

GENESCO INC.

CORPORATE POLICIES

FOR

ETHICAL BUSINESS PRACTICES

AND LEGAL COMPLIANCE

October 2014

**GENESCO INC.
CORPORATE POLICIES**

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FOREWORD

Compliance with the law and with ethical standards in conducting business is a core value of Genesco Inc., its subsidiaries and affiliates (“Genesco” or the “Company”) and a practical imperative for a public company. The following pages contain a number of statements of policy focusing on areas that have posed risks of illegality for companies like Genesco. These policies apply to all Genesco employees—and all other persons and entities acting on Genesco’s behalf—worldwide.

In addition to these policies, Genesco maintains Human Resource policies, a Customs Compliance policy manual and other written policies. Where any of these policies are inconsistent with the law of any jurisdiction in which Genesco does business, the General Counsel has the authority to issue or approve additional written policies that supplement (and, if necessary, supersede) these policies. Neither individual policies nor the collection of policies as a whole are comprehensive, and omission should not be taken to imply that Genesco endorses any unlawful act or course of conduct. In some cases, the policies go beyond minimum legal requirements, as an additional practical safeguard against violations of the law or the appearance of wrongdoing. In all cases, however, they represent the policy of the Company.

The Genesco Legal Department is available as a primary resource in the application of these policies and in legal compliance generally. Any questions regarding these policies or any other legal issues which arise in the course of business should be directed to the Legal Department at (615) 367-8441.

Any actual or suspected violation of these policies must be reported to the Legal Department or the Human Resources Department. Any matter reported will be investigated and appropriate sanctions, including possible termination of employment, will be taken against any employee found to have violated the policies set forth herein. The report will be treated with the maximum degree of confidentiality consistent, in the opinion of the General Counsel, with the investigation undertaken. Genesco will take no retaliatory action against any employee for making a report in good faith. It is the duty of every employee to do so when he or she knows of or suspects a violation of these policies.

The Company has instituted anonymous reporting procedures for concerns related to accounting, internal accounting controls and auditing and anti-corruption matters. These procedures are outlined on the pages following this Foreword. Anonymous reporting of concerns related to accounting, internal accounting controls and auditing and anti-corruption matters satisfies the obligation to report violations of the procedures. The procedures are applicable only to accounting, internal accounting controls and auditing and anti-corruption matters.

The contents of this manual are confidential and are the property of Genesco, and their disclosure outside the Company is forbidden.

Nothing contained in this manual, any employee handbook, employment application, Company memoranda or other materials provided to employees in connection with their employment shall require the Company to have “just cause” to terminate an employee at any time for any reason or otherwise alter the employee’s status as an employee at will, where at will employment is applicable. Statements of specific grounds for termination set forth in this manual or elsewhere are not all inclusive and are not intended to restrict the Company’s right to terminate.

GENESCO INC.

Procedures for Anonymous Reporting of Complaints or Concerns about Accounting, Internal Accounting Controls and Auditing and Anti-Corruption Matters by Genesco Employees

The Audit Committee of Genesco's board of directors has adopted procedures to allow employees to report concerns or complaints about accounting, internal accounting controls and auditing and anti-corruption matters anonymously. It is the policy of the Company not to attempt to identify employees who report concerns or complaints about these matters through one of the mechanisms discussed below. It is also the policy of the Company not to take any retaliatory action in response to an employee's good faith reporting of concerns or complaints about accounting, internal accounting controls and auditing and anti-corruption matters.

Employees may report concerns or complaints about accounting, internal accounting controls and auditing or anti-corruption matters anonymously in any of the following ways:

- By leaving a message in the voicemail box at 1-888-324-6332 [or if calling for the U.K. (0800 015 6552) or R.O.I. (1800 948 836)];
- By sending a message:
 - For reports from North America, use the Intranet main page on a computer connected to the Company's network, click on the "Accounting Matters Complaints" link and supply details of the complaint or concern on the form provided; or
 - For reports from the U.K. or R.O.I., send an email to anonymous-reporting@genesco.com.
- By sending written details of the concern or complaint to:
General Counsel
Genesco Inc.
Suite 490
Post Office Box 731
Nashville, Tennessee 37202-0731, U.S.A.

These mechanisms are intended for Genesco employees to report complaints and concerns about accounting, internal accounting controls and auditing and anti-corruption matters only. Complaints about other matters (for example, human resources matters) should continue to be reported under Genesco's existing policies and procedures. Complaints or concerns will be received and processed by the General Counsel. Those involving accounting, internal accounting controls and auditing and anti-corruption matters will be reported to the Audit Committee and appropriately investigated.

GENESCO INC.

INSIDE INFORMATION AND CONFIDENTIALITY

PROHIBITIONS AGAINST TRADING ON THE BASIS OF OR TIPPING INSIDE INFORMATION

The federal securities laws generally prohibit an employee from purchasing or selling securities while he is in possession or is aware of material non-public (“inside”) information as well as the communication of such information to any other person for such use. Material information is any information that a reasonable investor would consider important in determining whether to buy, sell or hold securities. Inside information is information that has not been effectively disseminated to the investing public.

It is the policy of the Company that no employee may buy or sell Company securities while in possession of or aware of material inside information concerning the Company. Similarly, it is the policy of the Company that employees may not trade in the securities of any other company if an employee is in possession or is aware of material inside information relating to that company. It is also the policy of the Company that all inside information concerning the Company – or, for that matter, any other corporation or business – which is obtained by Company personnel in the course of their employment may not be communicated to any other person (including relatives, friends or business associates and regardless of the purpose for which such communication may be made), except to the extent necessary to perform work for the Company.

Whether information is material or whether it is inside information depends on all of the related facts and circumstances. Information that you should consider material includes earnings estimates, changes in previously released earnings estimates, significant merger, acquisition or divestiture proposals or agreements, major litigation, significant product news and extraordinary management developments. In addition, material information does not have to relate to the company’s business; information about the contents of a forthcoming publication in the financial press that is expected to affect the market price of a security could well be material. The foregoing list is not exhaustive; other types of information may be material at any particular time, depending upon all the circumstances.

The most dangerous time to engage in a purchase or sale of the Company’s securities is shortly in advance of the public release by the Company of important information, such as quarterly or year-end results or other important news, while the safest time is the period shortly following the release and publication of such information (assuming in each instance that the employee is not aware of other material information that has not yet been publicized). Even after the Company has released such information, it is important to be sure that sufficient time has elapsed to enable the information to be disseminated to, and considered by, investors (generally, two trading days). Without limiting the general application of these guidelines, employees may not trade during the period beginning with the first day of a fiscal quarter and ending with the second trading day following the public announcement of the Company’s operating results for the preceding quarter.

