

Assistant General Counsel-Global Employment and Compliance Job Specification

Job Title: Assistant General Counsel- Global Employment and Compliance

Reports To: SVP, General Counsel

About Claire's:

Claire's Stores, Inc. is one of the world's leading specialty retailers of fashionable jewelry and accessories for young women, teens, tweens and kids. The company offers a range of innovative, fun and affordable products and services that cater to all of our girls' activities, as she grows up, whenever and wherever. The broad and dynamic selection of merchandise is unique, and over 90 percent of the products are proprietary. The company operates through its stores under two brand names: **claire's®** and **icing®**.

claire's® is the primary global brand with operations in North America, Europe, the Middle East, and Asia. **claire's®** offers a differentiated and fun store experience with a "treasure hunt" setting that encourages its customer to visit often to explore and find merchandise that appeals to her.

icing® is the jewelry, accessories and cosmetics "it" store for young women between 18 and 35 years of age. **icing®** offers an inspiring merchandise assortment of fashionable and affordable products.

Claire's Stores, Inc. generates over \$1 billion in annual global sales. The Company has approximately 2,500 company-operated stores across Claire's North America, Claire's Europe, and Icing, as well as approximately 7,000+ concession locations.

Claire's leadership team has developed a three year strategic plan with a vision to transform Claire's from primarily a mall based retailer to a global brand powerhouse for self-expression, creating exclusive, curated and fun looks for girls and women of all ages. Claire's plans to significantly expand its concessions and digital businesses and reposition its retail store portfolio for long term success. The Company is also investing in its systems and distribution infrastructure to support the growth initiatives.

Claire's is targeting significant growth and is working to reinvent their business model and leverage the positive sentiment inherent in the brand as they transform from a mall-based, brick- and-mortar retailer to an omni-channel consumer brand. Already preferred by girls 2:1 over competitor brands, Claire's has a strong brand, with a long history of making memories. Trusted for safety as a market leader in ear piercing, the Claire's brand also stands for more than fun and fashion.

Core Job Functions:

The AGC is responsible for managing Claire's global employment and litigation matters and enhancing the Company's ethics and compliance program. Selects and manages outside counsel. Advises Human Resources and Business Unit management in North America and Europe on employment, litigation, and compliance matters. Oversees Claire's corporate ethics and compliance program.

Essential Duties and Responsibilities:

- Manage and lead employment and litigation matters (e.g. independently conduct legal and factual research and investigation, provide general litigation assistance and support (pre-trial and trial))

- Lead and manage global employment related projects
- Draft employment-related policies and document processes
- Enhance the global corporate ethics and compliance program by collaborating with business leaders to identify key compliance risks and developing compliance and risk mitigation policies and practices. Write policies, develop training, and create auditing/monitoring practices
- Investigate and respond to discrimination, wage, and other employment-related claims.
- Work with management on the development and implementation of employee policies and procedures
- Provide legal and compliance advice on matters related to the employment lifecycle (i.e., Compensation and Benefits, Talent Acquisition, Talent Development and HR Consulting, Training and Diversity, and Employee Relations)
- Develop and deliver compliance training
- Monitor legislative and regulatory developments
- Select and manage counsel for employment and non-employment litigation. Investigate allegations. Draft position statements. Assist in developing litigation strategy.

Education and Experience:

- Juris Doctor and law license
- 15+ years' of employment law experience from a combination of law firm and in-house
- 5+ years' experience managing international employment matters

Knowledge/Skills/Competencies:

- Understanding of the US Federal Sentencing Guidelines and experience developing and enhancing a robust and effective ethics and compliance program
- Experience managing employment and non-employment litigation
- Ability to communicate complex information clearly and concisely
- Experience with the following is a plus
 - Executive Compensation
 - Retail workforce
 - Ability to work independently (i.e. with minimal supervision)
 - Sound judgment; ability to make clear and reasoned recommendations; able to cross think and determine who should be kept informed
 - Self-starter with good business sense and a sense of urgency, honesty and fairness; impeccable ethical standards
 - Excellent organizational skills

Claire's is an equal opportunity employer committed to diversity, equity and inclusion and we encourage applications from members of all underrepresented groups, including those with disabilities. We will accommodate applicants' needs, upon request, throughout all stages of the recruitment process. Please inform us of the accommodation(s) that you may require. Information received relating to accommodation will be addressed confidentially. To request accommodation, please email Benefits@claires.com

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