

# Associate Information/FAQ's

## Important Dates

Job end date	Saturday, August 1, 2020
Last day to return severance agreement and not experience a delay in pay.	Thursday, August 13, 2020
Deadline to return severance agreement	Tuesday, September 15, 2020

## What Happens Next?

- Visit **my.adp.com** to ensure your contact information (including personal email) is correct. First time user registration code is **DSWI-SHOEPAY**. Email questions to [payroll@dswinc.com](mailto:payroll@dswinc.com).
- Severance payments cannot begin until your severance agreement has been signed. Refer to the chart below for first payment dates.

To begin receiving severance pay on this date:	Agreement must be returned by:
08/21/2020	08/13/2020
09/04/2020	08/27/2020
09/18/2020	09/10/2020

## Additional Questions

Click on the applicable topic below to learn more.

- General Questions (pages 2 – 3)
- Paychecks/PTO (page 4)
- Benefits/COBRA (page 5 – 6)
- Unemployment/Rehire/Employment Verification (pages 7 – 9)
- Outplacement Services/Training Opportunities (page 10)
- Employee Assistance Program (EAP)/Two Ten (page 11)
- Personal/Company Property (pages 12 – 13)

For questions or concerns not addressed here, please email the following:

- DBI/DSW: [associatecomm@hr.designerbrands.com](mailto:associatecomm@hr.designerbrands.com)
- Camuto Group/Sole Society: [camutoHR@camutogroup.com](mailto:camutoHR@camutogroup.com)
- Benefits Questions (all locations): [benefits@hr.designerbrands.com](mailto:benefits@hr.designerbrands.com)
- Payroll Questions (all locations): [payroll@dswinc.com](mailto:payroll@dswinc.com)

## General Questions

### Q: What did DBI announce?

A: In a July 30 communication, DBI CEO Roger Rawlins announced the following:

- Reducing and reorganizing the DBI workforce, which will affect approximately 950 associates.
- Reorganizing the organization:
  - Changing store management teams with more back-of-house warehouse roles and fewer sales floor roles
  - Integrating Camuto Group into the larger Designer Brands organization, focusing on fewer Camuto brands.
  - Closing the Sole Society Business
- Please see the [Designer Brands news page](#) for the full statement addressing the reorganization as well as the approach for those decisions.

### Q: What factors led to the decision to reorganize the company and reduce the workforce?

A: Many of the factors leading to today's announcement are a result of the ongoing COVID-19 pandemic:

- Retail's physical stores' months-long closure, impacting our North American stores.
- The impact on store traffic during the closures, as well as during this ongoing recovery.
- While online orders were strong, e-commerce/digital sales cannot make up for in-store sales.
- Consumers' in-store shopping habits have not returned to normal.
- Please see the [Designer Brands news page](#) for the full statement addressing the reorganization.

### Q: What else are you doing to continue DBI's recovery?

A: We are doing everything possible to keep our financial foundation strong.

- In addition to the furloughs, pay cuts and staffing changes we have made, store openings have been deferred, and we are working to streamline our footprint to reduce occupancy expenses.
- We have negotiated with our vendors and partners, lowered our capital and operating expenditures and leveraged best-in-class inventory controls to responsibly manage the business during this volatile time.
- We have analyzed our learnings from the beginning of the pandemic and shifted our focus to prioritizing the Top 50 Brands in footwear, with particular emphasis on athletic, athleisure and kids, and strengthening our everyday value proposition.

### Q: How many associates will be affected?

A: We are announcing that we are reducing and reorganizing the DBI workforce, a move that will eliminate over 1000 positions, approximately 380 corporate office and 700 store positions.

- While many of those positions were vacant, approximately 250 corporate office and approximately 100 DSW store associates will be leaving the company today and will not be offered different roles.
- Additionally, more than 550 store associates will be given the opportunity to remain with the company in a different role within the new organizational structure or they may choose to leave.

