or

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incomplete application or an invalid reimbursement amount, the employee may resubmit the claim with additional documentation, as long as it is still within 90 days after completion of the requested course(s).

Reimbursement to GLOCK

The employee will have no obligation to reimburse GLOCK for the cost of the program unless:

- (1) the employee fails to complete the program,
- (2) the employee is terminated for cause, or
- (3) the employee voluntarily quit his/her job on or before the second anniversary of the date the reimbursement is paid to the employee.

Should one of these events occur, the employee will incur a debt to GLOCK, Inc. in an amount equal to the total tuition cost reimbursed to the employee prorated over a two-year period to the day of his/her separation.

323 Gym Membership Reimbursement

Effective Date: 02/01/2023

Revision Date: 01/31/2023

Objective

GLOCK, Inc. encourages employees to achieve and maintain a healthy lifestyle through physical fitness.

Eligibility

Gym membership reimbursement is available to regular full-time employees.

This is a voluntary program; employees are not required to participate.



Policy

Eligible employees may be reimbursed for qualified gym membership fees, up to a maximum pre-tax amount of \$25 per month. Reimbursement will be paid monthly through payroll direct deposit and will not exceed \$25 per month or \$300 per year. Qualified fees include applicable enrollment, annual, and monthly fees for an individual or family membership at a fitness center.

Procedure

Eligible employees requesting gym membership reimbursement must provide the following:

- 1. Proof of payment for qualified fees, **and**
- 2. Completed Gym Membership Reimbursement Request form certifying the enrollment in an individual gym membership.

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Proof of payment must include the membership dates the payment covers, the employee's name, type of membership, and if applicable, documents to show the cost of an individual or family membership.

Employees that purchase an annual gym membership will be eligible to receive 1/12 of the cost each month, up to a maximum of \$25.

Documentation for reimbursement requests only need to be submitted once per calendar year. Once the reimbursement request has been approved by Human Resources, reimbursements will be paid monthly for the remainder of the calendar year. Upon approval of reimbursement request, the first reimbursement will be submitted for processing in the next regular payroll.

Reimbursement for one calendar year does not guarantee reimbursement for future calendar years. New documentation requesting reimbursement must be submitted each calendar year.

Employees receiving reimbursement that cancel their gym membership at any point during the calendar year must notify Human Resources immediately. Upon notification of cancelation, monthly reimbursement payments will be discontinued.

Exclusions

Recreational activities and weight-loss, smoking-cessation, and other similar programs, although encouraged as part of an overall wellness program, do not qualify for reimbursement.

Reimbursement Limits

Total reimbursement for all applicants is limited to designated annual budget. Once the budget is exhausted, there will be no more reimbursements for the remainder of the calendar year. Gym membership reimbursements submissions are accepted on a first come, first serve basis.

Tax Liability



All amounts reimbursed to employees will be reported as taxable income on the employee's W-2 or other tax form and are subject to FICA, Medicare, federal, state, and local taxes.

Additional Information

Employees should consult with a physician before beginning a physical regimen.

Definitions

Gym / Fitness Center – brick and mortar establishment that offers a full complement of exercise equipment and/or programs enhancing physical fitness and wellness. The terms "gym" and "fitness center" may be used interchangeably.

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TIMEKEEPING/PAYROLL

401 Timekeeping

Effective Date: 12/01/2000

Revision Date: 06/30/2005

Accurately recording time worked is the responsibility of every employee. Federal and state laws require GLOCK, Inc. to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved in writing before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 5 minutes prior to their scheduled starting time nor stay more than 5 minutes after their scheduled stop time without express, prior written authorization from their supervisor.

If corrections or modifications are necessary, the employee should note such changes on an Exit Pass and the Department Head or Director must verify the accuracy of the changes by signing the Report. If you believe that your time records are inaccurate in any way, please bring this to the attention of your supervisor or the Human Resource Department.

On occasion GLOCK, Inc. will require overtime. GLOCK, Inc. will inform you of overtime requirements with as much advance notice as possible. When management determines that overtime is required, employee refusal to work overtime is subject to discipline.



403 Paydays

Effective Date: 12/01/2000

Revision Date: 06/30/2002

Nonexempt or hourly employees are paid biweekly on every other Friday. Exempt or salaried employees are paid monthly on the last day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

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If a regular payday falls during an employee's vacation, the employee's paycheck will be unaffected by his or her vacation status.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to GLOCK, Inc. Employees will receive an itemized statement of wages when GLOCK, Inc. makes direct deposits.

405 Employment Termination

Effective Date: 12/01/2000

Revision Date: 09/01/2006

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine.

An employee may schedule an exit interview with the Human Resources Department at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to GLOCK, Inc., or return of GLOCK, Inc.-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with GLOCK, Inc. is based on mutual consent, both the employee and GLOCK, Inc. have the right to terminate employment at will, with or without cause, at any time.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

408 Pay Advances

Effective Date: 12/01/2000

Revision Date: 06/30/2002



GLOCK, Inc. does not provide pay advances on unearned wages to employees.

409 Administrative Pay Corrections

Effective Date: 12/01/2000

Revision Date: 06/30/2002

GLOCK, Inc. takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

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In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Human Resources Department so that corrections can be made as quickly as possible.

410 Pay Deductions

Effective Date: 12/01/2000

Revision Date: 06/30/2002

The law requires that GLOCK, Inc. make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. GLOCK, Inc. must also deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base."

GLOCK, Inc. offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

WORK CONDITIONS & HOURS

501 Safety

Effective Date: 12/01/2000



Revision Date: 09/01/2010

To assist in providing a safe and healthful work environment for employees, customers, and visitors, GLOCK, Inc. has established a workplace Safety Program. This program is a top priority for GLOCK, Inc. The Safety Officer has responsibility for implementing, administering, monitoring, and evaluating the Safety Program. Its success depends on the alertness and personal commitment of all.

GLOCK, Inc. provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, e-mails, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor.

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GLOCK, Inc. encourages all employees to report any OH&S (Occupational Health & Safety) incident, hazard, risk, or opportunity. Employees can raise concerns and make reports without fear of reprisal.

Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, or where appropriate remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Safety Officer or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

THE 4 BASIC FIREARMS SAFETY RULES ARE TO BE OBSERVED AT ALL TIMES.

1. Handle all firearms as if they were loaded.
2. Always keep firearms pointed in a safe direction.
3. Keep your finger outside the trigger guard and off the trigger until you have aligned the firearm's sights on a safe target, and you have made the decision to fire.
4. Always be certain that your target and the surrounding area are safe before firing.

