

Career *break*

Discretionary Plans

All outstanding awards under any of the Discretionary Share Plans will remain in place. Your HRBP or local Reward will provide further details when the terms of your career break are being discussed and agreed.

Share Incentive Plan (SIP) (UK Only)

- **Freeshares**
You will remain eligible for Freeshares.
- **Sharepurchase**
Contributions to Sharepurchase must be deducted from your salary, so when you are on a career break, your monthly contributions will be suspended automatically. When you return to work, these will automatically resume.

UK Sharesave

You have three choices: -

1. **Continue to save into your Sharesave**
Please contact Shareworks (0808 234 9514) for information about setting up standing order payments.
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 return to work and are in receipt of a salary, log into your Shareworks portal account to restart your contributions (Portfolio>SAYE>manage Contracts). Deductions will not automatically restart from salary when you return to work, so it's important you manage your contributions through your Shareworks portal account.
Remember, if you suspend more than 12 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.
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 0808 234 9514.

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.