### Q: What are you doing for those employees who are leaving the company?

A: While details will vary by individual, those associates will receive the following:

- Severance will be offered to all impacted associates, based on position and tenure.
- Impacted associates may choose to keep their benefits through COBRA.
- Impacted associates will be eligible for mental wellness support through our employee assistance provider. They may also qualify for financial aid through the Two Ten Footwear Foundation.
- Many associates will qualify for outplacement service through Lee Hecht Harrison.

### Q: How did you select associates who are leaving the company and those whose roles are being changed/reduced?

A: These are always incredibly tough and painful decisions and we wanted to make them in the most thoughtful way. Throughout the process, we held ourselves to a set of standards:

- Align our new organizational structure to our future business strategy and associated cost model, ensuring we have the capabilities to achieve our most essential goals.

- Be as transparent as possible about our reasoning and next steps.
- Treat impacted associates with dignity, respect, and support.

When making such difficult decisions, we made sure we applied guidelines consistently. Unless an entire function or group is being eliminated, we reviewed a combination of factors including, skills, business needs, and tenure.

**Q: Where can I access Roger Rawlins' message?**

A: Please see the [Designer Brands news page](#) for the full statement addressing the reorganization as well as the approach for those decisions.

## Paychecks/PTO

- **How will my severance be paid to me?**
  - You will continue to receive your severance pay in the same form that you are currently paid (i.e. Direct Deposit, Pay Card, etc.). If you wish to change the method of payment, please contact [payroll@dswinc.com](mailto:payroll@dswinc.com) for next steps.
  - Payments will be made on a bi-weekly basis following our normal payroll calendar. The earliest a severance payment will begin is August 21, 2020.
- **When will I receive my eligible PTO payout?**
  - Depending on the state in which you work, any accrued, unused PTO will be paid out on your final paycheck. For most, this will be paid on Friday, August 7, but may be paid sooner if your state requires.
  - If you have questions regarding your PTO payment, please contact your manager or [payroll@dswinc.com](mailto:payroll@dswinc.com).
- **Will benefits premiums/401(k) be deducted from my severance payments?**
  - No benefit premiums or 401(k) contributions will be collected from your severance payments. See the Benefits FAQ for more details on COBRA continuation to learn how to pay for extended medical and dental benefits coverage.
  - If you have a 401(k) loan, those payments will continue to be taken as a courtesy from your severance payments.
  - Note: If you were actively working as of July 30, benefit premiums and 401(k) **will be** deducted from your final regular paycheck on August 7, 2020 for the pay period July 19 – August 1)
- **I have a garnishment; will these continue to be deducted from my severance checks?**
  - Yes, garnishments will continue to be deducted from any future paychecks you receive from Designer Brands, including severance/PTO payouts until such time as the issuing authority advises us to end the garnishment.
- **How do I access my paystubs and W-2?**
  - You can continue to view your paystubs and W-2's on the ADP website ([my.adp.com](https://my.adp.com)). Please login to the website to set up your account with a **personal email address** to ensure you continue to receive applicable notifications. You can also update your home address and income tax withholdings if needed through this site.

## Benefits/COBRA Information

Please review the table below for important information about when each specific benefit will end. For benefit vendor contact information, visit [mymobilewalletcard.com/dbi](http://mymobilewalletcard.com/dbi). If you have additional questions, please email [benefits@hr.designerbrands.com](mailto:benefits@hr.designerbrands.com) for assistance.

Benefit Type	Benefit End Date	Can I Continue this Benefit Past the End Date?
Medical (including Prescription Drug & Vision)	8/31/2020	Yes, COBRA
Dental	8/31/2020	Yes, COBRA
Flexible Spending Accounts	8/31/2020	In certain situations, COBRA
Voluntary Benefits (Hospital Indemnity, Accident, Critical Illness)	Active: 8/31/2020 Furlough: 7/31/2020	Yes, individual policy conversion, Hartford will mail you information
Short-Term Disability	8/1/2020	No, but if on current approved leave, disability benefits may continue to be paid.
Long-Term Disability	8/1/2020	No
Life Insurance (Basic & Supplemental)	8/1/2020	Yes, individual policy conversion, Reliance Standard will mail you information
Employee Assistance Program (EAP)	12/31/20	No, only available through 12/31/20
401(k)***	8/1/2020	No
Commuter Benefits	8/1/2020	No
PerkSpot	8/31/2020	No
Associate Discount	8/1/2020	No