Any unintentional or negligent discharge of a firearm shall subject the employee to disciplinary action up to and including termination.

A detailed Workplace Safety program is available for your review upon request and posted in the company break rooms. It may be updated from time to time. Please keep constant safety awareness in mind as you perform your daily duties.

SAFETY IS EVERYONE'S RESPONSIBILITY.



502 Work Schedules

Effective Date: 12/01/2000

Revision Date: 06/30/2002

The normal work schedule for all nonexempt or hourly employees is 8 hours a day, 5 days a week. The normal work schedule for exempt or salaried employees is 8 hours a day, 5 days a week. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some extraordinary cases to allow employees to vary their starting and ending times each day within established limits.

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Flexitime may be possible if a mutually workable schedule can be negotiated with the supervisor involved.

The granting of flexitime requests will be the exception and not the rule. Such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flexitime. Employees should consult their supervisors to request participation in the flexitime program.

504 Use of Phone and Mail Systems

Effective Date: 12/01/2000

Revision Date: 06/30/2002

Personal use of the telephone for long distance and toll calls is not permitted on company telephones. Employees may be required to reimburse GLOCK, Inc. for any charges resulting from personal use of the company telephone. Employees should practice discretion when making local personal calls on company telephones and personal cell phones. Voice mail is subject to review and monitoring to ensure quality customer service.

The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

505 Tobacco Use

Effective Date: 12/01/2000

Revision Date: 09/01/2006

In keeping with GLOCK, Inc.'s intent to provide a safe and healthful work environment, smoking or use of tobacco in the workplace is prohibited except in those locations that have been specifically designated as smoking/tobacco use areas.

Smoking at the main entrance to either the 6000 or 6200 building is prohibited.
 Please use the designated smoking and break area on the side of the 6000 building.



This policy applies equally to all employees, customers, and visitors.

506 Rest and Meal Periods

Effective Date: 12/01/2000

Revision Date: 09/01/2006

Each workday, full-time nonexempt, hourly employees are provided with 2 rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees

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must not be absent from their workstations beyond the allotted rest period time. GLOCK, Inc. is not required by law to provide these rest periods; they are a privilege that may be revoked at any time. Further, rare circumstances may require employees to work through the rest periods, as directed by their supervisors.

All full-time nonexempt, hourly employees are provided with one meal period of 30 minutes in length each workday. All full-time exempt, salaried employees will have one meal period of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Rest and meal periods are the only authorized breaks during business hours; breakfast is expected to be eaten prior to reporting for scheduled work hours.

Failure to comply with authorized break and meal period's policy may result in disciplinary action, up to and including termination of employment.

507 Overtime

Effective Date: 12/01/2000

Revision Date: 09/01/2010

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, holiday or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.



Failure to work scheduled overtime or overtime worked without prior written authorization from the supervisor may result in disciplinary action, up to and including termination of employment.

508 Use of Equipment and Vehicles

Effective Date: 12/01/2000

Revision Date: 09/01/2010

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using GLOCK, Inc. property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

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Employees who operate PITs (powered industrial trucks or forklifts) are responsible for complying with OSHA regulations. Inspection forms are provided on each lift-truck. The first person to operate the truck on each shift is responsible for inspection and documentation on the provided forms. These inspection sheets will be made available and collected by the Safety Officer.

The same precautionary steps should be taken while using a lift-truck, as is taken while operating a company vehicle:

- Check to see if first to drive on shift, complete and initial inspection form
- Wear a safety belt
- Do not use a cell phone while operating heavy equipment
- Ensure a clear path of travel for the equipment

Employees whose work-related duties require the use of equipment off the corporate premises will be required to sign for/check out equipment from the appropriate department. The equipment and vehicles will be in good working order when checked out. Employees are responsible for accomplishing routine maintenance and returning company property in the manner received. Failure to properly maintain and repair company equipment will be considered abuse. By way of example, abuse includes but is not limited to breaking laptop computers and smoking in company-owned vehicles.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damage, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, abusive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

509 Use of Company Vehicles

Effective Date: 06/30/2005
 Revision Date: 09/01/2010

Company owned / leased vehicles are for use by qualified drivers to conduct official business. Vehicles shall not be used for personal business.

While driving company owned, leased, or rented vehicles, employees must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits when driving on company business. It is not possible to list all the forms of behavior that are considered unacceptable while driving on company business.

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The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- **Drinking or under the influence of drugs while driving**
- **Driving while disqualified, or not correctly licensed**
- **Reckless or dangerous driving causing death or injury**
- **Failing to stop after a crash**
- **Any actions which warrant suspension of a license**

Drivers of company vehicles are expected to:

- Ensure you hold a current driver license for the class of vehicle they are driving
- Immediately notify your supervisor or manager if your driver's license has been suspended or cancelled, or has had limitations placed upon it
- Be responsible and accountable for your actions when operating company vehicles
- Display the highest level of professional conduct when driving motor vehicles
- Assess hazards while driving and anticipate 'what if' scenarios
- Drive within the legal speed limits, including driving for the conditions
- Wear a safety belt at all times
- Report vehicle defects to a supervisor or manager before the next vehicle use
- Comply with traffic legislation when driving a company owned, leased, or rented vehicle
- Properly maintain and regularly check the oil, radiator and battery levels, and tire pressure of company owned, leased, or rented vehicles they regularly use
- Report any near hits, crashes, and scrapes to your manager, including those which do not result in injury.

510 Emergency Closings



Effective Date: 12/01/2000

Revision Date: 06/30/2002

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When the decision to close is made **AFTER** the workday has begun, employees will receive official notification from their immediate supervisors. In these situations, time off from scheduled work will be paid. When the decision to close is made **BEFORE** the workday has begun, time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid time off.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid time off.

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Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

512 Business Travel Expenses

Effective Date: 12/01/2000

Revision Date: 09/01/2006

GLOCK, Inc. will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Department Manager.

Absent business necessity, all travel arrangements are to be made 21 days in advance of the travel date.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by GLOCK, Inc. Employees are expected to limit expenses to reasonable amounts. Employees will be compensated for meals and incidentals at the rate established by the IRS for Income Tax purposes.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisors. Vehicles owned, leased, or rented by GLOCK, Inc., may not be used for personal use without prior written approval of the Department Manager.

When travel is completed, employees should submit completed travel expense reports within 15 days. Reports should be accompanied by receipts for all individual expenses. Expenses will be reimbursed upon approval of the Department Manager. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.