Any violation of these policies may result in immediate dismissal and constitute a violation of law subjecting the individual involved to both civil and criminal penalties.

Notwithstanding the foregoing prohibitions, before you are aware of any inside information, you may enter into a written contract or plan for a future purchase or sale of a Genesco security;

provided that, any such arrangement is submitted in advance of any trading and such written arrangement is approved by the General Counsel as being in conformity with the federal securities laws. Further information about this type of arrangement may be obtained from the General Counsel.

Any questions concerning this policy should be directed to the General Counsel. You should not attempt to resolve any uncertainties on your own.

CONFIDENTIALITY

All internal information concerning the Company and any other corporation or business about which Company personnel may obtain information in the course of their employment must be kept strictly confidential and should not be discussed with any person inside or outside of the Company, except to the extent necessary to perform work for the Company, nor should such information be discussed with any person within the Company under circumstances where it could be overheard. Written information should be appropriately safeguarded and should not be left where it may be seen by persons not entitled to the information. The unauthorized disclosure of such information could result in serious consequences to the Company, whether or not such disclosure is made for the purpose of facilitating improper trading in securities of the Company or such other corporation or business.

In addition to other circumstances in which it may be applicable, this confidentiality policy must be strictly adhered to in responding to inquiries about the Company that may be made by the press, financial analysts or other members of the financial community. It is important that responses to any such inquiries be made on behalf of the Company by a duly designated officer. Accordingly, Company personnel must not respond to such inquiries unless expressly authorized to do so.

11.12.09

GENESCO INC.

CORPORATE DISCLOSURE POLICY

Genesco is committed, consistent with legal and regulatory requirements, to making adequate and timely disclosure of material information to its shareholders, the financial community and the investing public and thus to providing a fair and equally available informational base for trading in its securities.

This disclosure policy confirms in writing our existing policy. Its purpose is to set forth guidelines and procedures used by Genesco in making all required public disclosures of material information on a broadly disseminated basis and in a manner that provides to all shareholders, investors and securities market professionals the opportunity for equal access to such information consistent with Regulation FD and other legal and regulatory requirements.

1. There shall be a Disclosure Policy Committee consisting of such members of management as may be appointed by the Board of Directors to oversee and monitor the public disclosures of the Company. Initially, the Committee shall include the Chief Executive Officer, the Chief Operating Officer, the Chief Financial Officer and the General Counsel.
2. It is the policy of the Company that when the Company or a “person acting on its behalf,” as such term is defined in Regulation FD, makes disclosure of nonpublic material information to shareholders or securities market professionals, such disclosure shall not be made selectively but shall be made in a manner that provides broad, nonexclusionary distribution of the information to the public. The Disclosure Policy Committee, acting collectively or individually through the actions of one or more designated members, shall review all speeches, written statements, presentations to analysts, institutional investors and shareholders (including scripts for conference calls) and other external written communications to securities market professionals prior to their use to make every effort to ensure that the policy goal described in this section is met. The Committee will also review the method of communication being used to disclose any nonpublic material information to assure that all such information is communicated in a manner consistent with Regulation FD and other legal and regulatory requirements. The Committee is authorized to determine on behalf of the Company whether information is “material” and “nonpublic” and in doing so shall make such judgments in good faith in light of the facts available at the time the determination is made, taking into account then existing judicial and regulatory interpretations of those terms. The Committee may consult with internal or external disclosure counsel where there is uncertainty regarding the “materiality” of information or compliance with Regulation FD and other legal and regulatory requirements when it considers it necessary to do so. The Committee will maintain sufficient familiarity with the Company’s prior public disclosures, SEC filings and other publicly available information to determine whether any updating or correcting is appropriate.
3. It is the policy of the Company that as soon as reasonably practicable (but in no event after the later of 24 hours or the commencement of the next day’s trading on the New York Stock Exchange) after a director or executive officer or a member of the Disclosure Policy Committee learns that there has been a non-intentional disclosure of nonpublic material information in violation of the general Company policy set forth herein, the

- Company will make public disclosure of the information in a manner consistent with Regulation FD. Directors and executive officers shall immediately advise a member of the Disclosure Policy Committee upon learning that such a disclosure has occurred. The Disclosure Policy Committee shall monitor unusual market price movements or activity and information generally circulating in the marketplace to determine if such movements or activity can reasonably be traced directly or indirectly to selectively disclosed nonpublic material information by the Company or anyone acting on its behalf.
4. The Company recognizes that from time to time it may need to share nonpublic material information for business purposes with third parties. It is the policy of the Company in such an event to make such disclosures only to a person who owes a duty of trust or confidence to the Company or to a third party who expressly agrees to maintain the disclosed information in confidence. Any such agreement shall be reported to the Disclosure Policy Committee.
 5. The Disclosure Policy Committee shall designate individual(s) who shall be the primary Company spokesperson(s) to the financial community, including shareholders and securities market professionals. Others within the Company or its operating units may from time to time be designated by the spokesperson(s) to respond to specific inquiries as necessary or appropriate. These responses will generally be made in the presence or under the supervision of a member of the Disclosure Policy Committee. It is essential that the spokesperson(s) as well as corporate disclosure counsel be fully apprised of all material Company developments in order that they be in a position to evaluate and discuss those events that may impact the disclosure process or information being communicated. These spokesperson(s) shall be integrally involved in scheduling and developing presentations for all meetings and other communications with analysts, institutional investors and shareholders, arranging appropriate interviews with management and responding to all inquiries from these persons for additional information. After public dissemination of information, secondary reporting of the Company's public disclosure will be monitored by the Company spokesperson(s) to make every effort to ensure accurate and complete reporting and to take corrective measures, when and if necessary.
 6. No unauthorized person, including any employee or board member who is not an authorized spokesperson, shall communicate with the financial community and all calls and inquiries from analysts, institutional investors and shareholders received by such person shall be referred to the person(s) authorized to speak on behalf of the Company.
 7. It is the policy of the Company not to express, directly or indirectly, on a selective basis information that the Company's anticipated earnings will be higher than, lower than, or the same as analysts' forecasts in response to analysts' inquiries or requests for "guidance." Should the Company determine during a quarter that earnings will be out of the range of current street estimates, the Disclosure Policy Committee may consider whether to issue a press release reasonably designed to provide broad, nonexclusionary distribution of the information to the public and whether to have a scheduled conference call open to all shareholders and securities market professionals to discuss and explain the anticipated variances.
 8. It is the policy of the Company to review only the factual content (not soft information) in analysts' financial models or drafts of research reports. An authorized spokesperson will give guidance when assumptions have been made on the basis of incorrect factual

data that render unrealistic conclusions, but only where such factual data are either public or nonmaterial. Any such guidance will be conveyed to the analyst orally and the draft report or model will not be retained if provided to the Company. The Disclosure Policy Committee will be advised of requests for review of draft reports or models and the full committee or its designee will review proposed responses.