### COBRA Benefits Continuation during your Severance Period – **ACTION REQUIRED!**

- To continue your medical, dental, and/or FSA through COBRA, *you must sign up*. Regardless of if you sign your severance agreement, you must still sign up for COBRA – and pay the premiums due – directly to Benefitfocus separately to continue your benefits beyond 8/31/20.
- *COBRA Continuation Rights Notice:*
  - Will be mailed to your home within a few weeks of your last day of employment. You can sign up by mail or online (instructions/pin number on the last page of the COBRA notice) using the information included in the notice.
  - **Failure to sign up for COBRA means your medical, dental, and/or FSA, will end on 8/31/20 and you will no longer have coverage.**
  - You have an extended period of time to sign up for COBRA, but if you do not sign up on/before 8/31/20, you will experience a delay in receiving care.
- *Subsidized Premiums:*
  - When you return your signed severance agreement to Designer Brands, your monthly COBRA premiums will be reduced to the same level as that of an actively employed Associate with a similar election for the duration of your severance payments.
  - **IMPORTANT: This amount will NOT be taken from your severance payments; you will be required to pay Benefitfocus directly for the amount due.**
  - Benefitfocus will mail you a subsidy notice outlining these details, or you can review them online.
- *Paying for COBRA Coverage:*
  - To maintain your COBRA coverage, you must make payment directly to Benefitfocus by check, money-order or ACH. Credit card payments are accepted for a fee.
  - Contact Benefitfocus directly regarding COBRA at **855.889.6519**.

## 401(k) Plan

- Contact Fidelity at **800.835.5097** for details on the options below:
  - *Roll it over* – there is no tax penalty to move your balance to another employers' qualified plan or into an IRA.
  - *Take a distribution* – take a lump sum payment of your balance. Talk to a financial advisor to understand potential tax penalties.
  - *Leave your 401(k) with Designer Brands* – you can leave your balance within Designer Brands' plan. Take note! If your balance is less than \$5,000, you may be required to move it to another account or take a distribution.
  
- 401(k) Loan – If you have a 401(k) loan, Designer Brands will continue to deduct your loan payment during your severance period. After that, you are responsible to pay the outstanding balance within 90 days. Failure to do so will result in the deeming of your loan and there will be tax penalties. Consult a financial advisor for more details.

## Unemployment/Rehire/Employment Verification Information

- **I am currently receiving unemployment; will this impact my benefits?**
  - It may. If you elect to sign your severance agreement, your state benefits will likely be reduced for the duration you receive severance pay. Please review your state's unemployment agency site for more information.
- **I am currently receiving unemployment, should I notify the state my employment status has changed?**
  - No, you do not have to notify the state of this change in your status because you are still experiencing a "lack of work". However, should you elect to sign your severance agreement, you will be required to notify the state of the severance compensation at such time as those payments are received.
- **How do I apply for unemployment for the first time as a result of my termination?**
  - To apply for unemployment, you must visit your state's unemployment website. Your ability to qualify for unemployment is based on state law and the agency in your jurisdiction. We encourage you to apply so you can obtain any unemployment compensation you are entitled to. Specific state contact information can be found at the bottom of this document.
  - Note: You *may not* apply for unemployment for the first time until at least Sunday, August 2<sup>nd</sup>.
- **I live in one state and work in another, where should I file unemployment?**
  - Associates should file for unemployment in the state where they work.
- **Will you contest my unemployment claim?**
  - No, Designer Brands will not contest your unemployment claim. However, eligibility for benefits is determined by your respective state agency, not Designer Brands.
- **Am I eligible for rehire? How will I be notified of future job openings?**
  - You will be eligible for rehire. To stay informed about open positions of interest, visit **careers.dswinc.com**.
- **I need to verify my employment with Designer Brands – what do I do?**
  - Visit **theworknumber.com** or call **800.367.5690** (DSW reference code is 14169)
  - Need salary information? You'll need your default PIN which is the last 4 digits of your SSN plus the YYYY of your birth.