Abuse of this business travel expenses policy, including falsifying expense reports, e.g., to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

514 Visitors in the Workplace

Effective Date: 12/01/2000

Revision Date: **05/06/2009**

To provide for the safety and security of employees and the facilities at GLOCK, Inc., only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protect against theft, ensure security of equipment, protect confidential information, safeguard employee welfare, and avoid potential distractions and disturbances.

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All visitors should enter GLOCK, Inc. at the main entrance. Authorized visitors are required to sign in and wear a Visitor badge and be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on GLOCK, Inc.'s premises, employees should immediately notify their supervisors and direct the individual to the main entrance.

A Vice President must be informed of any visitor that is intended to access restricted areas. If access is to include the Designated Screening Area (shipping area); then the TSA Facility Security Coordinator must also be informed.

- Visitors are not permitted in the warehouse or warranty area without the approval of a Vice President.
- No visitors will be allowed in the secured warehouse area of the Manufacturing Plant unless authorized by a Vice President.
- All contractors and approved visitors must have a valid confidentiality agreement on file with the Legal Department prior to work/visit in the Manufacturing area. This confidentiality agreement is available from the Legal Department.
- All contractors or authorized visitors shall be escorted to or through the Manufacturing area by a Department Manager or a designated employee who shall remain with the contractor/visitor until the work or visit is completed.
- No communication regarding machinery, equipment, or processes are to be conveyed to anyone outside of the company. All GLOCK employees must follow non-disclosure requirements and confidentiality agreement. Please refer to page 7, section 112 Non-Disclosure of the GLOCK Employee Handbook for requirements information.
- Photographs are not allowed within the facility, with the exception of prior approval by a Vice President.

Visitors are not to be left unattended. You are responsible for your visitor for the duration of his/her/their visit.



516 Computer and Email Usage

Effective Date: 12/01/2000

Revision Date: 06/30/2002

Computers, computer files, the email system, and software furnished to employees are GLOCK, Inc. property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

GLOCK, Inc. strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, GLOCK, Inc. prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

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For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

GLOCK, Inc. purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, GLOCK, Inc. does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. GLOCK, Inc. prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the IT Department, or any member of management upon learning of violations of this policy.

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

517 Internet Usage



Effective Date: 12/01/2000

Revision Date: 06/30/2002

Internet access to global electronic information resources on the World Wide Web is provided by GLOCK, Inc. to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of GLOCK, Inc. and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of GLOCK, Inc. As such, GLOCK, Inc. reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through its online connections and stored in its computer systems.

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Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.



The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

To ensure a virus-free environment, no files may be downloaded from the Internet without prior authorization.

Abuse of the Internet access provided by GLOCK, Inc. in violation of law or GLOCK, Inc. policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or libel other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities

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- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any other illegal activities

518 Workplace Monitoring

Effective Date: 12/01/2000

Revision Date: 06/30/2002

Workplace monitoring may be conducted by GLOCK, Inc. to ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our customers' image of GLOCK, Inc. as well as their satisfaction with our service.

Computers furnished to employees are the property of GLOCK, Inc. As such, computer usage and files may be monitored or accessed.

GLOCK, Inc. may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft, and misconduct, and discourage or prevent acts of harassment and workplace violence.

Because GLOCK, Inc. is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.


522 Workplace Violence Prevention

Effective Date: 12/01/2000

Revision Date: 03/06/2014

GLOCK, Inc. is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, GLOCK, Inc. has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and

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other dangerous or hazardous devices or substances are prohibited from the premises of GLOCK, Inc. without proper authorization. Authorization to carry personally owned firearms on the premises may be granted on a case-by-case basis.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

It is the duty of all employees to report as soon as possible to their immediate supervisors, Human Resources Department or company Vice President, all threats of (or actual) perceived violence, both direct and indirect. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

GLOCK, Inc. will promptly and thoroughly investigate all reports of threats of (or actual) perceived violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, GLOCK, Inc. may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) perceived violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

GLOCK, Inc. encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. GLOCK, Inc. is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

526 Cell Phone Usage

Effective Date: 03/07/2002

Revision Date: 03/06/2014

GLOCK, Inc. provides cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, their clients, associates, and others with whom they may conduct business. Cell phone use is primarily intended for business-related calls. However, occasional, brief personal use is permitted within a reasonable limit. Cell phone invoices may be regularly monitored.

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Employees may have access to a cell phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. If employees must use cell phones while in their vehicles, the following safety guidelines should be followed:

- Use hands-free phone
- Never dial while the vehicle is moving
- Never text while driving
- Never e-mail, browse web, use social media or other while vehicle is moving
- Never use the phone in heavy traffic and/or bad weather
- Use speed dialing whenever possible
- Never look up phone numbers while driving
- Keep your eyes on the road while driving
- Avoid stressful conversations while driving
- If you receive a call while driving, do not answer, allow voice mail to pick up, and call back when you can stop at a safe area

As a representative of GLOCK, Inc., cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

With the exception of emergencies, personal cell phone usage, to include texting, e-mail, social media, web browsing or other, should be kept to a minimum and during work and lunch breaks.

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



591 Traffic Incidents

Effective Date: 12/01/2000

Revision Date: 06/30/2002

Employees who drive vehicles at any time as part of their job with GLOCK, Inc. are required to report to their supervisor any citations, D.U.I.s or accidents that occur after beginning employment with GLOCK, Inc.

Failure to report such incidents within 48 hours of the occurrence (the accident, receipt of the citation, etc., not conviction of the charge) may result in disciplinary action, up to and including immediate termination.

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592 Seat Belts

Effective Date: 12/01/2000

Revision Date: 09/01/2010

All employees must wear seat belts while driving or riding in any vehicle, either personal or company owned, leased, or rented, while driving on-site, going to or from corporate headquarters or other job sites and at all times while performing company business.

GLOCK, Inc. encourages all of its employees to wear seat belts at all times, as required by many state laws.

593 Workplace Chemicals

Effective Date: 12/01/2000

Revision Date: 06/30/2002

GLOCK, Inc. maintains a Hazardous Communication Program that includes lists of all chemicals with which you work that may in any way be hazardous. We will provide training before you are assigned to work with or be exposed to a chemical that OSHA has declared "hazardous" in any way. Before you start a job using chemicals, you should always read container labels and consult with your supervisor about the Material Safety Data Sheet (MSDS), including what, if any, safety equipment you should use. You should evaluate any unusual or non-routine task for chemical hazards and approach your supervisor or Department Manager if necessary. Immediately notify your supervisor of any chemical containers which are leaking, are unlabeled, or where you are uncertain of how to dispose of a chemical.

