

# Work/Life Benefits

Diageo NA offers a number of additional benefits to help you manage your work and personal time. There is Company-paid coverage for some benefits and the option to purchase services and benefits based on your and your family's needs. Diageo NA's Work/Life benefits include:

- Employee Assistance Program (EAP)
- Vacation Buy Plan
- Additional Insurance Coverage
- Discounts and Reimbursement Programs
- Financial and Family Programs
- Other Benefits



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## For More Information

For details about eligibility for benefits, when you can change your coverage, and how you pay for coverage, see *Participating in the Benefits Plans*. For information about your legal rights under ERISA, general information on claims review and appeal procedures, and other important administrative details, see *Administration*.

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## Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) provides you and your family with confidential assistance for a wide range of personal and work-related issues.

You are automatically enrolled for EAP coverage. The Company pays the full cost of your EAP and coverage. You pay the cost of any services provided outside the EAP.

### Questions?

If you have questions about the EAP after you review the information here, call 1-888-231-4886.

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### EAP Benefit Summary

The plan covers five visits per year to an EAP provider for counseling services for you and your eligible dependents.

If you require ongoing treatment after your provider assesses your situation, you may be required to pay your medical plan's copay for additional visits. Check with your medical plan for benefit coverage.

The following are examples of services covered by the EAP:

- Child and elder care
- Compulsive gambling
- Death and dying
- Depression and anxiety
- Eating disorders
- Financial or legal concerns
- Maintaining a balanced life
- Marital and relationship problems
- Parent-child conflict
- Physical abuse
- Retirement concerns
- Sexual problems
- Single parenting
- Stress
- Substance or alcohol abuse
- Work-related problems

#### If You Need Immediate Help

If you need help coping with challenges at work or at home, an EAP specialist is available 24 hours a day at 1-888-231-4886.



Other services include:

- Community resources for child and elder care, as well as care for disabled dependents and adoption counseling
- Legal services, including unlimited telephone consultation, free 30-minute initial consultation, and additional legal services available at a 25% discount
- Family mediation services, including a free 30-minute telephone consultation and referral to a local mediator, whose services are available at a 20% discount
- Referrals to self-help groups, such as Alcoholics Anonymous, Overeaters Anonymous, or Gamblers Anonymous
- Community financial resources for assistance with debt management and budget planning

### Receiving EAP Services

You may call the EAP 24 hours a day at 1-888-231-4886. You will speak confidentially to an EAP Specialist who is an experienced professional with a clinical master's degree. You will receive approval for two sessions; after those sessions, your provider will speak with an EAP Clinical Assessment Reviewer, who may approve any additional visits. They will also discuss whether the issue can be resolved within your remaining sessions or whether you should continue treatment through your medical plan.

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## Vacation Buy Plan

Through the Vacation Buy Plan, you may buy up to one week of vacation to add to your regular vacation time each year.

You can enroll in the Vacation Buy Plan when you are hired, during Open Enrollment, or if you have a life status change. Employees hired on or after October 1<sup>st</sup> will not be able to participate in the current year, but will be provided an opportunity to enroll for the plan year beginning January 1<sup>st</sup> of the following year. See *Participating in the Benefits Plans* for additional information about when you can enroll or change your benefits.

### Calculating the Cost for Vacation Days

You pay the full cost of buying vacation days on a pre-tax basis. The annual cost of optional vacation days will be deducted evenly from each of your paychecks throughout the year. Although you buy vacation time in full-day increments, the cost is calculated by your hourly rate.



## An Example

Your annual base salary is \$40,000 on January 1 and you decide to buy three vacation days for that year. Your cost is calculated as follows:

Step One	Step Two	Step Three
Ann. Base Salary ÷ 52 Weeks in a Year =Weekly Pay	Weekly Pay ÷ Hours Worked per Week = Hourly Wage	Hourly Wage x Hours Optl. Vacation Days = Cost for Vacation Days
\$40,000 ÷ 52 Weeks = \$769.23	\$769.23 ÷ 37.5 Hours = \$20.51 per Hour	\$20.51 × 22.5 Hours = \$461.48 for 3 Vacation Days

## Using Your Optional Vacation Days

When you use your optional vacation days, you will receive your base rate of pay that is in effect on that date.

You must schedule your optional vacation days with your manager before using them. Also, you must use all of your regular vacation days and floating holidays before using your optional vacation days. You cannot carry over optional vacation days to the next calendar year.

## Unused Optional Vacation Days

If you do not use your optional vacation days before the end of the calendar year, you may request to be reimbursed for unused days pending verification from your manager. Your reimbursement will be taxed as regular income.

Special rules may apply in California; contact your Human Resources Representative for more information.

## Questions?

If you have questions about the Vacation Buy Plan after you review the information [here](#), log on to Diageo One or call your Human Resources Representative.

## Additional Insurance Coverage

In addition to your healthcare, life and accident and disability insurance, Diageo offers employees the opportunity to take advantage of these additional insurance programs:

- Legal Assistance Plan
- MetLife® Auto & Home Insurance
- Veterinary Pet Insurance
- Long-term Care Insurance

## Legal Assistance Plan

The Legal Assistance Plan offers help with handling personal legal matters by providing you with access to legal advice through the Signature LegalCare network. You also have the option of using an attorney of your choice, at a lower benefit level.

