

## What happens to my share plans if I take a career break?

### Share Incentive Plan (SIP)

- Freeshares  
You will still be 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.

### Sharesave

You have three choices:-

1. **Continue to save into your Sharesave**  
Please contact the savings provider (YBS or Computershare) for information about setting up standing order payments.
2. **Suspend your contributions**  
Download and complete the **Suspend your Sharesave** form and send it to your payroll department. If you suspend your contributions, your maturity date will be delayed. Your monthly deductions from your salary will automatically recommence when your suspension period has ended.  
  
Remember, if you suspend more than 6 payments during your savings contract, your sharesave will be cancelled and your options 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 later.
3. **Cancel your Sharesave**  
Complete a **Cancel your Sharesave** form and send it to your payroll department, and contact the savings provider to obtain a refund (full details are on the Cancel your Sharesave form).

**IMPORTANT** : Please remember to log on to Employee Shareplan Information at [www.mydiageoshares.com](http://www.mydiageoshares.com) to replace your Diageo email address with a personal email address for any correspondence during your leave. You will be able to change this back when you return to Diageo. Please also remember to 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 **Employee Shareplan Information**.

For further information or if you have any queries, then visit [www.mydiageoshares.com](http://www.mydiageoshares.com) or contact the Diageo Shares Office on +44 (0) 131 519 2090.

*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.*