If you buy new chemicals, always obtain a copy of the MSDS, and give it to the Safety Officer before you use the chemical.

Copies of Hazard Communication materials may be obtained from your supervisor.

594 Compliance with Applicable Laws



Effective Date: 12/01/2000

Revision Date: 06/30/2002

GLOCK, Inc. intends to comply with all applicable state and federal laws, including but not limited to those relating to medical, family, or military leave; equal opportunity; wastewater; environmental regulations; safety; health; firearms regulations; and laws regarding terms and conditions of employment. If you have any questions about a particular policy or its interpretation, please contact your supervisor.

Similarly, GLOCK, Inc. expects employees to comply with all laws that apply to their jobs as a condition of their continued employment.

LEAVES OF ABSENCE

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601 Medical Leave

Effective Date: 12/01/2000

Revision Date: 06/30/2002

GLOCK, Inc. provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

- Regular full-time employees

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to GLOCK, Inc. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.



Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. Any combination of medical leave and family leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, GLOCK, Inc. will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide GLOCK, Inc. with at least two weeks' advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

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If an employee fails to return to work on the agreed upon return date, GLOCK, Inc. will assume that the employee has resigned.

602 Family Leave

Effective Date: 12/01/2000

Revision Date: 05/09/2014

GLOCK, Inc. provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

- Regular full-time employees



Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, parent, or military family member may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required. Failure to provide a complete and sufficient certification, or any certification, may result in denial of FMLA leave.

Eligible employees may request up to a maximum of 12 weeks (26 weeks for military family member) of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks (26 weeks for military family member) leave within any 12-month period for childbirth, adoption, or placement of a foster child; or to care for a parent or military family member with a serious health condition.

Qualifying Exigency Leave for Military Family Leave Provisions:

Eligible employees qualify for up to 12 work weeks of unpaid, job-protected leave within any 12-month period for qualifying exigencies that arise when the employee's spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty.

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- Members of the regular Armed Forces include duty during deployment of the member with the Armed Forces to a foreign country/international waters; or
- Members of the Armed Forces Reserve (National Guard and Resources), include duty during deployment of the member with the Armed Forces to a foreign country/international waters under a call or order to active duty in support of a contingency operation.

Qualifying exigencies for FMLA leave include making alternative childcare arrangements for a child of the deployed military member, attending certain military ceremonies, and briefing, or making financial or legal arrangements to address the military member's absence.

Human Resources can provide more detailed information about qualifying exigencies, upon request.

Military Caregiver Leave Provisions:

Eligible employees whose spouse, son, daughter, parent or next of kin is a covered service member with a serious injury or illness qualifies for up to 26 work weeks of unpaid leave within any 12-month period, in order to provide care for the service member.

A covered service member is a current member of the Armed Forces, National Guard or Reserves, who is receiving medical treatment, recuperation, or therapy, or is in outpatient status or is on the temporary disability retired list for a serious injury or illness.



Human Resources can provide more detailed information about qualifying caregiver provisions, upon request.

Subject to the terms, conditions, and limitations of the applicable plans, GLOCK, Inc. will continue to provide health insurance benefits for the full period of the approved family leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide GLOCK, Inc. with at least two weeks' advance notice of the date the employee intends to return to work. When a family-leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work after exhausting 12 weeks of leave, (26 for military family member), GLOCK, Inc. will assume that the employee has resigned.

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603 Personal Leave

Effective Date: 05/01/2023

Revision Date: 05/22/2023

An unpaid personal leave of absence may be granted upon request to regular full-time employees for important pressing personal needs.

Personal leave may be granted for a period of up to 60 calendar days for every 12-month period. GLOCK, Inc. will measure the 12-month period calculated as the 12-month period measured forward from the date of the first personal leave usage. Intermittent leave under the personal leave policy is not permitted.



Employees must receive prior approval before taking unpaid personal leave. Requests for unpaid personal leave must be made in writing to the employee's supervisor and should indicate the reason and the length of leave requested. Requests should be submitted at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. All unpaid personal leaves must be approved by the employee's supervisor and concurred with by Human Resources.

Upon approval of personal leave, and with the supervisor's approval, an employee may take any available accrued paid leave time (PTO) as part of the approved period of leave. Once the employee's accrued paid leave time (PTO) has been exhausted, the employee will be on unpaid leave status for the remainder of the personal leave.

Subject to the terms, conditions, and limitations of the applicable plans, GLOCK, Inc. will continue to provide health insurance benefits for the full period of the approved personal leave.

While on paid leave status, GLOCK, Inc. will continue to make payroll deductions to collect the employee's share of health insurance premiums. While on unpaid leave status, GLOCK, Inc. will continue to make the payment for the employee's share of health insurance premiums. Following the conclusion of personal leave, the employee will reimburse GLOCK, Inc. for the employee's share of health insurance premiums that was paid on the employee's behalf during the leave period.

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If the employee chooses not to return to work upon conclusion of the leave period, GLOCK, Inc. may require the employee to reimburse GLOCK, Inc. the amount it paid for the employee's health insurance premium during the leave period.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave period and will resume upon return to active employment.

Employees who take personal leave do not have job restoration rights that are required by law. However, when a personal leave ends, GLOCK, Inc. will generally make every reasonable effort to return the employee to the same position, if it is available, or to an available equivalent position for which the employee is qualified. However, GLOCK, Inc. cannot guarantee reinstatement in all cases.

Employees are expected to be able to return to work by the end of their approved personal leave period. If an employee fails to report to work promptly at the expiration of the approved leave period, GLOCK, Inc. will assume the employee has resigned.

605 Military Leave

Effective Date: 12/01/2000

Revision Date: 06/30/2002



A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

Employees will receive partial pay for up to three-week training assignments and shorter absences per year. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

The portion of any military leaves of absence in excess of three weeks will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

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Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the positions they would have attained had they remained continuously employed, or comparable ones, depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Employees with military commitments are expected to notify their supervisors and to provide GLOCK, Inc. with copies of orders as soon as possible. GLOCK, Inc. asks that employees be sensitive to the needs of the company when scheduling military duty or training.

Contact the Human Resources Department for more information or questions about military leave.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

701 Employee Conduct and Work Rules

Effective Date: 12/01/2000


Revision Date: 09/01/2006

To ensure orderly operations and provide the best possible work environment, GLOCK, Inc. expects employees to follow rules of conduct that will protect the interests and safety of all employees and GLOCK, Inc.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace.