### Services Covered by the Legal Assistance Plan

The Legal Assistance Plan covers attorney fees for a number of matters, such as adoptions, consumer protection, wills and trusts and real estate issues.

## The Signature LegalCare Network

You may receive legal assistance through Signature LegalCare's nationwide network of 10,000 attorneys (most of whom have at least 12 years of experience). If you use a network attorney, the plan often covers services in full.

You may also use out-of-network attorneys at a reduced level of coverage.

## Legal Assistance Benefits

Most network services are covered in full up to maximum benefit amounts. Out-of-network fees are reimbursed up to a certain dollar amount. For specific services, exclusions, and benefit amounts, contact Signature LegalCare.

## Eligible Expenses

The following are examples of services covered under the Legal Assistance Plan:

- Adoptions
- Attorney office work
- Child custody/child support
- Consumer protection
- Debt collection defense
- Defendant civil action
- Estate administration/closing
- Guardianship
- IRS audit
- Juvenile court proceedings
- Marriage matters
- Real estate matters
- Wills and trusts

You are responsible for any difference between your attorney's fees and the plan benefit. The plan pays a maximum of \$17.50 per quarter hour for out-of-network attorneys.



## Ineligible Expenses

Benefits under the Legal Assistance Plan cover attorney fees only. You pay the cost of any other expenses related to your legal matter, including:

- Court costs
- Filing fees
- Expert witness expenses

In addition, the following are examples of services not covered by the Legal Assistance Plan:

- Actions involving:
  - Montgomery Ward Insurance Company, its parent or affiliated companies, agents, administrators, or subcontractors in Connecticut, Hawaii, Maine, and North Carolina
  - The Forum Insurance Company, in all states except Connecticut, Hawaii, Maine, and North Carolina
  - Disputes about this plan
- Actions or proceedings in which both the plaintiff and defendant are in the same family
- Charges involving driving under the influence of alcohol or drugs
- Civil or criminal actions that involve Diageo NA, or relate in any way to your employment
- Defense of criminal actions against you if either the victim or someone in the victim's family contributed to the cost of your participation in this plan
- Enforcement of a living will
- Estate planning
- Preparation or filing of tax returns, patents, copyrights, or trademarks
- Proceedings you had consulted with or retained an attorney for, before your coverage began
- Services furnished outside of the United States
- Services not performed by an attorney, unless performed by a paralegal under the direction of an attorney

## Questions?

If you have questions about the Legal Assistance Plan after you review the information here, call Signature LegalCare at 1-800-848-2012, or log on to their website at [www.legalcareplan.com](http://www.legalcareplan.com). You will need to choose the Diageo group and enter our password: 43164.

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## Receiving Legal Services

The Legal Assistance Plan offers both non-emergency and emergency legal services.

### Non-emergency Services

To receive non-emergency legal services, call Signature LegalCare at 1-800-848-2012, Monday through Friday, from 8 a.m. to 9 p.m. EST. A representative will:

- Transfer your call to a Signature LegalCare attorney in your area if you wish to consult with an attorney by phone
- Provide you with the names of participating Signature LegalCare attorneys in your area if you want to schedule an office consultation
- Mail you a list of area attorneys, claim forms, and other information

If you choose an out-of-network attorney, you do not need to call Signature LegalCare for approval. However, you should call for claim forms and information about filing claims.

### Emergency Services

Signature LegalCare representatives are available 24 hours a day for emergency legal assistance.

## Filing a Claim for Benefits

When you enroll in the plan, you will receive claim forms and instructions about how to submit claims. You may also call Signature LegalCare for additional forms or claim information.

You may choose to have the plan send payments to you or to your attorney. Fully documented claims generally are processed within 15 days of receipt.

You may only receive one benefit for all legal services related to a single cause of action or event.

## Extending Your Benefits

If coverage ends after you or a family member has retained an attorney, benefits will be extended to pay for services completed within 90 days of the date coverage ends. If you or a family member dies before coverage ends, benefits for estate administration and closing will be paid according to plan provisions and will not be subject to the 90-day limit.



## MetLife® Auto & Home Insurance

The MetLife® Auto & Home Insurance Program provides you with access to coverage for your personal insurance needs through special group rates and policy discounts. You may purchase policies to cover your:

- Auto
- Home (not available in California and Florida)
- Condo
- Mobile/motor home
- Landlord's rental dwelling
- Renter's insurance
- Recreational vehicle
- Boat
- Personal excess liability (umbrella) insurance

You may enroll for, or change your coverage at any time by calling 1-800-GET-MET8 (1-800-438-6388).

An insurance consultant will provide you with no-obligation premium quotes and help you apply for coverage if you decide to switch from your current carrier. It is helpful if you have your current insurance policy when you call.

You pay the full cost of your insurance, but get to take advantage of special group rates and policy discounts. Discounts and group rates, where available, will vary by state to those who qualify.

You may choose to have your policy premiums deducted from your paycheck or from your checking account. There are no interest charges or service fees. Other payment options are available including mortgage billing for home insurance.