## Unemployment Filing Websites By State

**Please Note:**

- When asked for a work address, use the address of your work location. If you work from home, please enter the address of the applicable office below.
- Below is a reference guide; this may not be an exact match of information in assisting with filing your claim. If you have specific questions, please contact [payroll@dswinc.com](mailto:payroll@dswinc.com).
- Remember, we are unable to provide specific guidance on your eligibility for unemployment, and we do not have access to individual state unemployment websites.

**Company Information**

- **Designer Brands, Inc.**
  - Designer Brands IT Associates – FEIN: 01-0879357
  - Digital/.Com Associates – FEIN: 01-0879359
  - All other DBI/DSW Home Office Associate – FEIN: 31-0746639
  - Columbus Campus or Remote Worker – 810 DSW Drive, Columbus, OH 43219
- **DSW Stores** – Use DSW Shoe Warehouse as the employer (FEIN: 43-0587630)
  - Enter the address of the store in which you work.
- **Camuto Group** – Use VCS Group LLC as the employer (FEIN: 04-3707469):
  - Connecticut Office or Remote Worker – 411 West Putnam Avenue #210, Greenwich, CT 06830
  - New York Design Studio – 1407 Broadway, New York, NY 10018
  - New York Footwear Showroom – 3170 Avenue of the Americas, New York, NY 10019
  - Florida Office – 3451 S Bay Drive, Bonita Springs, FL 34134
- **Sole Society Inc (FEIN: 47-3919273):**
  - California Office or Remote Worker – 11248 Playa Ct, Suite B, Culver City, CA 90230

<b>Alabama</b> – <a href="https://labor.alabama.gov/uc/ICCS/default.aspx">https://labor.alabama.gov/uc/ICCS/default.aspx</a>
<b>Arizona</b> – <a href="https://des.az.gov/services/employment/unemployment-individual/apply-ui-benefits">https://des.az.gov/services/employment/unemployment-individual/apply-ui-benefits</a>
<b>Arkansas</b> – <a href="https://www.dws.arkansas.gov/unemployment/">https://www.dws.arkansas.gov/unemployment/</a>
<b>California</b> – <a href="https://www.edd.ca.gov/Unemployment/Filing_a_Claim.htm">https://www.edd.ca.gov/Unemployment/Filing_a_Claim.htm</a>
<b>Colorado</b> – <a href="https://www.colorado.gov/pacific/cdle/file-claim">https://www.colorado.gov/pacific/cdle/file-claim</a>
<b>Connecticut</b> – <a href="http://www.ctdol.state.ct.us/UI-OnLine/index.htm">http://www.ctdol.state.ct.us/UI-OnLine/index.htm</a> – Camuto (use company name: VCS Group LLC) – Employer DOL registration #: 94-364-69 – DSW Stores (use company name: DSW Shoe Warehouse, Inc.) – Employer DOL registration #: 94-515-84
<b>Delaware</b> – <a href="https://uics.delawareworks.com/Forms/Form_WL1">https://uics.delawareworks.com/Forms/Form_WL1</a>
<b>DC</b> – <a href="https://does.dc.gov/page/ui-benefits-claimants">https://does.dc.gov/page/ui-benefits-claimants</a>
<b>Florida</b> – <a href="http://floridajobs.org/Reemployment-Assistance-Service-Center/reemployment-assistance/claimants/apply-for-benefits">http://floridajobs.org/Reemployment-Assistance-Service-Center/reemployment-assistance/claimants/apply-for-benefits</a>
<b>Georgia</b> – <a href="https://dol.georgia.gov/unemployment-benefits">https://dol.georgia.gov/unemployment-benefits</a>
<b>Idaho</b> – <a href="https://www2.labor.idaho.gov/ClaimantPortal/Login">https://www2.labor.idaho.gov/ClaimantPortal/Login</a>
<b>Illinois</b> – <a href="https://www2.illinois.gov/ides/individuals/UnemploymentInsurance/Pages/default.aspx">https://www2.illinois.gov/ides/individuals/UnemploymentInsurance/Pages/default.aspx</a>
<b>Indiana</b> – <a href="https://www.in.gov/dwd/2362.htm">https://www.in.gov/dwd/2362.htm</a>
<b>Iowa</b> – <a href="https://www.iowaworkforcedevelopment.gov/file-claim-unemployment-insurance-benefits">https://www.iowaworkforcedevelopment.gov/file-claim-unemployment-insurance-benefits</a>
<b>Kansas</b> – <a href="https://www.getkansasbenefits.gov/BenefitsStartMenu.aspx">https://www.getkansasbenefits.gov/BenefitsStartMenu.aspx</a>