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of company documents (e.g., timekeeping records, expense reports, PTO requests, FMLA, etc.)
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of controlled substances or intoxicants in violation of the law in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Unprofessional conduct from employees that are either on or off duty that adversely affects the image or public perception of the company including criminal, infamous dishonest or notoriously disgraceful conduct (e.g., lying under

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- oath, willful fraud, falsification of reports or vouchers, etc., theft of company funds, etc.)
- Viewing or downloading content from internet porn sites
 - Fighting or threatening violence in the workplace including use of such words, gestures or other actions that demonstrate that an employee appears ready to commit a physical, harmful act towards an individual or property
 - Boisterous or disruptive activity in the workplace
 - Use of profanity
 - Misuse of company credit card or failure to timely pay company credit card balance
 - Negligence or improper conduct leading to damage of employer-owned or customer-owned property
 - Insubordination or other disrespectful conduct
 - Inappropriate and public displays of affection
 - Violation of safety or health rules
 - Smoking/use of tobacco in prohibited areas
 - Harassment or discrimination based on age, disability, sex, race, religion, ethnicity, or sexual orientation
 - Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
 - Excessive absenteeism or any absence without notice
 - Excessive tardiness
 - Unauthorized absence from workstation during the workday
 - Unauthorized use of telephones, mail system, or other employer-owned equipment
 - Unauthorized disclosure of business “secrets” or confidential information
 - Violation of personnel policies
 - Unsatisfactory performance or conduct

Employment with GLOCK, Inc. is at the mutual consent of GLOCK, Inc. and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.



702 Drug and Alcohol Use

Effective Date: 12/01/2000

Revision Date: 09/01/2006

It is GLOCK, Inc.’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on GLOCK, Inc. premises and while conducting business-related activities off GLOCK, Inc. premises, no employee may use, manufacture, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. While operating company equipment and driving company owned or rented cars, no employee may be under the influence of

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alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, GLOCK, Inc. has established a drug-free awareness program and participates in The State Board of Workers' Compensation Drug-Free Work Place. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through GLOCK, Inc.'s health insurance benefit coverage. Employees should request accommodations from the Human Resources Department. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all GLOCK, Inc. policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause GLOCK, Inc. any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant agrees to abide by the terms of this policy and will notify GLOCK of any conviction, or plea of guilty or nolo contendere to any violation of any controlled substance law of the United States or any state, for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

703 Sexual and Other Unlawful Harassment

Effective Date: 12/01/2000

Revision Date: 09/01/2006

GLOCK, Inc. does not tolerate the harassment or discrimination of any of our associates. Any form of harassment or discrimination which violates federal, state, or local law, including but not limited to harassment or discrimination related to an individual's race, veteran's status, color, gender, religion, national origin, ancestry, citizenship status, uniformed service member status, age, pregnancy, medical condition or disability or any other protected category is a violation of this policy and will be treated as a disciplinary matter.

For these purposes, the term "harassment" includes slurs as well as any other offensive remarks, jokes, or other verbal, graphic, or physical conduct. Harassment also includes:

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- Unwanted sexual advances
- Offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity
- Visual conduct, such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal sexual propositions or requests
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive, or obscene letters, notes, e-mails, phone calls or invitations
- Physical conduct, such as unwelcome or offensive touching, assault, impeding or blocking movements

While isolated incidents of unwelcome behavior may not constitute discrimination or harassment, GLOCK, Inc. does not condone offensive or unwelcome behavior of any kind or duration and will take actions it deems appropriate to eliminate reoccurrence of such behavior that are brought to its attention. If you have questions about what constitutes harassing behavior or what conduct is prohibited by this policy, ask your supervisor, or contact Human Resources.

Violation of this policy can result in disciplinary action, up to and including immediate discharge.



Any associate who feels he or she has been subjected to discrimination or harassment should follow this procedure:

1. Promptly tell the person engaging in the objectionable behavior that such behavior is unwelcome, offensive or that he or she believes it is discriminatory, and request that the person stop the behavior. If appropriate, explain why the behavior is objectionable; and
2. Report the behavior to the Professional Conduct Coordinators in the Human Resources Department at GLOCK, Inc.'s headquarters by calling (770) 432-1202 Extension 6235 or 4419.

All complaints of harassment or discrimination which are reported will be investigated as promptly as possible. Corrective action will be taken where warranted. The reporting employee will be informed of any corrective action taken.

The company prohibits employees from hindering our own internal investigations and our internal complaint procedure. All complaints of harassment or discrimination that are reported will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

Harassment of our employees in connection with their work by non-employees may also be a violation of this policy. Any employee who observes any harassment of an

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employee by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken.

Harassment of employees of our clients, vendors, or suppliers by our employees is also strictly prohibited. Any such harassment will subject an employee to disciplinary action, up to and including immediate discharge.

We cannot help resolve any harassment or discrimination problem unless we know about it. Therefore, it is your responsibility to bring such problems to our attention so that we can take whatever steps are necessary to correct the problem. If management finds that an employee has violated our company policy, appropriate disciplinary action will be taken, up to and including termination.

704 Attendance and Punctuality

Effective Date: 12/01/2000

Revision Date: 06/30/2002

To maintain a safe and productive work environment, GLOCK, Inc. expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on GLOCK, Inc. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

A doctor's note may be requested by the manager for absences for 3 consecutive days. Doctor's notes provided to the supervisor need only verify that the employee was unable to work for health reasons (without detailing the nature of the illness or injury) but must include the date(s) covered. The note should be on the doctor's original stationery containing an original signature. Xerox and faxed copies are not acceptable.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Failure to report to work for three consecutive days without notice may result in immediate termination.

705 Personal Appearance

Effective Date: 12/01/2000

Revision Date: 06/01/2017

The dress Code for GLOCK, Inc. is business casual. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image GLOCK, Inc. presents to customers and visitors.