To file a claim, call 1-800-GET-MET8 (1-800-438-6388), 24 hours a day.

### Questions?

If you have questions about MetLife® insurance coverage after you review the information here, call MetLife® at 1-800-GET-MET 8 (1-800-438-6388), or log on to their website at [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits). When you log on, you will be asked for the company name: Diageo North America.

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## Veterinary Pet Insurance

Veterinary Pet Insurance (VPI) can help you better manage the high cost of more than 6,400 veterinary services for your pet ranging from minor problems such as ear infections and bee stings, to major conditions such as broken bones, diabetes, and cancer.

VPI is endorsed by the American Humane Association, and provides comprehensive coverage that allows you to use any veterinarian worldwide (including specialist referrals).

There are two plans from which to choose:

- Standard Plan
- Superior Plan

As a Diageo, NA employee you may buy insurance for your following pets:

- Dogs
- Cats
- Birds
- Rabbits
- Ferrets
- Exotic pets

You may enroll for, or change your coverage at any time by calling 1-800-GET-MET8 (1-800-438-6388), or by logging on to [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits). Sales agents are available Monday through Friday 9:00 a.m. – 11:00 p.m. EST and Saturday 10:00 a.m. – 6:30 p.m. EST. Interactive voice response is available 24 hours a day.

You pay the full cost of your insurance, but get to take advantage of group rates. If you insure one pet, you get a 5% discount. If you insure two or three pets, you get a 10% discount. If you insure four or more pets, you get a 15% discount. Premiums vary based on the species and age of your pet and which plan you select. To find out the cost for your coverage, call 1-800-GET-MET8 (1-800-438-6388), or log on to [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits).

Your monthly premiums will be automatically deducted from your paycheck. Or if you prefer, you may pay annually or monthly by credit card or automatic checking account deductions.

## Annual Deductible

Both the Standard and the Superior Plans have a \$50 annual deductible for each accident or illness. The deductible is based on your individual policy term. For example, if you enroll on April 1, 2011, your deductible will apply from April 1, 2011 through March 31, 2012.



## Coinsurance

Your claim is paid based on your plan's Benefit Schedule which can be found on the website. The policy will pay 90% of the plan's Benefit Schedule allowance, per incident, during each policy term after the \$50 deductible for eligible expenses.

The VPI Standard Plan provides coverage up to \$2,500 per accident or illness and a maximum benefit of \$9,000 per policy term. Benefits coverage renews each year, and there is no lifetime cap.

The VPI Superior Plan provides coverage up to \$4,500 per accident or illness and a maximum benefit of \$14,000 per policy term. Benefits coverage renews each year, and there is no lifetime cap.

## Covered Benefits

Each plan covers the same services, but the cost, reimbursement rates (based on the Benefits Schedule), and maximum benefits differ. You may also buy vaccination and routine care coverage and additional cancer protection.

VPI helps pay covered medical expenses for:

- Prescriptions
- Diagnostic tests
- Lab fees
- X-rays
- Surgical procedures
- Hospitalization
- Treatment
- Office visits

You can find a complete list of covered services on [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits).

### ***Vaccination and Routine Care Coverage (VRCC)***

If you enroll in either the Standard or Superior Plan, you may buy optional VRCC which covers over \$200 in expenses for:

- Annual physical exams
- Vaccinations
- Prescription flea control
- Heartworm protection
- Choice of spay/neuter, teeth cleaning, or a comprehensive health screening

Note there is no deductible for these services.

### ***Cancer Rider***

Your pet is covered for cancer treatment under the Standard and Superior Plans, but with the Cancer Rider, you double your pet's cancer benefits.



## Benefits Not Covered

Pre-existing conditions (injuries or illnesses that occur before the coverage date) are not covered by the plan unless they have been cured before the effective date of the policy.

In addition, the following are examples of conditions that are not covered:

- Congenital or hereditary defects or diseases
- Elective and cosmetic procedures
- Expression or removal of anal glands or anal sacculitis
- Breeding or conditions related to breeding
- Diagnostic tests and treatments for conditions excluded or limited by the policy
- Special diets, pet foods, vitamins, mineral supplements, boarding or transporting expenses, grooming costs
- Diseases which are preventable by vaccines
- Behavioral problems
- Orthodontics, endodontics, and removal of deciduous teeth
- Diagnosis, medical management, or surgical correction of anterior cruciate ligament (ACL) damage or rupture during the first 12 calendar months of the effective date of the policy

## Filing a Claim for Benefits

Claim forms will be included in your policy kit. To submit a claim, sign the claim form, attach the original invoice and diagnosis from your veterinarian, and mail it to VPI's Claims Department. The average processing time is seven days or less. Additional claim forms can be downloaded from [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits), or call Customer Service at 1-800-GET-MET8.

## Questions?

If you have questions about VPI coverage after you review the information here, call 1-800-GET-MET8 (1-800-438-6388), or log on to the VPI website at [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits).

