

Irish Share Plans

Career break

Profitshare & Salary Foregone

Awards under either of the above Irish share plans are not affected by your career break and all awards will remain in place and vest at their individual vesting dates.

Irish Sharesave

You have three choices: -

1. Continue to save into your Sharesave

Please contact Shareworks (+44 207 425 1075) for information about setting up standing order payments.

If you are not in receipt of a salary and do not make payments by standing order, this will result in missed payments to your plan(s).

2. Suspend your contributions

Log into Shareworks and Suspend your Sharesave (Portfolio->SAYE->Manage Contracts). If you suspend your contributions, your maturity date will be delayed. When you are ready to restart your contributions log into your Shareworks portal account (Portfolio->SAYE->manage Contracts) and select restart.

Remember, if you suspend more than 6 payments during your savings contract, your sharesave will be cancelled and your option to buy Diageo shares will lapse. Any payments that you miss will have to be made up at the end of your savings period, month for month, so your maturity date will be delayed.

IMPORTANT: If you do not suspend your contributions, payments will resume automatically when you return to work and are in receipt of a salary. Therefore, please remember to stop any standing order payments once your salary resumes to avoid any duplicate contributions.

3. Cancel your Sharesave

Log into Shareworks and Cancel your Sharesave (Portfolio->SAYE->Cancel Contract).

IMPORTANT: Please remember to log on to your Shareworks portal account to add your personal email address and keep us informed if you change your home address.

You can view an up-to-date statement of all your Diageo share plans by logging onto your Shareworks portal account.

For further information or if you have any queries you can contact Shareworks on +44 207 425 1075.

In the event of any conflict between this document and the rules of the relevant share plan(s), the rules of the plan and applicable legislation will prevail.