9. So long as it is clear that the Company is not the source of a market rumor, it is the policy of the Company to respond consistently to market rumors in the following manner: "It is our policy not to comment on market rumors or speculation." Should the Company be determined to be the source of a rumor, the Company will make prompt disclosure to supply correct and complete information to the extent it is deemed material. Should a stock market request the Company to make a more definitive statement, the determination to do so will be made by the Disclosure Policy Committee, in consultation with internal or external disclosure counsel.
10. The Company has developed and intends to maintain a procedure for all regular corporate communications to shareholders and securities market professionals, including quarterly earnings releases. The procedure consists of drafting a press release, circulating it for review to the members of the Disclosure Policy Committee, other appropriate members of management, outside counsel and the Company's independent accountants, alerting the appropriate stock exchange, broadly disseminating the release through a national wire service and other distribution channels so as to make the information available to all shareholders and securities market professionals on a nonexclusionary basis. The press release generally will include notice of a scheduled conference call to discuss the announced results, giving shareholders and securities market professionals both the time and date of the conference call and instructions on how to access the call, whether through a live telephone line or internet webcasting. Shareholders and securities market professionals generally will have continuing access to the information presented in the conference call through the ability to listen to a recording of the call for a reasonable period of time after the conference call.
11. It is the policy of the Company to provide forward looking information from time to time to enable the investment community to better evaluate the Company and its prospects. In connection with such statements, the Company will accompany all such statements with meaningful cautionary language identifying important factors that could cause actual results to differ from those projected in the statement.
12. The Board of Directors should continue to be kept generally aware of all material developments and information disseminated to the public. Moreover, it is the policy of the Company to advise Board members and other executive officers when the material developments disclosed to such persons are not ready to be announced publicly in order to avoid premature or selective disclosure or inadvertent insider trading by such persons.

This Disclosure Policy shall be reviewed annually by the Board of Directors or such designated committee of the Board of Directors as the Board deems appropriate.

GENESCO INC.

CORPORATE MEDIA AND COMMUNICATIONS POLICY

The guidelines below are not intended to bar or unduly restrict responses to inquiries by trade publications concerning product developments, fashion trends, general industry issues and similar matters which relate directly to your business. Individual operating divisions may develop their own policies for dealing with trade media on matters involving their business exclusively. However, the Director of Corporate Relations should be advised whenever a division representative receives or answers such inquiries. Also, before anyone in an operating company takes steps to pitch a story or otherwise seek coverage in the media, he should contact the Corporate Relations Department. There should be no announcements over the business wires (PR Newswire or Business Wire) without prior approval from the Corporate Relations Department as to both content and timing of the release. The timing and content of a message may cause serious legal and corporate public relations problems which the spokesman for the division would not necessarily be in a position to anticipate. Copies of news releases and press kits should also be sent to the Corporate Relations Department as part of your normal distribution.

In dealing with the media, either in response to an unsolicited media inquiry or as a part of a division publicity project, with securities analysts, institutional investors and others, the spokesman should never comment on Genesco's financial performance and other Company-wide issues. Questions regarding the Company's operating results, financial condition or other corporate matters should be referred to the Chief Financial Officer, as the Company's primary spokesman to the financial and investment community. Other general corporate issues should be referred to the Director of Corporate Relations.

Of course, divisional spokesmen should not under any circumstances disclose financial or confidential marketing information concerning their operating companies. Market share, sales, earnings, growth rates, customers and marketing strategies and other detailed information about an operating company can obviously provide the competition with useful data, and we should take steps to safeguard all such information.

Because of the risk of personal liability to the person posting a message and the potential for corporate liability if the person is held to be speaking for the Company, Genesco employees must refrain from discussing Genesco's performance or prospects in Internet chat rooms (such as the Yahoo message board), in weblogs ("blogs"), or any other similar medium. No employee is authorized to post comments about Genesco on Internet message boards.

03.20.06

GENESCO INC. INFORMATION SECURITY POLICY

All access to corporate resources and information will be on a “Need to Know” basis.

All of the information stored on or transmitted over the Company’s resources remains the Company’s property and the Company has the right to monitor and audit it.

It is the employee’s responsibility to protect all of the passwords assigned to him or her. Users of Company systems should have unique system IDs and not share passwords with any other person.

All desktop computers and laptops must have a password-protected screensaver that activates after a period of no longer than 10 minutes of non-usage.

All machines will run the latest antiviral software. No employee may disable or deactivate the virus detection engine.

Remote use of e-mail such as webmail.genesco.com should be protected at all times. When using Genesco e-mail at a public place, the browser should be closed immediately when finished. Under no circumstances, should the “remember my password” option be used. If a user believes his or her e-mail account has been compromised, he or she should immediately contact the MIS Department’s Help Desk and change the password.

The Department Manager of an employee who leaves the Company will be responsible for ensuring that all the employee’s system IDs are revoked prior to final settlement.

Any access from a remote machine should have current approved firewall and virus protection software installed.

A non-disclosure agreement approved by the legal department will be included in a written agreement with any non-employee of the company before he or she is given access to sensitive information.

Third party or outsourced tasks, which require remote access privileges, should be restricted and monitored. Third party access to corporate computer systems will be given only after the third party signs a formal contract specifying the third party’s role and responsibilities and all security requirements by which the third party is to abide.

GENESCO INC.
E-MAIL, VOICE MAIL AND COMPUTER SYSTEMS POLICY

The electronic mail system, the voice mail system and all other computer systems, hardware and software owned by, licensed to or supplied for the use of employees by Genesco are the property of the Company. These systems and all means of electronic access to information through any of them are to be used for business purposes only.