## Long-term Care Insurance

Long-term Care Insurance addresses the emotional and financial challenges related to providing care for those not able to look after themselves. The insurance covers the cost for services such as:

- Nursing home care
- Adult day care
- Respite care
- Assisted living facilities
- In-home assistance
- Hospice care

Long-term Care Insurance provides a wide range of health, social, and personal care services for people who need assistance with daily activities because of:

- A chronic illness
- Mental impairment

Long-term Care Insurance includes rehabilitative, therapeutic, nursing, and personal care in:

- Your home
- An adult daycare facility
- An assisted living or residential care facility
- A nursing facility

Long-term Care allows you to:

- Have control over where you receive services
- Avoid depending on family members and public assistance programs
- Protect your assets and retirement savings
- Manage your own aging process

## Questions?

If you have questions about the Long-term Care Plan after you review the information here, call MetLife at 1-800-438-6388 or log on to their website at [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits). When you log on, you will be asked for the company name: Diageo North America, Inc.

## Eligibility

In addition to yourself, the following members of your family are eligible to apply for Long-term Care coverage:

- Your spouse/domestic partner
- Your parents and parents-in-law
- Your grandparents and grandparents-in-law
- Your adult children age 18 and over

The following are eligible to enroll for coverage:

- Current Employees
- New Employees

### Family Members How to Protect Your Assets

Long-term Care Insurance allows you to protect your assets and maintain your independence as you grow older.

## Current Employees

If you enroll for Long-term Care coverage during the initial enrollment period you will be guaranteed coverage regardless of your health status. If you enroll after the initial Open Enrollment period, you will be required to submit a statement of health and coverage must be approved by MetLife.

## New Employees

If you enroll for Long-term Care coverage during your first 90 days of employment, you will be guaranteed coverage regardless of your health status. If you enroll after 90 days, you will be required to submit a statement of health and coverage must be approved by MetLife.

## Family Members

All family members, regardless of when they apply, must complete a comprehensive medical questionnaire and must be approved for coverage by MetLife.

## Changing Coverage

Once you have enrolled for Long-term Care coverage, you and your family members may change your coverage at any time by contacting MetLife. Any increases in coverage will require a statement of health. Decreases in coverage will not require a statement of health.

## Cost of Coverage

The cost for Long-term Care coverage is determined by the age of the person enrolled. Premiums can be obtained through MetLife.

## Paying for Coverage

Premiums for Long-term Care coverage will be paid as follows:

### Employee

- Automatic payroll deduction

### Spouse

There are three options for paying for your spouse's coverage:

- Automatic payroll deduction from your paycheck
- Automatic checking account payments
- Direct billing from MetLife


### Other Family Members

Direct billing from MetLife

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## Discounts and Reimbursement Programs

This section describes programs that provide opportunities for you to save money through discounts or reimbursements. The programs include:

- Chrysler Affiliates Program
  - Tuition Reimbursement Program
  - Fitness Center Reimbursement
  - Nissan Vehicle Purchase Program
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## Chrysler Affiliates Program

As an employee of a Chrysler designated fleet account, you and your spouse have an opportunity to purchase or lease select Chrysler, Jeep or Dodge vehicles at the Preferred Price (a maximum of 1% below factory invoice plus a \$75.00 administration fee). This great savings may also include consumer incentives available at the time of sale.

Diageo U.S. employees or spouses may purchase or lease two vehicles per calendar year. Contact a U.S. Chrysler, Jeep or Dodge dealership to confirm participation and for complete program details.

Please note that some models are not eligible for this program. Please use the information below to determine what models are included in the program.

Here's how to participate:

- Obtain your Company Code. Diageo's Company Code is F34908.
- Visit **[www.chrysleraffiliates.com](http://www.chrysleraffiliates.com)** to receive a unique Control Number(s) OR
- Call Chrysler Affiliate Rewards Program Headquarters toll-free at (888) 444-4321 and provide your name, address, telephone number, company name and Company Code. You will not be able to get a Control Number without the correct Company Code.
- Take the Control Number(s), along with a company photo ID or recent, original pay stub to any participating U.S. Chrysler, Jeep or Dodge dealership to receive the Preferred Price. If your spouse is the intended buyer/lessee, a marriage license or similar documentation verifying the relationship to you must also be provided.
- Pick Out Your Favorite Vehicle Today!

If you have any questions, please contact Pat Smith, Diageo Fleet Administrator, at 203-229-4022.

## Tuition Reimbursement Program

The Tuition Reimbursement program is intended to provide financial assistance to develop employees' capabilities within their current role, or to prepare for an intended growth role within the Company.

### Eligibility

- Regular full-time salaried employees, non-union full-time hourly employees, reduced hour non-union employees who work more than 20 hours per week and have manager approval prior to beginning the course.
- Employees must remain with the Company for a period of at least one (1) year after course's completion, or else employees will be required to repay the amount reimbursed (for voluntary terminations only). For involuntary terminations, this requirement would be waived.



## Approved Programs

- Courses must be part of an approved degree program and it can be an on-line program.
- Courses must be under the direction of an accredited college or university.

## Eligible Expenses

### Covered Expenses

- Tuition,
- Registration fees
- Laboratory fees
- Books.

### Expenses Not Covered

College entrance exams, entrance exam preparation courses, competency exams, other course materials, parking and graduation expenses.

