



To: All US Team Members
From: Mary Liz Finn, Chief People Officer
Date: June 16, 2020
Subject: Update on Re-openings, Working from Home, and Furloughs

Team –

As we continue to reopen our stores and support centers, I want to update you on several important topics including reopening, working from home, and returning to work from furloughs. As always, our priorities continue to be your health and safety and that of our customers, as well as the sustainability of our company. We appreciate your feedback which continues to help guide our actions.

Returning to work in Stores

We are thrilled that we've been able to open almost 1,400 stores so far, and to the thousands of you who have returned from furlough: Welcome back! You're helping us to reimagine our stores with safety in mind and with new muscles such as virtual jewelry consulting – which is just one component of what you've heard Gina refer to as "Signet New Day." We will continue to reopen stores as fast as possible based on health and safety readiness, government mandates, and customer demand.

Returning to work in the Support Centers

We're taking a measured approach to ensure safety in our higher-density settings. A small number of team members have been asked to return to the Support Centers already. We have strong safety protocols in place, but we want to continue to limit interactions as much as possible. We'll continue to revisit plans every month with the next check point in mid-July.

On furlough

To those of you still on furlough, please know that we're continuing to work hard to expand our digital capabilities and safely reopen more stores to bring more of you back as quickly as possible.

Your best source for updates in the weeks ahead will continue be your direct manager. He or she will contact you when there's an update to communicate, such as details on your return and our new safety protocols and training. We'll continue to evaluate staffing levels based on customer demand, and our goal is to have as many team members as possible back to work by August 1. We know you'll need time to plan your transition back to work, and our aim is to give you two weeks' notice.

Working from home

For those of you working remotely, there is no immediate change – unless you receive a call from your manager requesting you to physically come to one of our locations. You're doing an incredible job adapting to this new way of working – whether you're helping customers select the right gift or purchase via our exciting new 1:1 virtual consulting technology or supporting a business team from home.

Thank you all for adapting to new work circumstances! Be well and stay #SignetStrong.