<b>Kentucky</b> – <a href="https://uiclaims.des.ky.gov/ebenefit/eben.htm">https://uiclaims.des.ky.gov/ebenefit/eben.htm</a>
<b>Louisiana</b> – <a href="http://www.laworks.net/UnemploymentInsurance/UI_Claimants.asp">http://www.laworks.net/UnemploymentInsurance/UI_Claimants.asp</a>
<b>Maine</b> – <a href="https://www.maine.gov/unemployment/claimants/">https://www.maine.gov/unemployment/claimants/</a>
<b>Maryland</b> – <a href="http://www.dlr.state.md.us/employment/uibenefits.shtml">http://www.dlr.state.md.us/employment/uibenefits.shtml</a>
<b>Massachusetts</b> – <a href="https://www.mass.gov/how-to/apply-for-unemployment-benefits">https://www.mass.gov/how-to/apply-for-unemployment-benefits</a>
<b>Michigan</b> – <a href="https://www.michigan.gov/leo/0,5863,7-336-78421_97241_89980---,00.html">https://www.michigan.gov/leo/0,5863,7-336-78421_97241_89980---,00.html</a>
<b>Minnesota</b> – <a href="https://uimn.org/applicants/">https://uimn.org/applicants/</a>
<b>Mississippi</b> – <a href="https://mdes.ms.gov/information-center/about-mdes/online-services/">https://mdes.ms.gov/information-center/about-mdes/online-services/</a>
<b>Missouri</b> – <a href="https://uinteract.labor.mo.gov/benefits/home.do">https://uinteract.labor.mo.gov/benefits/home.do</a>
<b>Montana</b> – <a href="https://montanaworks.gov/">https://montanaworks.gov/</a>
<b>Nebraska</b> – <a href="https://networks.nebraska.gov/vosnet/Default.aspx">https://networks.nebraska.gov/vosnet/Default.aspx</a>
<b>Nevada</b> – <a href="http://ui.nv.gov/css.html">http://ui.nv.gov/css.html</a>
<b>New Hampshire</b> – <a href="https://wfc.nhes.nh.gov/auth/sso/login;jsessionid=75279275565F4EB9C3380168315C2CCF?execution=e1s1">https://wfc.nhes.nh.gov/auth/sso/login;jsessionid=75279275565F4EB9C3380168315C2CCF?execution=e1s1</a>
<b>New Jersey</b> – <a href="https://myunemployment.nj.gov/labor/myunemployment/before/about/index.shtml">https://myunemployment.nj.gov/labor/myunemployment/before/about/index.shtml</a>
<b>New Mexico</b> – <a href="https://www.dws.state.nm.us/en-us/Job-Seekers">https://www.dws.state.nm.us/en-us/Job-Seekers</a>
<b>New York</b> – <a href="https://www.labor.ny.gov/ui/how_to_file_claim.shtml">https://www.labor.ny.gov/ui/how_to_file_claim.shtml</a>
<b>North Carolina</b> – <a href="https://des.nc.gov/apply-unemployment/">https://des.nc.gov/apply-unemployment/</a>
<b>North Dakota</b> – <a href="https://apps.nd.gov/jsnd/uiiaclaims/login.htm">https://apps.nd.gov/jsnd/uiiaclaims/login.htm</a>
<b>Ohio</b> – <a href="http://jfs.ohio.gov/ouio/ClaimInformationPage.stm">http://jfs.ohio.gov/ouio/ClaimInformationPage.stm</a>
<b>Oklahoma</b> – <a href="https://www.ok.gov/oesc/Claimants/">https://www.ok.gov/oesc/Claimants/</a>
<b>Oregon</b> – <a href="https://secure.emp.state.or.us/ocs4/index.cfm?u=F20200316A122525B15798161.6781&amp;lang=E">https://secure.emp.state.or.us/ocs4/index.cfm?u=F20200316A122525B15798161.6781&amp;lang=E</a>
<b>Pennsylvania</b> – <a href="https://www.uc.pa.gov/unemployment-benefits/file/Pages/File%20an%20Initial%20Claim.aspx">https://www.uc.pa.gov/unemployment-benefits/file/Pages/File%20an%20Initial%20Claim.aspx</a>
<b>Rhode Island</b> – <a href="https://dltweb.dlt.ri.gov/UIClaims2013/intro/index.aspx?AC=yes">https://dltweb.dlt.ri.gov/UIClaims2013/intro/index.aspx?AC=yes</a>
<b>South Carolina</b> – <a href="https://dew.sc.gov/home/how-do-i-file-an-unemployment-claim">https://dew.sc.gov/home/how-do-i-file-an-unemployment-claim</a>
<b>South Dakota</b> – <a href="https://dlr.sd.gov/ra/individuals/file_claim.aspx">https://dlr.sd.gov/ra/individuals/file_claim.aspx</a>
<b>Tennessee</b> – <a href="https://www.tn.gov/workforce/unemployment/apply-for-benefits.html">https://www.tn.gov/workforce/unemployment/apply-for-benefits.html</a>
<b>Texas</b> – <a href="https://twc.texas.gov/jobseekers/unemployment-benefits-services">https://twc.texas.gov/jobseekers/unemployment-benefits-services</a>
<b>Utah</b> – <a href="https://jobs.utah.gov/ui/home/">https://jobs.utah.gov/ui/home/</a>
<b>Vermont</b> – <a href="https://labor.vermont.gov/unemployment-insurance/ui-claimants">https://labor.vermont.gov/unemployment-insurance/ui-claimants</a>
<b>Virginia</b> – <a href="https://www.vawc.virginia.gov/vosnet/Default.aspx?enc=bag5Dtnb4BwE7Xpsn5C9jw==">https://www.vawc.virginia.gov/vosnet/Default.aspx?enc=bag5Dtnb4BwE7Xpsn5C9jw==</a>
<b>Washington</b> – <a href="https://esd.wa.gov/unemployment">https://esd.wa.gov/unemployment</a>
<b>Wisconsin</b> – <a href="https://dwd.wisconsin.gov/uiben/">https://dwd.wisconsin.gov/uiben/</a>