Any portion of tuition reimbursed by other assistance (e.g., GI Bill, Research Grant, Fellowship, etc.)

## Reimbursements

### Reimbursement Amount

Reimbursement for approved courses taken at accredited institutions if a “C” or better grade (or a “Pass” in a Pass/Fail) is achieved.

### Maximum Reimbursements

- Undergraduate Degree Program shall not exceed \$5,000 per calendar year
- Graduate Degree Program shall not exceed \$10,000 per calendar year

The reimbursement maximum runs by calendar year, January 1 through December 31. Since tax rules will apply, reimbursement limits will apply to the calendar year in which the classes are completed.

If an employee takes a combination of Graduate and Undergraduate courses in a calendar year, the undergraduate reimbursement total may not exceed the maximum of \$5,000, the total reimbursement shall not exceed \$10,000.



## Taxation

Tuition Reimbursement is subject to taxation and IRS regulations. Keep in mind, the tax laws regarding this benefit may change from year to year.

For Undergraduate Courses (Tax-exempt):

- Employees may be reimbursed tax-free up to the program maximum of \$5,000.

For Graduate Courses (Taxable):

- Effective 1/1/2002, changes in the Internal Revenue Service tax code now make it possible for the graduate school tuition reimbursement to be tax-free up to \$5,250. Any amount reimbursed in excess of the \$5,250 is taxed as income.

## Termination

**Voluntary:** If you terminate less than 1 year after course's completion, you will be required to repay the amount reimbursed.

**Involuntary:** If you are terminated due to a redundancy prior to the completion of an approved course, you will be reimbursed according to plan guidelines (required receipts, grade documentation, etc.); and you will not be required to repay any past reimbursements. If you are terminated for cause, you will be required to repay any amounts reimbursed in the past year.

## Part I: Pre-Approval Process

To obtain pre-approval for tuition reimbursement, employees will:

- Discuss the degree program with their manager, outline benefits of program to their own objectives and Development Plan. Identify how the program will allow them to grow within the company. Please note that an approval of a degree program is not a guarantee of a promotion to a position utilizing such training upon completion of the program.
- Once manager gives verbal consent, the employee must complete the current Education Assistance Form. Forms from prior years will not be accepted. Once your manager has approved the request, hold onto the form until you complete the class(es).

## Part II: Reimbursement Process

To receive tuition reimbursement employees will:

- Once approved by manager - enroll, attend and receive a grade transcript for degree program courses.
- Pay for courses and save your receipts for Tuition, registration fees, laboratory fees and books.

Complete the initial Education Assistance Form that was pre-approved by the manager with final grades and costs; print and attach transcript and receipts. If the amount requested exceeds the initial request, have your manager approve the request again. Submit the Education Assistance Form to Human Resources Solutions. You must submit for reimbursement within 60 days after course completion.

- Allow 45 days for reimbursement.

**Note:** because this is a reimbursement program, if you obtain a loan to cover your expenses, you will not be reimbursed unless you provide proof of payment to the lending institution within 60 days of course completion.



## Helpful Tips

For Reimbursement to occur, the following must be true:

### **Manager's pre-approval for coursework is recorded**

A Tuition Expense report is received and all receipts are attached along with a transcript of grade(s) received for course(s). Your manager's signature is required if additional amounts are requested for reimbursement. Expenses submitted are for tuition, books or lab fees.

Employee has received at least the required "C" or "Pass".

You must submit for reimbursement within 60 days of course completion.

**Note:** Approval for tuition reimbursement will be on a course/semester basis. Approval for a course/semester does not qualify an employee for continued assistance.

### **Plan Amendment/Termination**

The Company reserves the right to interpret, amend or terminate this program at any time.

## Fitness Center Reimbursement

### **Who qualifies for the reimbursement?**

The Fitness Center Reimbursement is available to all eligible Diageo North America full-time and part-time employees (excluding temporary and bargaining unit employees). New hires are only eligible for reimbursement from their date of hire, but may provide receipts dated prior to their hire date for months covered under the policy.

### **What is the reimbursement amount?**

The reimbursement amount is 50% of the total annual membership fee (single or family), up to a maximum reimbursement amount of \$400 per calendar year. For example, if you paid \$600 for a year's membership from January through December, you will be eligible to receive \$300.

### **How often may I submit for reimbursement?**

Forms may be submitted twice during the calendar year. Please hold on to your receipts and submit in December for a membership paid monthly or upon renewal of an annual membership for the months in that calendar year. You should submit receipts again at the end of your membership year. Reimbursement forms must be received prior to March 31 to receive reimbursement for the previous year's membership. Please note that forms submitted after March 31 will not be accepted for processing.



### **Do all Fitness Centers qualify for the program?**

No, eligible Fitness Centers are those who are licensed and who have exercise equipment or provide specialized classes i.e. yoga, karate, etc. Centers that only have racquetball, tennis or golf facilities, are not eligible. Only membership dues are reimbursable, all other services, e.g., personal trainers, massage, locker rental, etc., are not eligible for reimbursement. Membership fees paid for the Norwalk in-house Fitness Center are not eligible for reimbursement.

