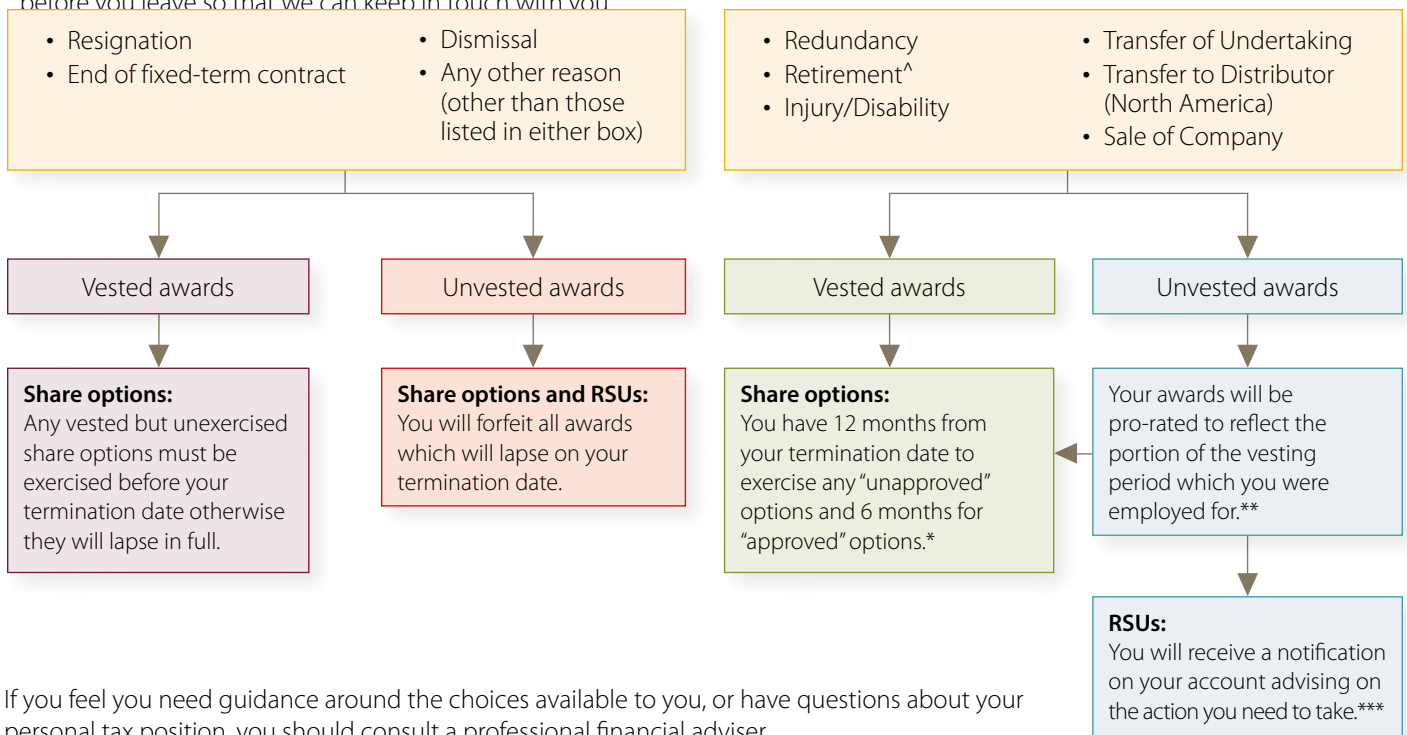


## Discretionary Share Plans

### Leaving Diageo

This factsheet sets out what happens to any share options or Restricted Stock Units (RSUs) you hold, under the Diageo Executive Long Term Incentive Plan (DEL TIP), Emerging Talent Retention Plan (ETRP), Diageo Associated Companies Share Incentive Plan (DAC SIP), or Performance Share Plan (PSP) when you stop working for Diageo.