## Outplacement Services/Free Online Training Opportunities Information

- **Outplacement Services**

- Designer Brands has partnered with Lee Hecht Harrison (LHH) to offer you complementary job placement services to help you through this transition - they are ready to help you find new job opportunities, training and more.
- A career specialist will reach out to you directly, but feel free to contact LHH if you would like to begin leveraging their resources immediately.
  - Visit: [register.lhh.com](http://register.lhh.com)
  - Call: 888.224.4120
  - Email: [careerservices@lhh.com](mailto:careerservices@lhh.com)
  - Text: "Careers" to 315.646.5447

- **Microsoft/LinkedIn Training Programs**

- Microsoft and LinkedIn have partnered to offer free online training programs for some in-demand jobs in today's market – to learn more about this initiative, [click here](#).
- 10 free online training paths have been released via LinkedIn Learning to help people to develop the skills needed to succeed in these career paths. To access these trainings, click the applicable link below.
  - [Become a Software Developer](#)
  - [Become a Sales Representative](#)
  - [Become a Project Manager](#)
  - [Become an IT administrator \(Prepare for CompTIA Network+ Certification\)](#)
  - [Become a Customer Service Specialist](#)
  - [Become a Digital Marketing Specialist](#)
  - [Become IT Support / Help Desk \(Prepare for the CompTIA A+ Certification\)](#)
  - [Become a Data Analyst](#)
  - [Become a Financial Analyst](#)
  - [Become a Graphic Designer](#)