The contents of electronic mail and voice mail communications in the Genesco systems are the property of Genesco and may be accessed and deleted by the Company's systems administrators in the Company's discretion. As the systems are for business use only, employees have no privacy right and should have no expectation of privacy vis-à-vis the Company in any information received or disseminated via the systems. Confidential, proprietary or privileged information should be safeguarded in all media. The Company expects that the privacy and confidentiality of such information will be maintained for the benefit of the Company, regardless of the mode of its storage or transmission. Sensitive or confidential information should not be transmitted on the Internet without approval of your supervisor. Computer passwords and other security mechanisms should be carefully safeguarded.

Employees' use of on-line services and access to the Internet through Genesco equipment and telephone lines is permitted for business purposes only. Usage of such services may be monitored by the Company. Inappropriate or illegal usage (including downloading or transmitting materials in violation of copyright or obscenity laws or other laws and regulations) may result in disciplinary action and, as appropriate, in reporting to law enforcement authorities.

Electronic mail messages should be routinely deleted as their business value ends unless required to be retained consistent with the Company's records retention policy. Voice mail messages are routinely deleted after 14 days.

11.04.96

GENESCO INC.

GUIDELINES FOR CONTRACTS

1. All form contracts provided the other party to a proposed transaction must be reviewed and approved by the legal department before they are signed.
2. All contracts should be signed on behalf of the Company by an authorized signatory.
3. Either the fully executed original of any contract to which the Company is a party or an exact copy of the fully-executed original should be provided to the legal department as soon as it is available. The fully-executed original should be held in a safe place, as it may be required for effective enforcement of the Company's rights under the contract.
4. When the Company obtains access to information under a confidentiality, nondisclosure, or similar agreement, a Company officer or other appropriate senior management employee will assume responsibility for receiving such information, for controlling access to it in conformity with these policies and the provisions of the agreement, and for collecting and returning or destroying such information in conformity with the provisions of the agreement.
5. The Management Committee and those its members designate on a need-to-know basis will be permitted access to information subject to a confidentiality agreement. All those with access to information subject to a confidentiality agreement will be advised of the obligation of confidentiality and any other material obligations under the agreement, and will be bound by such obligations.
6. Copying materials covered by confidentiality agreements is not encouraged, and copies are to be made only with permission of the officer responsible for ensuring compliance with the agreement.
7. All copies, notes and analyses made from materials covered by confidentiality agreements must be sent to the officer or senior employee responsible for ensuring compliance with the agreement no later than the time the Company's review of the information is complete.

01.20.15

GENESCO INC.

ACCOUNTING RECORDS AND CONTROLS

United States law requires that the Company keep books, records and accounts that reflect the Company's transactions fairly and accurately, and that the Company maintain a system of internal accounting controls to assure that:

- (a) transactions are executed and access to Company assets is permitted only in accordance with management's authorization;
- (b) transactions are recorded so that the Company may maintain accountability for its assets and prepare financial statements in accordance with generally accepted accounting principles; and
- (c) the recorded accounts of the Company's assets are compared with the existing assets at reasonable intervals and in a reasonable manner consistent with accepted accounting practice and auditing standards and appropriate action is taken with respect to any differences.

Each employee must fulfill his responsibilities to assure that the Company's books, records and accounts are maintained in accordance with this policy and supported by appropriate documents in auditable form. Employees must prepare all vouchers, bills, invoices and other business records with care and complete candor. Employees may not maintain any bank accounts, funds or other assets improperly recorded on the Company's books. Employees may not create any false or misleading documents or accounting entries. Employees may not make any payment unless there is a bona fide business purpose for the payment and the payment is lawful. Employees may not make any payment with the intent or understanding that such payment or any part thereof is to be used for purposes other than those described in the documents supporting the payment.

Employees must maintain the books and records of the Company with the objective that they have the highest degree of integrity. Any intentional falsification of them is a serious breach of the employee's fiduciary duty to the Company.

01.09.13

GENESCO INC. LABOR STANDARDS

It is the policy of Genesco Inc. not to purchase merchandise manufactured under illegal or inhumane circumstances. Before initiating a buying relationship with a vendor, Genesco will advise the vendor in writing that the Company will not purchase goods made in violation of applicable law, or with child, convict, slave or other forced labor, and that the Company will immediately cease doing business with a vendor when the Company discovers that a vendor is violating the law or these labor standards.

The following language must be included or incorporated by reference in all purchase orders:

Seller shall strictly adhere to all applicable laws and prohibitions of the country in which the merchandise is manufactured and, as applicable, to the laws of the United States with respect to Seller's production facilities, business and labor practices and such merchandise, including laws governing the working conditions, compensation and age of the work force. Seller shall not use or permit to be used illegal child or forced labor in the manufacture of merchandise. Manufacturer will provide with each shipment of merchandise a certification identifying the factory where the merchandise was manufactured and confirming compliance with the standards set forth in this paragraph.

Each division of the Company should develop a system, appropriate to its operations, to monitor compliance with these requirements. Monitoring may appropriately be accomplished through factory visits by Company employees or agents and through periodic certifications of compliance as contemplated by the purchase order language. Vendors should be periodically reminded of this policy.

12.16.08

GENESCO INC.

CONFLICT OF INTEREST POLICY

Each employee is expected to perform his or her duties in a loyal and faithful manner. He or she should avoid any activity, investment, interest or association which conflicts or interferes with, or appears to interfere with, the independent exercise of his or her judgment in the Company's best interest. An employee should never use his or her position in the Company for a purpose that is, or appears to be, motivated by the desire for private gain for himself or herself or another.

A conflict of interest may arise in many situations, some of the most common of which are covered in the following specific prohibitions:

1. Unless the employee has first made full disclosure to, and received written approval from the Company's General Counsel, no employee (directly or indirectly through relatives or other means) shall:
 - (a) have a financial interest in or relationship to any supplier, customer or competitor of the Company or in any other party doing or seeking to do business with the Company; or
 - (b) have a financial interest in any transaction between the Company and any such party.

Ownership of equity securities with a market value less than \$100,000 or, to the extent that such ownership was acquired prior to November 16, 2006, of securities representing less than 1% of any class of publicly-traded securities of a company, or a financial interest or relationship involving less than \$1,000 will not be considered a conflict of interest unless otherwise prohibited by country- or subsidiary-specific policies issued or approved by the General Counsel.