During business hours or when representing GLOCK, Inc., you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according



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to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards. The following is not all-inclusive, but intended to be examples of unsafe footings: Flip-flops, beach shoes, etc. For safety purposes, outside of administrative areas, shoes must cover and provide protection for the feet.
- Sweatpants, worn or torn clothing, tank/spaghetti tops, tube-tops or halter-tops, low-cut or revealing tops, cropped tops or shirts that do not completely cover the stomach may not be worn under any circumstances. No sleeveless shirts for men or women without a jacket or shirt to cover it.
- Shorts may be worn in departments such as Assembly, Manufacturing, Shipping, and Infrastructure, provided they are in good condition (no holes or excessive wear) and are no more than 3" above the knee, in areas that present no safety issues for such apparel. Supervisors have the final determination on acceptability of wearing shorts. Denim, khaki, or similar material is acceptable for shorts; however, sport shorts or similar materials are not acceptable.
- Tight Clothing not acceptable.
- Spandex tights or leggings are not acceptable.
- Skin-tone shirts/pants are not acceptable.
- See-through/mesh clothing not acceptable.
- Skirts are required to be no shorter than knee length.
- Hairstyles and facial hair are required to be kept in good appearance. For safety purposes, when working around moving equipment, long hair should be tied up.
- Unnaturally colored hair and extreme hairstyles do not present an appropriate professional appearance.
- Excessive makeup is not permitted.
- Good personal hygiene is to be practiced by all. Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be a safety hazard, e.g., no dangling jewelry, bracelets, necklaces, rings, etc. are to be worn around moving equipment. Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.

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- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and should be removed during business hours, if possible.
- Tattoos and similar body art with offensive or explicit content must be covered during business hours.
- Clothing should not appear suggestive or have offensive logos or wording.

Company provided equipment; clothing etc., should be kept clean and professional and is required to be worn during work hours only; for tradeshow, training, business meetings, etc., or as directed by the Department Manager. Worn, torn or otherwise damaged clothing or equipment should be replaced immediately.

706 Return of Property

Effective Date: 12/01/2000

Revision Date: 09/01/2006

Employees are responsible for all GLOCK, Inc. property, materials, or written information issued to them or in their possession or control. Employees must immediately notify the Human Resources Department or any company Vice President, of the loss of company property, in writing.

Employees must return all GLOCK, Inc. property immediately upon request or upon termination of employment. Where permitted by applicable laws, GLOCK, Inc. may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. GLOCK, Inc. may also take all action deemed appropriate to recover or protect its property.

708 Resignation



Effective Date: 12/01/2000

Revision Date: 06/30/2002

Resignation is a voluntary act initiated by the employee to terminate employment with GLOCK, Inc. Although advance notice is not required, GLOCK, Inc. requests at least 2 weeks' written resignation notice from all employees. Your final paycheck may be held until you return all company property (including keys) in your possession or for which you are responsible.

Prior to an employee's departure, an exit interview may, at GLOCK, Inc.'s sole discretion, be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits, the return of company property, or other related matters.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

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710 Security Inspections

Effective Date: 12/01/2000

Revision Date: 03/06/2014

GLOCK, Inc. wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, GLOCK, Inc. prohibits the possession, transfer, sale, or use of such materials on its premises. GLOCK, Inc. requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remains the sole property of GLOCK, Inc. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of GLOCK, Inc. at any time, either with or without prior notice.

GLOCK, Inc. likewise wishes to discourage theft or unauthorized possession of the property of employees, GLOCK, Inc., visitors, and customers. To facilitate enforcement of this policy, GLOCK, Inc., or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto GLOCK, Inc.'s premises.

Refusal to consent to an inspection will result in termination of employment.

711 Personal Firearms

Effective Date: 07/01/2012

Revision Date: 10/30/2013



GLOCK, Inc. does not allow personal firearms to be carried on your person, stored in a desk or locker or for employees to otherwise possess personal firearms unless as noted below.

Employee firearms are permitted to be safely stored inside personal locked and secured vehicles while on GLOCK properties. At no time is there to be handling of firearms in the parking lot or on the premises outside the course of one's job duties.

Employees may request VP approval to take personal guns into ranges. Ranges are the only authorized areas for employee handling of firearms. Safety rules in 501 Safety (see below) must be strictly adhered to.

THE 4 BASIC FIREARMS SAFETY RULES ARE TO BE OBSERVED AT ALL TIMES:

1. Handle ALL firearms as if they were loaded.
2. Always keep firearms pointed in a safe direction.
3. Keep your finger(s) outside the trigger guard and off the trigger until you have aligned the firearm's sights on a safe target, and you have made the decision to fire.

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4. Always be certain that your target and the surrounding area are safe before firing.

Any unintentional or negligent discharge of a firearm shall subject the employee to disciplinary action up to and including termination.

Employees who bring in personal firearms for servicing should follow the Service Procedures as directed below:

1. All firearm(s) to be serviced are to first be checked in with a member of the GLOCK Security Department (Security Guard) at the main gate where the Guard will follow the Customer Weapons Servicing procedures.
2. The Security Guard will apply a red “tie strap” through the magazine well and out of the breech.
3. No employee-owned firearm(s) will enter GLOCK buildings without a red “tie strap” to indicate that the firearm has been assessed and made safe by Security. Warranty Department personnel will remove wire “tie strap” during service.
4. After service, firearm(s) will immediately be safely secured in the employee’s vehicle.

Exceptions to this policy shall only be granted by a Vice President of GLOCK, Inc. All requests by employees for exceptions to this policy shall be submitted through the appropriate chain-of-command, beginning with the employee’s supervisor, and ending with the Vice President for approval.

Failure to comply with this policy, including the handling of firearms in office areas, may result in disciplinary action, up to and including termination of employment.

712 Solicitation



Effective Date: 12/01/2000

Revision Date: 09/01/2006

In an effort to ensure a productive and harmonious work environment, persons not employed by GLOCK, Inc. may not solicit or distribute literature in the workplace at any time for any purpose.

GLOCK, Inc. recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Work time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.) Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for religious groups
- The collection of money, goods, or gifts for political groups

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- The circulation of petitions
- The distribution of literature not approved by the employer
- The solicitation of memberships, fees, or dues

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Affirmative Action statement
- Internal memoranda
- Organization announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If employees have a message of interest to the workplace, they may submit it to the Human Resources Department for approval. All approved messages will be posted by the Human Resources Department.

714 Drug Testing

Effective Date: 12/01/2000

Revision Date: 06/30/2005

GLOCK, Inc. is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine, hair and/or blood) to determine the illicit or illegal use of drugs and alcohol.

Refusal to submit to drug testing leads to a presumption of use and may result in disciplinary action, up to and including termination of employment.

The drug and alcohol rehabilitation benefits available under the GLOCK, Inc. insurance program provide confidential counseling and referral services to employees for assistance with such problems as drug and/or alcohol abuse or addiction. It is the employee's responsibility to seek assistance prior to reaching a point where his or her judgment, performance, or behavior has led to imminent disciplinary action. Participation after the disciplinary process has begun may not preclude disciplinary action, up to and including termination of employment.

Copies of the drug testing policy will be provided to all employees. Employees will be asked to sign an acknowledgement form indicating that they have received a copy of the drug testing policy. Questions concerning this policy, or its administration should be directed to the Human Resources Department.

