



To: All Akron and Dallas Support Center Team Members

From: Mary Liz Finn, Chief People Officer

Date: May 7, 2020

Subject: Akron and Dallas Support Center Work-From-Home Update

Hi, Signet team,

On behalf of the entire leadership team, we want you to know we are thinking of you and your families during this uncertain time, and hope you are safe and healthy.

We have been working on a plan to begin returning a small number of non-furloughed team members to the Support Centers. Our plans are grounded in your safety and well-being, and will evolve with state and local requirements.

With safety at the top of everyone's mind, and in light of the respective Governor's latest re-opening guidance, we are taking a measured and thoughtful approach as to how we re-open our Akron and Dallas Support Centers.

In general, team members on furlough will remain on furlough until we have a better sense of how and when stores will reopen. Team members not on furlough should continue to work at home.

We will begin designating some team members to return to the Support Centers. This designation will be driven by a specific business need that is served by them being in the Support Center rather than at home. Those designated non-furloughed Support Center team members will be contacted by their managers over the next few days with a request to return to work in the Support Centers beginning May 11. Those team members contacted by their managers will have the choice to return to the Support Center or continue working from home.

We have implemented new safety and self-care protocols to ensure everyone's well-being. It's important to note that you will need to bring your personal mask to work. An infographic with steps to safely return to work is attached, as well as our updated Support Center Cleaning Protocol and Self-Care Policy. These policies can also be found on the Signet Jewelers website



under the Team Member Resources page via the link below:

<https://www.signetjewelers.com/TeamMemberResources/default.aspx>

Please understand that we are intentionally starting small, in a phased approach, and continue to do what we can to stop the spread of COVID-19. If your manager does not contact you this week, then your status is not changing at this time. Furloughed team members remain on furlough, and team members working from home should continue to work from home unless specifically notified.

Beginning May 26, if conditions continue to improve, the Signet Leadership Team will again review and expand the designated list of Support Center team members approved to return to the Support Centers based on business needs. These team members will also be contacted by their managers, and will have the choice to return to the Support Center or continue working from home. All non-designated Support Center team members should continue working from home. Furloughed team members will remain on furlough unless specifically notified.

The SLT will continue to evaluate internal and external conditions from May 26 through June 15 and determine next steps for re-opening. A communication will be shared on June 15 with updates for the next phase of re-opening. If you have any questions in the meantime, we would ask that you please speak with your manager.

I am confident we are going to come back better, stronger and with our customers more committed to us and to our mission than ever before. Stay safe.

Thank you,

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