2. Unless the employee has first made full disclosure to, and received written approval from, the Company's General Counsel, no employee shall make or attempt to influence any decision relating to any business transaction, if such transaction is between the Company and:
 - (a) a relative of such employee, by blood or marriage; or
 - (b) any firm of which such relative is a principal, director, officer or more than 1% shareholder.
3. No employee or member of his immediate family shall request or accept any money, lavish or excessive hospitality, free or discounted services or use of facilities, loans or any gifts or favors having a value of more than \$1,000 over any 12-month period from any supplier, customer or competitor of the Company or any other party doing or seeking to do business with the Company. An employee, however, may accept normal sales promotional items or mementos or other such gifts, which are a value of less than \$250 and are limited in frequency, and customary and reasonable entertainment in connection with Company business. These limits do not pertain to meals, samples, and expenses paid in connection with industry trade shows, line reviews, and other meetings with a

clear business purpose occurring in the ordinary course of business. However, reasonable judgment should be exercised with regard to the extent to which such is acceptable. An employee may also purchase insurance and receive loans on competitive terms from insurance companies, banks or other financial institutions which do business with the Company.

Entertainment at a value not exceeding \$1,000 per recipient per occasion may be approved in writing by the president of the operating division or vice president of the Company responsible for the staff department to which the recipient is assigned. If the recipient reports to the Chief Executive Officer of the Company, such entertainment may be approved in writing by the Chief Executive Officer.

In considering whether to grant written approval, the approving officers shall consider whether acceptance of the offered entertainment is in the best interests of the Company. Factors that are appropriate to consider in this determination include whether there is a material risk that the recipient will be unduly influenced in favor of the host in the performance of the recipient's duties (based upon whether the control environment in which the recipient operates contains sufficient checks to offer reasonable assurances that the recipient's performance is not likely to be compromised and upon the frequency and magnitude of other entertainment or gifts from the host to the recipient and others similarly situated, among other factors), and whether acceptance of the offered entertainment is likely to benefit the Company by exposing the recipient to a relevant customer group, fashion trend or lifestyle feature, by improving the recipient's working relationship with the host, or in other ways. In the event that this policy conflicts with another more restrictive policy applicable to specific employees or groups of employees (specifically including the Code of Ethics for Senior Executive and Financial Officers, applicable to the Chairman, Chief Executive Officer, President, Chief Operating Officers, Chief Financial Officer, Treasurer, Chief Accounting Officer, Vice President of Audit and Advisory Services, General Counsel, operational Senior Vice Presidents and the Chief Administrative Officer of the Company, or any persons performing similar functions), the more restrictive policy will govern with respect to the employees to which it applies. Consequently, notwithstanding anything in this policy to the contrary, none of the officers named above may accept personal benefits valued at more than \$1,000 over any 12-month period from any supplier with respect to which he or she makes buying decisions on the Company's behalf, or valued at an amount so significant that it would affect the officer's business judgment on behalf of the Company.

The receipt by an employee of any prohibited gratuity or any offer of such a gratuity should be reported immediately to the person in charge of his operating unit or staff department and to the Vice President, Audit & Advisory Services, for a determination as to whether the gift should be accepted or returned or, if a return is not feasible, the proper disposition of the gift. After reporting the receipt of the gift to the person in charge of the operating unit or staff department, any gift to be returned should be forwarded to the Company's General Counsel. The gift should be accompanied by written details as to:

- (a) the name of the individual from whom the gift was received;
- (b) the name and address of the firm with whom the individual making the gift is employed;

- (c) the date the gift was received;
- (d) the name and department of the person receiving the gift; and
- (e) Genesco's relationship with the firm or person making the gift.

The Company's General Counsel will arrange for return of the gift to the sender with a letter explaining the Company's policy. The General Counsel (or, if the recipient is the General Counsel, the Chief Executive Officer) may waive the requirements of this policy when in his or her judgment (i) the waiver is in the best interests of the Company and (ii) the gift does not under the circumstances impose a substantial risk of the improper influence that this policy is designed to prevent.

- 4. No employee shall use his position with the Company to purchase merchandise directly from outside suppliers for personal use, unless such purchase is first approved by the corporate officer having responsibility for the employee's operating division or staff department. Discount purchase programs generally available to the Company's or a division's employees are permissible if the Chief Executive Officer determines that a program does not pose a substantial risk of improper influence on business decisions. Purchases of merchandise directly from Company divisions or subsidiaries and purchases by retail divisions for resale to division employees are not prohibited by this policy.
- 5. No employee shall have any outside employment or any outside business activity which:
 - (a) involves the use of Company property or facilities;
 - (b) materially diverts the employee's time, attention or energy away from the Company's business; or
 - (c) otherwise interferes with the performance of the employee's duties.

No employee shall serve as a director of a for profit, publicly-held business entity or organization without the approval of the General Counsel or, in the case of the Chief Executive Officer, the approval of the board of directors.

- 6. No employee (directly or indirectly through a relative or other means) shall take advantage of a business opportunity related to the Company's business, unless the employee has first offered such opportunity to the Company and the Company has declined such opportunity.
- 7. An employee must immediately notify the General Counsel in writing if he or she is (or becomes) a person who should be treated as a government official under Genesco's Anti-Corruption Policy. An employee must immediately notify the General Counsel in writing if any member of his or her immediate family is (or becomes) a person who should be treated as a government official under Genesco's Anti-Corruption Policy.

Please note that your subsidiary-specific policies may establish limits lower than those set forth in this policy.

GENESCO INC.
RELATIONSHIPS WITH VENDORS AND CUSTOMERS

All vendors and customers and potential vendors and customers are to be treated honestly and fairly.

No employee shall give or offer to give any money, gifts, favors, lavish or excessive hospitality, loans or anything of value to any employee or agent of any vendor or customer to obtain or retain business or realize higher or lower prices for the Company or under any circumstances which might be construed as an attempt to unduly prejudice the recipient in favor of the Company. An employee of the Company, however, may give normal sales promotional items or mementos or other such gifts which are of nominal value and limited frequency, and customary and reasonable entertainment in connection with Company business, provided that such gifts comply with all other policies of the Company, including the Company's Anti-Corruption Policy.

Employees should not suggest or imply that purchases or sales by the Company will be conditioned upon sales or purchases from the Company.

No employee shall make any false or misleading remarks to vendors or customers about other vendors or customers or about competitors of the Company, their products or services. Neither shall an employee make promises which he knows the Company is unwilling or unable to keep.

