

November, 2000

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WELCOME STATEMENT

Welcome to Retail Concepts, Inc.

Retail Concepts, Inc. wishes you a warm welcome aboard. We are a Company attempting to create a pleasant working environment for all of our employees. We hope that all of our employees will work together for the benefit of the Company. We also hope that your employment with us is pleasant and mutually beneficial.

Whether you work in our stores, our Distribution Center, or our Home Office, each of our employees is considered an important link in the company.

This Policy and Procedures Manual outlines the various employment policies and procedures at our company. Retail Concepts, Inc. may add to the policies in the manual or revoke or modify them at any time without prior notice.

All employees are expected to be familiar with and abide by the policies contained in this Manual.

Employees who have questions about anything presented in this Manual should see their supervisors for clarification and explanation.
