

Career *Break* or *Unpaid* Leave

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 salary so when you are on a career break or unpaid leave your monthly contributions will be suspended automatically. When you return to work or start to receive a salary again, these will automatically resume.

UK Sharesave

You have three choices, please note that no contributions can be taken if you are not in receipt of a salary:

1. Continue to save into your Sharesave Plan(s) – Please contact Computershare for details on how you can set up a standing order and continue to pay into your plan(s).
2. Suspend your Contributions – Log into your EquatePlus account, navigate to the Sharesave tile and complete the suspension/restart form. If you suspend your contributions, your maturity date will be delayed because any payments you miss must be made up at the end of your savings period on a month-for-month basis. Please note that your contributions will not restart automatically when you return to work or salary; you must log back into EquatePlus and use the same form to restart them. If you suspend more than 12 monthly payments during your savings contract, your Sharesave will be cancelled and your option to buy Diageo shares will lapse.
3. Cancel your Sharesave – Log into your EquatePlus portal account and navigate to the Sharesave tile. Select manage > Closure of Sharesave Plan to close your account and receive a refund of your contributions. It can take up to 15 days to receive the refund into your nominated bank account.

IMPORTANT: Please remember to log on to your EquatePlus 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 EquatePlus portal account.

For further information or if you have any queries you can [contact Computershare](#).

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.