Unless approved by the Chief Executive Officer, the Company shall not purchase any goods or services from or through a former employee of the Company, whether such former employee is acting on his own behalf as a supplier or vendor or as an employee or independent agent for a supplier or vendor, for a period of three years following the termination of his employment. The Company may do business with firms which employ former Genesco employees, provided that no former employees attempt to influence the Company's decision to purchase such goods or services or are otherwise involved in the sale to the Company during the three-year period.

Cooperation with boycotts imposed by other countries is strictly prohibited. Any request for information about business relationships with a boycotted country or other boycott-related information must be promptly reported to the General Counsel, even though there is no intent of complying with such a boycott request.

01.09.13

GENESCO INC.
POLITICAL CONTRIBUTIONS;
RELATIONSHIPS WITH GOVERNMENTAL OFFICIALS

United States law prohibits corporations from making any expenditures or contributions of money or anything of value in support of political candidates for elective federal offices. The laws of many states and foreign countries similarly prohibit the use of corporate funds or contributions for political purposes.

No contributions of Company funds, property or services for political purposes shall be made directly or indirectly by or on behalf of the Company, unless, prior thereto, such contributions have been determined to be lawful and have been approved by the Company's General Counsel. A "contribution" includes the rendering of services on behalf of the Company and the sale or use of Company assets for less than normal charges as well as purchases of tickets to political dinners or other fund-raising events.

This policy statement relates only to contributions by or on behalf of the Company and is not intended to discourage employees from making contributions of their own resources or own time to the candidates or political parties of their choice. However, the Company will not reimburse any employee directly or indirectly for any political contribution made by the employee. No employee shall apply any pressure to any other employee that infringes upon any individual's right to decide whether, to whom and in what amount, a personal political contribution is to be made.

Federal, many state laws and the laws of many foreign countries strictly prohibit the payment of compensation or giving of gifts or anything of value to anyone connected with the government as an inducement for contract awards, including subcontracts with a government contractor. Seeking or accepting any compensation in connection with such contracts is similarly prohibited.

All relations with government or political officials should be conducted in a manner that will not adversely reflect on the Company's or the governmental official's integrity and with the expectation that all such actions will become a matter of public knowledge.

Note that interactions with government officials are also governed by Genesco's Anti-Corruption Policy.

01.09.13

GENESCO INC.

ANTI-CORRUPTION POLICY

Employees, agents and others acting on behalf of Genesco may never offer, provide, authorize or acquiesce to the provision of anything of value to, or for the benefit of, any person or entity to corruptly or unlawfully influence the recipient in any way related to Genesco's business.

This prohibition includes corrupt or unlawful attempts or conduct intended to cause any person to act, or refrain from acting, in order to obtain or retain business or otherwise secure an improper business advantage for the Company. This prohibition applies to dealings with any person or entity as it relates to the Company's business.

Employees, agents and others acting on behalf of Genesco may not do indirectly what they cannot do directly. Anything of value that cannot be given directly to a person or entity also cannot be given indirectly through a third party or to a third party at the person's or entity's request.

This policy does not prohibit the Company from making standard payments directly to foreign governments for legitimate reasons, such as standard tax assessments and official licensing, permitting, or customs fees.

In addition to the general prohibition on corrupt actions, certain anti-corruption laws can apply to the conduct of the Company, its employees, its agents, and others acting on its behalf, when operating in foreign countries. The United States Foreign Corrupt Practices Act ("FCPA") (and, where applicable, the U.K. Bribery Act 2010 and anti-corruption laws of other jurisdictions) prohibit the Company and any individual from directly or indirectly offering or providing anything of value to any foreign official for the purpose of gaining an improper "advantage" for the Company. The FCPA also requires public companies to maintain accurate books and records. Violations of anti-corruption laws like the FCPA and U.K. Bribery Act can result in severe penalties, including felony criminal convictions, stiff fines and the imprisonment of individuals. It is important to understand that the FCPA may apply to non-U.S. citizens and individuals or companies that do not operate in the United States. The Company, its employees, its agents and others acting on its behalf can be held civilly and criminally liable for the FCPA violations of third-parties under certain circumstances. Similarly, conduct that occurs outside of the United Kingdom, even conduct by non-U.K. citizens acting on behalf of the Company, may be governed by the U.K. Bribery Act in many cases. Because of the potential application of the FCPA, U.K. Bribery Act, and other anti-corruption laws, certain restrictions apply to interactions with government officials.

Employees and agents of the Company are prohibited from offering or providing any meal, gift, entertainment, travel, cash or anything of value to a government official on behalf of the Company without the prior written authorization of the General Counsel. No employee may hire a government official, or an immediate family member of a non-U.S. or non-U.K. government official, without prior written approval of the General Counsel.

Before entering into any agreement on behalf of the Company with any third-party agent, independent contractor, supplier, vendor, or distributor which has a reasonable possibility of

- interacting with a government official on behalf of Genesco, or

- conducting business activities related to a country other than the U.S., Canada or the U.K. as a representative or agent of Genesco,

employees must consult with the General Counsel, who will employ appropriate procedures for due diligence and training.

Employees must receive prior written approval from the General Counsel before: (i) initiating any communication on behalf of the Company with a government official, directly or indirectly, that relates to any merger, acquisition, joint venture relationship or new business opportunity; or (ii) on behalf of the Company, visiting, or pursuing business opportunities in, any foreign country in or with which the employee's business unit does not already engage in business activities.

Any employee who is aware of a violation of this policy must immediately notify his or her supervisor or the General Counsel or make an anonymous report to the Company in accordance with the Procedures for Anonymous Reporting.

For purposes of this policy, "anything of value" or "thing of value" should be interpreted broadly to mean anything that could benefit the recipient. Examples can include:

- Cash;
- Gift cards, vouchers or things similar to cash;
- Gifts;
- Services or use of company facilities, equipment or property;
- Entertainment, event tickets or golf;
- Meals, drinks or other hospitality;
- Payments or reimbursements of travel expenses, lodging, or vacations;
- Offers of employment to the recipient or his or her family members; and
- Discounts or rebates.

Even charitable donations are prohibited if they are intended to corruptly influence anyone in any way related to Genesco's business.