### **How will I be reimbursed?**

Please complete the current Fitness Center Reimbursement Form. Forms from prior years will not be accepted. Attach your membership agreement and proof of payment. You must initially pay your membership dues before submitting any request for reimbursement to FirstPoint. You can submit the necessary documentation via mail or interoffice delivery to First Point, 801 Main Avenue, Norwalk, CT 06851 or fax them to 203-229-7005. Upon receiving the health club receipts, the reimbursement will be processed by FirstPoint. You will be reimbursed according to the above guidelines. Please allow 45 days from submission date for processing.

### **Will I receive a check in the mail, or will it be included in my paycheck?**

The reimbursable amount of the membership will be issued in your paycheck. It is important to note that the total amount, up to \$400 per calendar year, will be less applicable taxes.

## **Nissan Vehicle Purchase Program**

Nissan North America is pleased to welcome Diageo North America as an approved participant in the Business Associate (D Plan) for the Nissan Vehicle Purchase Program. Employees of Diageo North America are eligible to purchase Nissan and Infiniti vehicles at special pricing.

For more information on this program, employees should log onto the VPP Program website at [www.insidenissan.com](http://www.insidenissan.com), and click on Business Associates. This will provide you with several options to view. Follow the link for Business Associate.

- When viewing incentives, you will be asked for a log on and a password — both are: vendor. Employees will need to enter the Diageo Company code: VPP007867 (See further information about this code below). Employees may create their own claim form number from the Website by selecting 'Get VPP Claim Number'.
- You must take your claim number and proof of employment (photo ID badge, paycheck stub, or a business card) to the dealership when purchasing your vehicle.
- **IMPORTANT:** The company name on the proof of employment must match the name of your company.
- Business Associate employees are allowed two claims in a calendar year and they are good for themselves or a spouse only.
- The claim form number is good for 90 days.



- To obtain a claim form number, please log onto [www.insidenissan.com](http://www.insidenissan.com) as explained above.
- Participation in the Vehicle Purchase Program is limited to Nissan and Infiniti dealerships in the continental United States, Alaska and Hawaii. However, dealerships are not required to participate in the program. Dealerships that do participate may, at their discretion, limit VPP purchases to specific models.
- Please call VPP Headquarters at 1-800-299-4753 if you have any questions regarding the VPP program or eligibility.

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## Financial and Family Programs

This section describes benefits that help you manage your day-to-day family life—and some of the challenges that may come along. The programs include:

- Adoption Assistance
- Bright Horizons
- College Coach
- My Diageo Assistant
- Quorum Credit Union

### Adoption Assistance

Adoption Assistance provides financial assistance and family leave to employees who have completed the process of legal adoption of a child. However, this benefit does not include the adoption of children related to an employee or employee's spouse.

### Eligibility

The policy applies to all regular full-time hourly and salaried employees (excluding bargaining units employees) with one (1) year of service at the commencement date of adoption proceedings.

### Covered Expenses

A maximum of \$4,000 (less applicable taxes) for adoption-related legal fees would be reimbursed after the adoption is final. (This may be a part of a larger fee charged by an adoption agency that provides legal and other adoption assistance.)

### Process

It is the responsibility of the employee to request the adoption expense reimbursement by contacting HR Solutions and provide the documentation necessary to receive payment.

Documentation includes, but is not limit to:

- Receipts for all legal expenses related to the adoption
- Final court papers certifying the adoption as legal

The adopting parent(s) may also be eligible for a leave of absence under Diageo's Family Medical Leave Policy (FML). More on the policy can be found on Diageo One under Personnel Policies



## Amendment/Termination

The Company reserves the right to interpret, amend or terminate this program at any time.

## Bright Horizons

Bright Horizons Back-Up Care Advantage Program gives you access to a national network of high-quality care solutions for both your children and adult dependents when and where you need it.

You can use the service when you need to be at work and your regular child or adult/elder care is unavailable. Examples include:

- When your regular caregiver is ill or temporarily unavailable
- When you are between child or adult/elder care arrangements
- When your child's regular day care or school program is closed
- To ease transition back into a regular work schedule when returning from a leave of absence
- When your adult/elder dependent has an illness or injury and needs extra assistance while they recover
- When you are away on business travel or relocate to another city
- When you experience any work/life issues that cause a breakdown in care

You must be registered before using the program and reservations for care are required. For that reason, you may want to consider registering now so your account will be ready should you ever need back-up care. Reservations can be placed one month in advance up to the day care is needed.

## Eligibility

You are eligible if you are a full-time, salaried or hourly, non-union employee of Diageo NA working 20 or more hours per week.

## Registration

Registration is free. To register, call 877-BH-CARES or log on to **[www.backup.brighthorizons.com](http://www.backup.brighthorizons.com)**. The username is: Diageo and the Password is: backup.

## Programs Available

- Center-based back-up child care
- In-home back-up child care for well and mildly ill children
- In-home back-up adult/elder dependent care



## Program Details

You may use up to 15 days of back-up care per calendar year, with a maximum of five days of consecutive care at one time.

There is no cost to register and a copay will only be collected if you use the back-up care services. Center-based care has a copay of \$15 per child per day, up to \$25 per family per day. For example, if you have two children that require back-up care, you would pay a \$25 copay per day instead of \$30 per day.

