

# What To Know: Signet Team Member Furlough

**SIGNET**  
JEWELERS

## What is a Furlough?

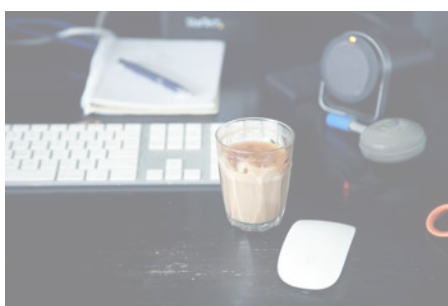
An employee furlough is a temporary contingency measure. Furloughed team members will not be required to work and their regular pay will be suspended during this period.

Access to your laptop/desktop, email and other Office365 applications will remain enabled. However, access to other services that require the use of your RSA token (ex: VPN) will be disabled. In addition, your payroll deductions (ie. 401(k) contributions, insurance premiums) will be suspended.

You may use up to two weeks of your available PTO before you file for unemployment OR you may choose to file for unemployment right away.



## What's The Impact To Me?



The main difference between a furlough and a layoff is that a furlough is temporary. We want to get our team back to work as soon as possible. As a result, we are providing continued medical, dental, and vision coverage during the period. During the furlough period:

1. You will remain enrolled in your medical, dental and vision benefits.
2. Your portion of benefit premium payments will accrue and go into arrears.
3. We will make payment arrangements with you for any accrued balances upon return to work.
4. Your tenure with Signet will not be interrupted through the furlough.

A small number of you may have deductions which we are not legally allowed to suspend (i.e. 401(k) loans, Salary Finance loans, home and auto insurance).

## Can I Apply For Unemployment Benefits?

Yes. We encourage you to file a claim for unemployment the first week you are not working as many states have waived the one-week waiting period to receive benefits.

<https://www.dllr.state.md.us/employment/unemployment.shtml> - Maryland

<https://labor.ny.gov/unemploymentassistance.shtml> - New York

<https://unemployment.ohio.gov/> - Ohio

<https://twc.texas.gov/jobseekers/unemployment-benefits> - Texas

For more information on all other states, check the team member resources tab on the Signet website: <https://www.signetjewelers.com/TeamMemberResources/default.aspx>

## How Long Will This Last?

This is temporary, and we do not know how long it will last. We hope to bring team members back to work as soon as possible, however the furlough period will depend on business disruption related to COVID-19 and how quickly our stores can reopen. Maintaining the health and safety of our team members remains our top priority. Your leader or a member of Human Resources will contact you when your furlough period is ending.

## Urgent Actions Needed

1. Ensure your personal information (contact, direct deposit, etc...) in Workday is current and correct.
2. Submit an Unemployment Claim with your States Unemployment Office. It is up to each state to determine eligibility.
3. Utilize Employee Assistance Program (EAP) if needed.
4. Stay in touch with your leader. They will update you on the status of your position.



## Local Resources

Many local organizations have resources available to help people through this difficult time. Below are a few.

- Employee assistance program (EAP) - call 855-848-6388 or visit <https://workhealthlife.com/us>. Search "Signet Jewelers"
- United Way - Coronavirus Emergency Fund - Contact your local United Way Office or visit: <https://www.unitedway.org>
- The Salvation Army Emergency Disaster Services - Contact your local Salvation Army office or visit: <https://www.salvationarmyusa.org/usn/covid19>