Examples of persons who should be treated as government officials under this policy include, but are not limited to:

- Employees of a company owned or controlled by a government, even if the government is not the sole owner;
- Embassy employees;
- Members of royal families and those acting on their behalf;
- Customs, tax and licensing officials;
- Political parties and party officials of non-U.S. countries (even if they do not hold public office);
- Employees of the World Bank and other public international organizations;
- Politicians; and
- Any official, representative, or employee of any government department, agency, or authority.

If you do not know whether an individual is a government official as defined under this policy, you must treat that person as a government official when you are acting on behalf of Genesco.

GENESCO INC.
THIRD COUNTRY PAYMENTS

Unless payment in another manner shall have been approved by the General Counsel, the payment of all:

- (a) fees or commissions to brokers, consultants, attorneys or independent agents;
- (b) salaries, bonuses, commissions or other compensation to employees; and
- (c) trade payables and other such disbursements

must be made directly to such party in the country where the recipient maintains his or its principal office or, if the recipient regularly maintains an office in such country, in the country where the payments were earned. No approval will be given if such proposed payment is determined to be of questionable legality or if it appears such payment may facilitate the evasion of tax, currency exchange control or other laws by the Company, its employees, or others.

01.09.13

GENESCO INC.

GUIDELINES FOR OPERATIONAL ANTITRUST COMPLIANCE

The following are policies for compliance with the antitrust laws which address the most common antitrust problems that Genesco's operating divisions are likely to encounter day to day. While they are of more direct relevance to the wholesale divisions, retail operations are implicated in several key respects. The guidelines do not attempt to be comprehensive, either in identifying potential problems or in offering solutions. The legal department is available to discuss any questions or concerns that may arise.

1. Price fixing -- agreeing with either competitors or customers on any aspect of pricing -- is absolutely illegal. To avoid even the appearance of a violation of the law in this area, Genesco employees and agents should never discuss pricing with the Company's competitors or with anyone outside the Company, at any time for any purpose, or permit any such discussion to take place in their presence, no matter how casual the conversation may be. Trade association meetings -- a common source of price-fixing allegations -- should occur only in the presence of association counsel, and minutes reflecting scrupulous compliance with the law should invariably be taken.
2. Market allocation agreements with competitors are never permitted. Territorial and/or customer limits imposed on the next level of distribution -- i.e., attempts to restrict where or to whom wholesale accounts can sell -- are usually illegal. Legitimate sales agency agreements limiting territories and customers are acceptable, but should be reviewed in advance by the Legal Department.
3. Unilateral, independent decisions not to do business with a wholesale account are permitted under federal antitrust law. Agreements not to do business are unlawful under most circumstances. Agreements are sometimes inferred by courts from the circumstances of the termination or refusal to deal. Consequently, these decisions should be reviewed in advance of their implementation by the Legal Department.
4. It is acceptable to listen to complaints or requests from one wholesale customer regarding relationships with other actual or potential customers. It is unacceptable to respond with any assurance or agreement with respect to an intended course of action, or in any way that could be construed as agreement to cease or avoid doing business with the subject of the complaint. Evidence from which an unlawful agreement might be inferred could eliminate the ability to terminate or refuse to deal with an undesirable account.
5. Reciprocal buying arrangements -- buying a supplier's goods on the condition of selling goods to that supplier -- are illegal. Genesco's purchases from a customer should not be discussed in the context of sales to the same customer, or vice versa, even though different divisions of both parties may be involved.
6. Tying arrangements -- requiring the purchase of one product as a condition of selling another -- are illegal.

7. Selling the same products to different wholesale customers at different prices at about the same time, giving discriminatory rebates or other indirect pricing concessions and offering promotional assistance, services and facilities to some wholesale customers and not to others will violate the Robinson-Patman Act unless an exemption or defense is available. Any program or practice of this sort should be reviewed by the Legal Department before it is implemented.
8. The Robinson-Patman Act also prohibits a purchaser from knowingly inducing or receiving an unlawful discriminatory price from a seller. Thus, Genesco's retail divisions should not ask for or accept purchase prices that they know are unlawfully discriminatory.

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GENESCO INC.
ENVIRONMENTAL POLICY

It is the Company's policy to comply with all applicable environmental laws at all times. The Company is committed to the proper handling, storage, use, shipment and disposal of all materials that are regulated under any applicable environmental law, and all employees will abide by such requirements.

The Company is also committed to maintaining all necessary environmental permits and approvals. Certain employees are charged with ensuring that the Company remains in material compliance with the terms and conditions of any such permits and approvals and with filing any reports and notifications required under any applicable environmental laws. Such employees will ensure that all permit applications, reports and notifications are timely filed. If such employees discover any omission or lack of timely action, they will promptly report this to their immediate supervisor and take appropriate action to correct such omission.

Certain employees are charged with maintaining, in accordance with the Company's document retention policy, all documents required to be maintained under applicable environmental laws. Such persons will verify that all manifests, other shipping documents, Material Safety Data Sheets ("MSDSs"), chemical inventory forms and monitoring and sampling data reports are properly completed and maintained.

If any employee becomes aware that a spill, release or discharge of any material regulated pursuant to an applicable environmental law has occurred or that any violation of an applicable environmental law has taken place, such employee will immediately report such event to his or her immediate supervisor so that necessary action may be taken. Necessary action may include evacuating employees, reporting such event to a governmental authority if required pursuant to any environmental law, and containing and cleaning up any such spill, release or discharge. Employees should also report any violations of this policy that they observe.

04.06.99

GENESCO INC.
EMPLOYMENT-AT-WILL POLICY

It is the policy of the Company that all employees are employed in an at-will relationship with the Company for an indefinite period. Employees may resign from the Company and may be terminated by the Company at any time, for any reason or for no reason at all (subject to statutory law regarding certain unlawful reasons for termination), with or without notice, and with or without cause.

The policy shall not be modified by any statements contained in the employee handbook, employment application, Company recruiting material, orientation material, Company memorandums or any other materials provided to employees in connection with their employment. Also, those documents shall not create an express or implied contract of employment for a definite period.

CLARIFICATION

No Company representative is authorized to modify this policy for any employee or to enter into any agreement, written or oral, that is contrary to this policy.

Supervisory and management employees shall not make any representations to employees or applicants concerning the terms or conditions of employment which are inconsistent with this policy.

Completion of a probationary period of employment or conferral of regular status shall not change an employee's status as an employee-at-will or in any way restrict the Company's right to terminate such an employee.