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718 Problem Resolution

Effective Date: 12/01/2000

Revision Date: 09/01/2006

GLOCK, Inc. is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from GLOCK, Inc. supervisors and management.

GLOCK, Inc. strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.



If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with GLOCK, Inc. in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the Human Resources Department or any company Vice President.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to Human Resources Department if problem is unresolved.
4. Human Resources Department counsels and advises employee, assists in putting problem in writing, visits with employee's manager(s), if necessary, and directs employee to General Counsel for review of problem.
5. Employee presents problem to General Counsel in writing.
6. General Counsel reviews and considers problem. General Counsel informs employee of decision and forwards copy of written response to the Human Resources Department for employee's file. The General Counsel has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

MISCELLANEOUS

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891 Intellectual Property

Effective Date: 06/30/2002

Revision Date: 09/01/2006

Trademark, Trade Dress and Copyright laws protect the GLOCK name from infringement. Infringement occurs when another person or company tries to use the Trademark, Trade Dress, or copyrighted material belonging to GLOCK, Inc.

All employees must follow these guidelines when referring to GLOCK, Inc. or GLOCK products. When referring to this company in writing, you must always write "GLOCK, Inc.", with the name "GLOCK" in all caps. "Incorporated" or its abbreviation, "Inc." must always be used.

When referring to GLOCK, Inc. products, always use "GLOCK" in all caps.

When using the GLOCK, Inc. logo, it should always be in the form originally given to you. No changes to this format are authorized under any circumstances.

If you have any questions or are ever unsure how to properly communicate GLOCK, Inc. Intellectual Property rights, please contact the Legal Department for assistance.

893 U.S. Exportation

Effective Date: 09/01/2010

Revision Date: 09/01/2010

GLOCK, Inc. sales territory is the United States, its territories, and possessions, as well as Canada. GLOCK pistols that originated in Austria and imported into the United States cannot be re-exported to any country, with the exception of Canada.

895 FCPA (U.S. Foreign Corrupt Practices)

Effective Date: 04/27/2010



Revision Date: 07/08/2010

Compliance with GLOCK Policies and Governing Law

When conducting business on behalf of GLOCK, Inc. ("GLOCK"), whether in the United States or internationally, GLOCK employees are required to comply with all GLOCK policies and procedures, as well as all local, state, or international laws, including, but not limited to, the U.S. Foreign Corrupt Practices Act (FCPA),

Anti-Bribery Policy under the FCPA

It is the policy of GLOCK that each director, officer, and employee, comply in all respects with all applicable domestic and international laws, standards and principles relating to anti-corruption and anti-bribery in each of the jurisdictions in which GLOCK operates or conducts any other activity. GLOCK has established and shall enforce effective

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compliance procedures. Any breach or breaches of those procedures will be treated as serious disciplinary offences. No form of bribery, including improper offers or payments to or from employees or agents, will be tolerated.

Contacts by or on behalf of GLOCK with governments, government agencies or officials will be conducted in compliance with GLOCK’s Uniform Anti-Corruption and Anti-Bribery Compliance Procedures & Guidelines and in a manner sufficient to ensure compliance with applicable anti-corruption and anti-bribery laws. Any consultants, advisors or other agents retained to assist or represent GLOCK with respect to governments, government agencies or officials will be informed of this policy and are required to comply with its terms. Such agents will be retained only in accordance with the Uniform Anti-Corruption and Anti-Bribery Compliance Procedures and Guidelines. The responsibility for ensuring that GLOCK complies with anti-corruption law rests with each and every GLOCK personnel, and it is subject to oversight from the Compliance Officer.

GLOCK requires all books, records, and accounts to be kept in reasonable detail such that they accurately and fairly reflect its domestic and foreign transactions. GLOCK also requires anti-corruption and anti-bribery compliance training for all personnel whose job responsibilities involve foreign transactions.

Guidelines for FCPA Compliance


All GLOCK personnel, as well as agents and representatives, are required to have read, understood, and follow GLOCK’s Uniform Anti-Corruption and Anti-Bribery Compliance Procedures and Guidelines.

The consequences of failing to comply with the FCPA are potentially disastrous for GLOCK and its employees. Violations of the FCPA by a GLOCK employee or representative can result in millions of dollars in fines against the Company and can subject employees to prosecution, criminal fines, and imprisonment, as well as disciplinary action by GLOCK Professional, including termination of employment. Note that the FCPA states that fines and penalties imposed upon individuals may **not** be paid **directly or indirectly** by any corporation for which they may have acted.



Accordingly, we have developed the following guidelines for complying with the FCPA. The purpose of these guidelines is to ensure full compliance with the FCPA. All employees, officers, and directors of GLOCK, or any of its parents, subsidiaries or affiliates are expected to sign the attached statement acknowledging that they have read and understood this Corporate Policy, as well as the Uniform Anti-Corruption and Anti-Bribery Compliance Procedures and Guidelines.

Anti-Bribery and Anti-Corruption Compliance Guidelines

I. Rules:

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1. Except as provided herein, no offer, payment, promise to pay or authorization to pay or provide any money, gifts or anything of value will be made by or on behalf of GLOCK to:
 - a. Any foreign official, regardless of rank; or
 - b. Any person, while knowing or being aware of a high probability that all or a portion of any payment will be offered, given or promised, directly or indirectly, to a foreign official.
2. Except in emergency situations subject to the conditions set forth in paragraph 3, **no facilitating payment shall be made without the prior approval of the country controller.** The Compliance Officer shall file a quarterly report with the General Counsel listing what, if any, facilitating payments were approved that quarter.
3. In emergency situations, which involve detainment of or threat of physical harm to an employee, a facilitating payment may be made without the prior approval required under paragraph 2 provided that all of the following conditions are satisfied:
 - a. The payment does not exceed \$100.00.
 - b. The payment is for routine, non-discretionary governmental action.
 - c. Within three (3) business days, the payment is reported in writing to the Compliance Officer and on an expense report to reflect accurately the amount paid, the recipient, the purpose of the payment, and the emergency nature of the situation.
4. GLOCK will require independent third parties who represent GLOCK to conduct themselves in a manner consistent with this Manual.
5. GLOCK will exercise care in selecting such third parties by employing only reputable entities and will pay only reasonable compensation for the services provided.
6. GLOCK shall not make contributions to political parties or committees or to individual politicians without the prior written consent of the Compliance Officer. Approved contributions may only be made in accordance with the applicable law, and all requirements for public disclosure of such contributions shall be fully complied with.
7. The making of improper charitable contributions on behalf of foreign officials may have severe consequences under the FCPA for GLOCK and involved employees. In no instance may an employee or a business segment make a donation payment at the behest of a foreign official or to an organization affiliated with a foreign official or his close relatives

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without first obtaining approval from the Compliance Officer. If a donation is made, it must be accurately described in GLOCK's books and records.