## Employee Assistance Program/Two Ten Foundation

- **What is the Employee Assistance Program (EAP)?**
  - ACI's Employee Assistance Program (EAP) provides professional and confidential services to help you and your family members address a variety of personal, family, life and financial issues.
  - From the stress of everyday life to relationship issues or other concerns, the EAP can help with any issue affecting overall health, well-being and life management.
  - Benefits include:
    - Unlimited telephonic support with licensed counselors to help with depression, stress, family problems, substance abuse, and much more.
    - Parenting, Child Care and Elder Care Resources and Referrals
    - Legal Consultation Referrals
    - Financial Consultation Referrals
    - Pet Care Consultation
    - Education Referrals and Resources
    - Referrals and Resources for any Personal Service
    - Community-based Resource Referrals
    - Online Legal Resource Center
  
- **How do I access these services? Is there a cost?**
  - Most EAP services are no cost to you. To access these benefits, call **855.775.4357**. You and your family can access these services until December 31, 2020.
  - You'll need to provide:
    - Your name
    - Associate who worked for Designer Brands (If not yourself)
    - Company affiliated with – Designer Brands
  
- **Am I eligible for financial assistance from the Two Ten Footwear Foundation?**
  - If you have been employed in the footwear industry for at least 12 months (service does not have to be all through Designer Brands), then you may qualify for financial aid from Two Ten.
  - To learn more or start an application, please visit **twoten.org** or call **800.346.3210**.

## Personal Belongings and Returning Company Property

### DSW Remote Associates

Information will be provided to you shortly in a separate email with how to return any company property in your possession. Please ensure your phone number and email address on file are updated.

### DBI/DSW Columbus Office Associates

- **Personal Property Pick Up and Company Equipment Drop Off**
  - Each department will have a scheduled block of time for associates to retrieve their personal belongings and return any company property.
  - Personal belongings will be pre-packed and available for pick up during the scheduled time for your department. If you are unable to attend during the scheduled time, two make up days are available. If you will be attending one of the make-up days, we ask that you leverage the booking tool link that will be distributed separately to let us know which day you will attend.
  - During your scheduled time, please pull up to the front entrance of the 810 building. To support social distancing, you should remain in your car. Greeters will wear a mask when collecting your company property and providing you with your personal belongings.

- **Pick Up Schedule**

Department	Date/Time
Commercial, Exclusive Brands, Trend, Procurement, HR, Photo Studio & SIC	Tuesday, August 4: 9:00am – 2:00pm
Marketing, Store Ops, Asset Protection, eCommerce, Transportation	Wednesday, August 5: 9:00am – 2:00pm
Information Technology	Thursday, August 6: 9:00am – 2:00pm
Merchandising & MP&A	Friday, August 7: 9:00am – 2:00pm
All Departments ( <i>Make-Up Date</i> )	Tuesday, August 11: 9:00am – 2:00pm
All Departments ( <i>Make-Up Date</i> )	Thursday, August 13: 9:00am – 2:00pm

- **Day of Instructions**

1. Arrive at the 810 building during the scheduled time for your department. Pull up to the front entrance and remain in your car.
  - i. *Please place a sheet of paper with your first and last name in your front car window, this will allow greeters to identify more quickly who has arrived and be able to best assist you.*
2. You will be greeted at your car to confirm your name and to collect your company property.
3. Your packaged personal items will be brought to your car.

### Camuto Group Associates

- **Personal Item Retrieval**
  - We will be packing up any personal items still left in the office and sending them to your home address via courier for your convenience. Please make sure you are home to collect these boxes on August 10 if you are in the NYC office and August 11 for the CT office.
  - Personal items are any items purchased by you that haven't been expensed by the company. Examples include picture frames, office equipment you personally purchased, clothing, coffee mugs/water bottles, awards, personalized items, etc.

- **Returning Company Equipment**

- A pre-paid shipping label will be emailed to your personal email on file. You will need to secure a box, pack up your equipment and ship it back to Camuto Group using the pre-paid shipping label.
- Company items may include keyboard, monitor, laptop, docking station, power cords, mouse, company credit card, etc.