It's really important to update Workday with your personal email address and activate your **mydiageoshares** portal account before you leave so that we can keep in touch with you.



If you feel you need guidance around the choices available to you, or have questions about your personal tax position, you should consult a professional financial adviser.

\*You will have a limited period to exercise your share options after you leave. It is your responsibility to ensure you are aware of any lapse or expiry dates. If you do not exercise your options and buy the shares before the end of the applicable period, your options will lapse in full.

\*\*DEL TIP/ETRP awards will vest on exit.

PSP awards will vest on the normal vesting date and have performance conditions attached, with the outcome assessed at the end of the 3 year performance period. We will confirm the performance outcome to you in writing. The communication will confirm the actual number of shares vesting, on the normal vesting date, when we apply the performance outcome to your pro-rated award(s).

\*\*\*DEL TIP/ETRP awards – you will receive a notification from **Shareworks.notifications@shareworks.com** around 4-6 weeks after your leaving date. You will have 2 weeks from receiving the notification to make your transaction choice online on the **mydiageoshares** portal. If you do not make a choice within the specified 2 week period, your RSUs will be automatically released and sufficient shares will be sold to cover any tax liability and transaction costs, with the remaining shares transferred to you.

If you would like further information about any of the Discretionary Share Plans, please refer to the following factsheets on **www.mydiageoshares.com**:-

- **Diageo Executive Long Term Incentive Plan (DEL TIP)**
- **Emerging Talent Retention Plan (ETRP)**
- **Diageo Associated Companies Share Incentive Plan (DAC SIP)**
- **Performance Share Plan (PSP)**

You can find details of any Share options and RSUs you hold on your **mydiageoshares** portal account.

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.

## YOU HAVE A CHOICE TO MAKE WHEN YOU INSTRUCT YOUR TRANSACTION:

### 1. Sell to Cover

Sufficient shares are sold to cover any exercise cost, tax withholding liabilities and associated broker fees. The remaining shares will be transferred into your name.

### 2. Sell All

The net sale proceeds (after the deduction of any option costs, taxes and broker fees) will be remitted to your nominated bank account.

### 3. Hold all

If you would like to pay any option cost and associated tax liabilities from your personal funds, and retain all of your shares.

## HOW TO MAKE YOUR CHOICE

You can access your **mydiageoshares** portal account and make your choice online. Or, why not download the mobile app and manage your account on the go? **Click here** for further information.



## YOUR SHAREHOLDING

Any shares which you retain will be transferred and held together with shares from previously vested awards.

Ordinary shares which you retain will be transferred into the Sharestore, or into a Share Certificate on the Diageo Register.

Retained American Depositary Shares (ADS) will be transferred onto the Direct Registration System (DRS).

### SHARESTORE

If you elect to retain shares and are eligible to hold them in the Diageo Sharestore, your shares will be held electronically here and you can continue to manage your Sharestore account together with any other share plan awards electronically at **www.mydiageoshares.com**

#### Shareworks

- 📞 **Click here for numbers**
- ✉️ **Help.emea@Shareworks.com**

### SHARE CERTIFICATE

If you elect to retain shares and are not resident in a country listed in the permitted Diageo Sharestore jurisdictions your shares will be entered onto the Diageo Register of Members and a share certificate sent to you.

You can manage your account online through the shareholder portal at **www.diageoregistrars.com**

#### Link – Diageo’s Registrar

- ✉️ **Diageo@Linkgroup.co.uk**
- 📞 **+44 (0) 371 277 1010**

### DIRECT REGISTRATION SYSTEM

If you retain ADS these will be sent to the DRS and held electronically on the ADS register in an account in your name. Computershare, the ADS administrators, will send you a statement with details of the stock deposited in your account.

You can manage your account online at **www-us.computershare.com/Investor**

#### Computershare

- 📞 **Toll free number +1 866 253 0933 if calling within the US**
- 📞 **+1 781 575 4555 if calling from outside the US**

For further information please visit **mydiageoshares.com**

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.