

# DIAGEO

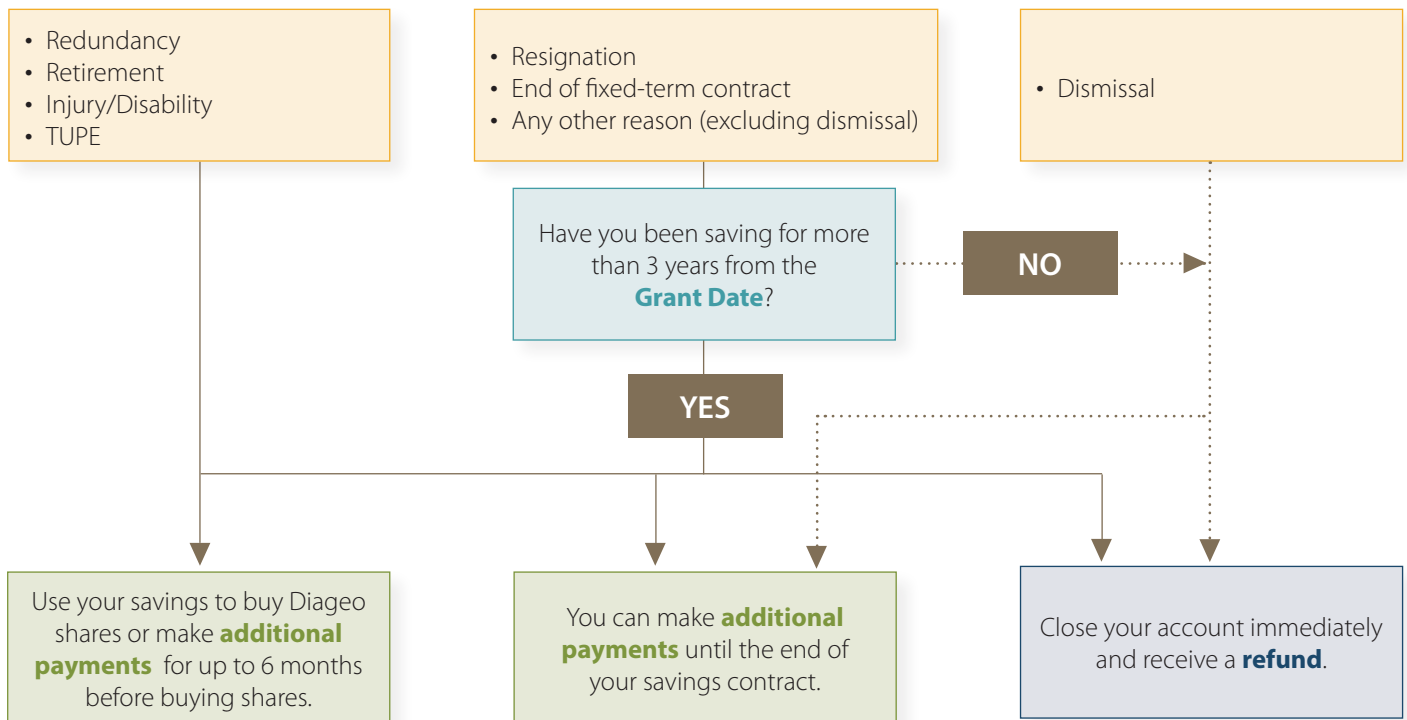
## UK SHARESAVE

### Leaving Diageo

**This factsheet sets out what happens to your UK Sharesave account if 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.

Once you've left the business, you'll receive a notification from Shareworks (the company that manages Sharesave for us) through your mydiageoshares portal account, directing you to access your 'Documents' for more information on what happens next. This flowchart will help guide you on important next steps.



Your options will **lapse 6 months after** your leaving date. Once you've purchased your shares, they will be transferred into your Diageo **Sharestore** account.

Find out more about Sharesave in the Sharesave Q&A section at [www.mydiageoshares.com](http://www.mydiageoshares.com), or call Shareworks on 0800 088 5912.

#### IMPORTANT INFORMATION

You can find the **Grant Date** within the 'SAYE' section of your Portfolio on your mydiageoshares portal account.

You can set up a standing order to make **additional payments**. Contact Shareworks on 0800 088 5912 for details.

For more information on holding shares in the Diageo **Sharestore**, please visit [www.mydiageoshares.com](http://www.mydiageoshares.com)

If you wish to sell or transfer your shares, log into your mydiageoshares portal account to find out more.

Log into your mydiageoshares portal account and request a **refund**.