II. Reporting the Appearance of Impropriety, Bribery, Corruption or Potential FCPA Violations

Every GLOCK employee, agent or representative whose duties are likely to lead to involvement in or exposure to any of the areas covered by the FCPA and anti-corruption laws is expected to become familiar with and comply with these Anti-Corruption Compliance Procedures and Guidelines. Periodic certifications of compliance with GLOCK's Anti-Corruption Compliance Procedures and Guidelines will be required, as will participation in training sessions as instructed by management.

It is the individual responsibility of each officer, employee, and agent of GLOCK, whose duties are likely to lead to involvement in or exposure to any of the areas covered by the FCPA, by action and supervision as well as continuous review, to ensure strict compliance with this FCPA Policy. GLOCK may take severe disciplinary action, up to and including dismissal, against any officer, employee or consultant who violates these Anti-Corruption Compliance Procedures and Guidelines.



Any officer or employee who suspects or becomes aware of any violation of these Anti-Corruption Compliance Procedures and Guidelines shall report the violation to his or her supervisor, who will immediately advise the Compliance Officer, who shall cause an investigation of the reported matter to be conducted.

GLOCK takes all reported concerns seriously, and when appropriate, will investigate to determine if there has been a violation. If you report an alleged violation, GLOCK will make every reasonable effort to keep your identity confidential while conducting a thorough and fair investigation as required under the law. If you wish, you may remain anonymous when making a report.

In situations where an investigation is appropriate, it is imperative that you refrain from discussing with colleagues or co-workers your contact with the Compliance Officer or the General Counsel. This discretion will help GLOCK maintain confidentiality of the investigation and your identity.

III. Record Keeping for Payments

The FCPA imposes certain accounting requirements on publicly traded companies. Although GLOCK is not a public company, GLOCK nevertheless adheres to the highest standards of ethical accounting, reporting and book and record keeping. GLOCK requires that all books, records, and accounts be kept in reasonable detail and accurately reflect the transactions and dispositions of that Company. All payments made on behalf of GLOCK must include proper written documentation and state the purpose of the payment at a minimum, as well as comport with the Uniform Anti-Corruption and Anti-Bribery Compliance Procedures and Guidelines.

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IV. Additional Considerations:

Grease Payments. You may hear the term “grease payments” from time to time as used in the context of the FCPA. GLOCK does not endorse the use of “grease payments” to the extent that the definition of “grease payments” might conflict with U.S. or international law. However, following an express exception to the FCPA, “facilitating” or “expediting” payments may be made to expedite or secure the performance of routine, non-discretionary governmental action by a foreign official. The exception, however, does not cover any payment intended to influence the decision or action of a foreign official in a decision concerning the awarding of new business or continuation of existing business. Under no circumstances may a GLOCK employee, agent or representative make a facilitating or expediting payment for any purpose other than the performance of a routine, non-discretionary action.

In all such circumstances, GLOCK employees, agents, and representatives must follow the Uniform Anti-Corruption and Anti-Bribery Compliance Procedures and Guidelines.

Political Parties or Officials. All contributions of money or services to political parties or officials thereof on behalf of GLOCK, Inc. or to candidates for political office outside the United States are expressly prohibited.

Retaining Agents. Because the actions of a third party acting as an agent or representative of a company can expose that company to liability under the FCPA, great care should be taken in the retention of local GLOCK distributors and representatives. A sufficient investigation should be undertaken to ensure that any such representative does not intend to engage in any improper practices. In determining whether to engage a particular GLOCK distributor or representative, factors such as the representative's reputation and qualifications, the manner and reasonableness of compensation, the relationship, if any, between the owners and employees of the representative and a foreign official, the presence or absence of any secret partners, the willingness of the representative to fully disclose its relationship with us and the legality of the relationship under local law must be considered.

In all such circumstances, GLOCK employees, agents, and representatives must follow the Uniform Anti-Corruption and Anti-Bribery Compliance Procedures and Guidelines.

Government-Owned Businesses. In many countries it is a common practice for government officials to own or operate business enterprises. While the FCPA and related laws do not prohibit legitimate business relationships with business enterprises owned or controlled by foreign officials, great care must be taken by GLOCK affiliates and Distributors to avoid any association with any such enterprise in circumstances that might constitute an evasion of the FCPA.

In all such circumstances, GLOCK employees, agents, and representatives must follow the Uniform Anti-Corruption and Anti-Bribery Compliance Procedures and Guidelines.

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897 FCPA (U.S. Foreign Corrupt Practices) Employee Acknowledgement Form

Effective Date: 12/01/2000

Revision Date: 09/01/2010

ACKNOWLEDGMENT OF RECEIPT, REVIEW AND UNDERSTANDING OF THE GLOCK, INC. CORPORATE POLICY AND UNIFORM ANTI-CORRUPTION AND ANTI-BRIBERY COMPLIANCE PROCEDURES AND GUIDELINES.

I, _____, [an employee, agent or representative (circle the most appropriate)], of GLOCK, Inc. (the "Company"), one of its parents, subsidiaries or affiliates, (a corporation or other entity controlling, controlled by or under common control with the Company), confirm that I have received, read, understand, and will strictly follow GLOCK, Inc. 's FCPA Corporate Policy and the Uniform Anti-Corruption and Anti-Bribery Compliance Procedures and Guidelines (collectively, the "Policies") on _____, 20____.

In particular, without limiting my declaration of understanding of the Policies, I understand the following:

- (a) The Foreign Corrupt Practices Act prohibits me from influencing or attempting to influence any foreign government, official or political figure to affect the awarding of business by such government or persons,
- (b) if I take any such prohibited action, I will be subject to prosecution and may subject the Company, as well as its officers and directors, to liability and,
- (c) such actions are grounds for termination of my employment and/or may result in the constitution of legal action against me by the Company.

I agree to abide by the Policy, and I agree to review its terms prior to engaging in any activities that could violate the Policies in any manner or respect. If I have any questions concerning any matter within the scope of the Policies, I will present them to the Company's General Counsel, for review, prior to engaging in any such transaction or activity.

ACKNOWLEDGED AND AGREED:

Signature

Name

Date