Nothing contained in this manual, any employee handbook, employment application, Company memorandums or other materials provided to employees in connection with their employment shall require the Company to have "just cause" to terminate an employee at any time for any reason. Statements of specific grounds for termination set forth in this manual or elsewhere are not all inclusive and are not intended to restrict the Company's right to terminate.

GENESCO INC.
EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the Company to provide equal opportunity in employment to all employees and applicants for employment.

Employment policies in the areas of recruitment, interviewing, hiring, training, promotion, demotion, transfer, layoff, recall, compensation, benefits, discipline and termination are to be administered without regard to race, color, sex, religion, national origin, age, veteran status, pregnancy, childbirth or related medical condition, physical or mental disability of otherwise qualified individuals, medical condition, genetic information, sexual orientation, citizenship, marital or registered domestic /civil union partner status, gender identity, or other classifications to the extent protected by law. Employment decisions, subject to the legitimate business requirements of the Company, are based solely on the individual's qualifications, merit and performance.

Managers and supervisors will assure that positive steps are taken to comply with this policy. They are required to be aware of potential discrimination situations, quickly resolve any discrimination issues that arise, and refrain from retaliation or harassment against any employee involved in the filing, investigation or resolution of a discrimination claim.

Managers, supervisors and all other employees are required to cooperate fully with the investigation and resolution of all discrimination complaints. The Company has an internal complaint procedure designed to address and resolve complaints of discrimination, including retaliation and harassment, as quickly as possible. The Company will take appropriate action to prevent discrimination, retaliation and harassment, and to ensure that the rights of employees who file complaints are respected.

Any employee who feels this policy has been violated is required to contact their Human Resources Representative or address a written complaint to the Human Resources Department at Genesco Park, Post Office Box 731, Nashville, Tennessee 37202-0731, or contact the Human Resources Department at (615) 367-7598 or toll-free at (800) 404-5370 or via email at respect@genesco.com.

Any notification from or communication with a government agency concerning any equal employment opportunity matter should be referred to the Human Resources Department. Any communication from an attorney regarding any such matter should be referred to the Legal Department at Genesco Park, Suite 490, Post Office Box 731, Nashville, Tennessee 37202-0731, telephone number (615) 367-8441.

This policy will be posted and disseminated as widely as possible. Such dissemination may include periodic meetings with supervisory personnel, periodic meetings with employees, inclusion in employee orientation sessions, inclusion in management training programs, inclusion in Company publications, posting on Company bulletin boards, the Company Web page and the like.

While responsibility for coordinating the EEO policy is assigned to the Human Resources Department, every employee of the Company is expected to follow the intent and comply with all provisions of this policy.

09.22.14

GENESCO INC.

FAMILY AND MEDICAL LEAVE POLICY

It is the policy of the Company to grant up to 12 weeks of unpaid family and medical leave or 26 weeks of unpaid Military Caregiver Leave in any 12-month period beginning with the effective date of the leave if requested by an eligible employee for one or more of these reasons:

- the birth of the employee's child or to care for such child;
- a child's placement with the employee for adoption or foster care;
- to care for a spouse, child or parent (but not parent-in-law) who has a serious health condition;
- the employee's own serious health condition;
- for a spouse, son, daughter or parent (but not parent-in-law) of members of the National Guard and Reserves to use for any qualifying exigency, when the covered military member is on active duty or called to active duty status in support of a contingency operation (Qualifying Exigency Leave); or
- to care for a spouse, son, daughter, parent or next of kin with a serious illness or injury incurred in the line of duty on active duty (Military Caregiver Leave, also known as Covered Service Member Leave).

When a leave is for a serious medical condition, certification by the health care provider that the employee is needed to care for the family member, or next of kin for Military Caregiver Leave, and an estimate of the time needed or certification that the employee is unable to perform the functions of his or her job will be required. Recertification on a reasonable basis may also be required. Certification and recertification forms should be submitted to the employee's Human Resources Department.

If an employee returns from a family and medical leave within 12 weeks, or 26 weeks for a Military Caregiver Leave, the employee will be returned to the former position or an equivalent position with equivalent pay and benefits. While on a family or medical leave, medical and life insurance coverage can be continued provided the usual employee contributions are made.

An eligible employee is one who has been employed for at least 12 months and has worked at least 1,250 hours during the previous 12 months. When an employee returns from a leave that extended beyond 12 weeks, or 26 weeks for a Military Caregiver Leave, and cannot be returned to his former job, the Company will attempt to place the employee in the nearest like job, as defined by the Company.

When certified by the health care provider as medically necessary, an employee may take leave due to the employee's serious illness or the serious illness of a family member in increments of less than a full workweek or a full workday. However, an employee cannot take a leave for the birth or placement of a child on an intermittent or part time basis.

The Company reserves the option to cancel the medical leave should an employee accept employment elsewhere or if the employee fails to furnish satisfactory proof of disability.

The Company has the right to require the employee to use any paid leave that may be available under the Company's policies (such as those on sick leave, personal leave days, vacation, etc.) as part of the 12 weeks, or 26 weeks for a Military Caregiver Leave, but must specify that requirement.

Copies of the Family and Medical Leave Act forms are available by contacting the Human Resources department at (615) 367-7121.

12.06.11

GENESCO INC.
PERSONAL COMPUTER SOFTWARE LICENSE AGREEMENT POLICY

Users are responsible for observing all the terms of the license agreements covering the software they use. The MIS Department's Help Desk can offer assistance regarding the terms of licenses.

When Genesco acquires computer software, it generally receives only a license to use the software; ownership generally stays with the licensor. Most of the spreadsheet and word processing software used by Genesco are licensed to be used only on one personal computer. Under such licenses, the same package **must not** be installed on more than one personal computer. One license is required for each personal computer that runs the program. **It is a violation of Company policy and may be illegal to make or distribute copies of copyrighted material without authorization.**

If software is obtained through the public domain ("Freeware"), the Help Desk should be contacted to check the software for computer viruses and determine whether fees should be paid for its use.

04.06.99

GENESCO INC.
PATENT, COPYRIGHT AND TRADEMARK MATTERS

It is the policy of the Company to comply fully with all laws of the United States and each state or other jurisdiction where the Company conducts business concerning patent, copyright and trademark matters. Any question whether a proposed action would infringe upon the patent, copyright or trademark rights of another company or individual should be referred directly to the General Counsel's office. Such matters include copying or distributing written work prepared by others, using signs or symbols that may be trademarks or service marks, or doing company business under any name other than the Company's name.

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