In-home care has a copay of \$6 per hour.

Back-up care options are available for employees nationwide. Back-up care is offered nationwide to also cover loved ones who do not live with you.

## College Coach

College Coach is the nation's leading provider of employer sponsored educational counseling services. The College Coach benefit can guide you and your family through very important educational challenges, including understanding how to help your child develop natural talents and interests, select the right colleges, submit standout applications, and finance college.

The College Coach benefit includes training workshops, personalized counseling, the Education Help Desk, and the Virtual Learning Center.

## Eligibility

You are eligible if you are a full-time, salaried or hourly, non-union employee of Diageo NA working 20 or more hours per week.

## Personalized Counseling

College Coach counselors provide interested and eligible employees individualized counseling sessions that will coincide with the topics appropriate for the grade level of the child (ranging from newborn through 12<sup>th</sup> grade). Counseling is available via telephone or through scheduled on-site sessions.

## Education Help Desk

You have access to the College Coach Education Help Desk for assistance on an as-needed basis for additional education related questions. The Education Help Desk may be contacted at 1-866-920-4426 or [diageo@getintocollege.com](mailto:diageo@getintocollege.com).

## Virtual Learning Center

College Coach provides an online learning environment where you can utilize interactive workshops and resources, which correspond to the grade level of your child. You can access the Virtual Learning Center by logging into <https://vlc.getintocollege.com>. Register using the Company Passcode of: Diageo.



Available workshops include:

- Saving for College
- High School Plan
- Selecting the Right College
- Preparing College Applications
- Paying for College

## **My Diageo Assistant**

My Diageo Assistant is a service designed to help lighten your load, save you time, and make your life easier.

Getting things done has never been so simple. My Diageo Assistant takes the everyday planning and coordinating of life off your hands, giving you more time to do the things you want to do instead of the things you have to do.

Whether you know exactly what you are looking for or need help getting the ball rolling, My Diageo Assistant knows how to make each and every occasion memorable. Diageo pays for the My Diageo Assistant membership fee, so you will only pay for the goods or services you ask to be purchased on your behalf.

## **Eligibility**

You are eligible if you are a full-time, salaried or hourly, non-union employee of Diageo NA working 20 or more hours per week.

## **Services Available**

With research expertise available 24 hours a day, you can get assistance with just about anything on your to-do list. Whether it's fixing a leaky pipe, doing your gift shopping, or planning your next vacation, My Diageo Assistant can help. Here are some examples of available services:

- Find and schedule professionals for home repairs or maintenance
- Compare and contrast cell phone, cable, or internet plans
- Find a dog walker, karate class, or music lessons
- Locate and purchase tickets for sporting, musical, or theater events
- Enhance your vacation with activities from relaxing spas to adventure tours
- Secure dining reservations for weekend plans or business meetings
- Recommend and purchase gifts for weddings, birthdays, anniversaries, and holidays

## **How to Access My Diageo Assistant**

You can call My Diageo Assistant at 1-800-897-7859, email at <mailto:mydiageoassistant@circles.com>, or log on to [www.circlesmembers.com](http://www.circlesmembers.com).



## Quorum Credit Union

Quorum Credit Union is a not-for-profit financial institution that offers a full range of financial products and services, from no-fee checking accounts to mortgages and home-equity loans with extremely competitive rates. Quorum was established in 1934 and currently serves over 45,000 people nationwide—making them one of the largest credit unions.

### Convenience

Quorum offers nationwide access to your funds, whenever you need them at over 59,000 surcharge free ATMs and 3,800 Shared Service Center branches.

### Safety

As a credit union, Quorum is accountable to members, not stockholders. Funds on deposit are insured up to at least \$250,000 by the National Credit Union Administration (NCUA), a federal agency backed by the full faith and credit of the United States government.

### Shared Success

All Quorum earnings are returned to members in the form of higher interest rates on savings accounts, lower interest rates on loans, and reduced or no-fee products. They are also invested into new products and services to better serve the needs of members.

### A Sense of Community

Quorum will provide personalized service and individual attention to all members. You may continue being a Quorum member even if you leave Diageo.

You may contact Quorum at 1-800-874-5544 or log on to [www.quorumfcu.org](http://www.quorumfcu.org). Then, click on the “Membership” tab, then “Why You Should Join,” and then “Apply Now.”

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## Other Benefits

Additional benefits offered through the Diageo Benefits Program include:

- Global Employee Referral Program
- Matching Gifts Program
- Service Awards



## Global Employee Referral Program

Eligibility and Terms and Conditions for both referrals and referees will be clearly defined from the outset and aim to include as wide a pool as possible whilst however taking into account legal, tax, administrative and cultural implications.

All full-time and part-time employees on the Diageo payroll will be eligible to participate in the program with the following exceptions:

- Any employee whose job responsibilities include any part of the recruitment, selection or hiring processes with the exception of hiring managers.
- All managers/supervisors referring applicants for positions under their direct or indirect authority, or who are in a position to influence the hiring process in their area in any way.
- Contractors and Fixed Term Contracts in certain markets subject to the jurisdiction in which they reside.

All talented individuals can be referred with the following exceptions:

- Anyone under the legal purchase age stated in the jurisdiction in which you reside.
- Anyone who is currently employed by or known to the Diageo business.
- Anyone who is being recruited into a role for less than 6 months.
- Contractors and Fixed Term Contracts in certain markets subject to the jurisdiction in which they reside.

## Reward

Diageo's Global Employee Referral Program will either offer Non-Financial or Financial incentives, depending on your markets' participation.

The reward will only be paid in the event that the referred candidate is hired by Diageo and the referrer would receive the reward via the standard payroll process 90 days after the referred candidate starts working for Diageo (Or the nearest pay date after the 90 days is up). Both the candidate and employee will need to be employed by Diageo for the reward to apply.

Referred candidates will only be valid for a period of 12 months per the date they were initially introduced/referred to Diageo.

Diageo reserves the right to amend or remove the program at any point in time.

The program does not constitute a contractual component of employee's terms and conditions.

## Matching Gifts Program

This program has been designed to promote Diageo North America's employees' participation in the form of monetary contributions to 501(c) (3) organizations of choice. Through this support, Diageo North America reaffirms its objective to be an active corporate member in communities throughout the country.



Please read carefully the guidelines that have been established for these donations to institutions meeting IRS tax status parameters of a non-profit association. It is your responsibility to ensure that the institution qualifies as a 501 (c) (3). Following the guidelines, you will find a form to be printed out, completed and forwarded with your check to the designated organization.

If you have questions regarding this program's guidelines, qualifying participants or recipients, please call Diageo North America's Office of External Affairs, Washington, DC: (202) 715-1111 or via e-mail to [barry.becton@diageo.com](mailto:barry.becton@diageo.com).

## Program Purpose

To encourage support of non-profit organizations, the Diageo North America Foundation, Inc. funds the following Matching Gifts Program of financial assistance...matching each eligible gift on the basis of \$1 for every dollar contributed between \$25 and \$2,000.

## Eligible Participants

- Any regular full-time employee of Diageo North America is considered an eligible participant for purposes of this program
- Any eligible participant (as described above) who is receiving disability benefits under a Diageo North America program
- Any retiree of Diageo North America is considered an eligible participant for purposes of this program
- The spouse of an eligible participant

## Gift Limitations

- An eligible participant may contribute from \$25 to \$2,000 each calendar year to any qualifying 501(c) (3) institution of his/her choice. The Diageo North America Foundation will match the amount of the gifts-not to exceed an aggregate of \$2,000 in any one year.
- An eligible participant and spouse will be considered as one participant for purposes of the gift maximum
- Matching gifts will be unrestricted, allowing the institution to determine their use
- Upon certification by the institution, gifts will be matched on a quarterly basis

## Qualifying 501(c) (3) Institutions

There are many different types of non-profit organizations, but only 501(c) (3) federally tax-exempt non-profits qualify for the Diageo North America Matching Gifts Program. A 501(c) (3) organization\* provides environmental, charitable, religious, scientific, medical, arts/cultural, or academic services to the public, and is an organization that qualifies for tax-deductible donations according to the IRS Code.

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\* If you have any questions regarding the status of your favorite charity, please contact External Affairs by calling (202) 715-1111.

## Qualifying Gifts

### Gifts That Qualify For Matching

- Gifts must be by personal check or securities with a quoted market value. For gifts in securities, the Foundation will determine the amount of its grant based on the last sale or bid price on or before the date of the contribution, when possible.
- A bequest on a “one-time-only” basis if it’s paid within two years of death and if it satisfies all provisions of this program
- Attendance at an institution is not a requirement for the gift to be eligible for matching
- Matching of gifts by another foundation or company will NOT disqualify a gift under this program

This program is intended to support voluntary contributions to 501(c) (3) institutions. It is not designed to replace or pay for expenses that are not tax deductible as contributions under Internal Revenue Service regulations.

### Gifts That Do Not Qualify

Excluded from this program are all payments other than outright gifts, for example: payments in lieu of tuition, admission to institutions, sports, cultural or other events, class, national or local alumni dues, memberships, subscription fees, promotional events such as lotteries or magazine sales and other payments as may be determined not to be in compliance with the provisions or intent of this program.

## Administration

The foundation will not match a gift unless the required application form is FULLY COMPLETED.

- Form should accompany gift to the institution
- To qualify for a matching gift, an eligible institution must return the completed form to the Foundation with a photocopy of the donor’s check or with evidence of securities transferred
- Matching gifts will be made directly to the institution

The Foundation will not match pledges at the time they are made, but will when they are paid. When actual payment of a pledge is made or when each payment of a portion of a pledge is made, a new form must be completed and sent to the institution with the payment. All matters related to interpretation, application or administration of provisions of this program or otherwise relating to it shall be determined by the Board of Directors of the Foundation, and its determination shall be final. The Foundation reserves the right to change or terminate this program as conditions may warrant.



## Service Awards

The objective of the Service Awards is to recognize years of service in a visible and positive way. The purpose of the awards is to award employees for their continuous years of service and celebrate long-term contributions.

### People Pillar

“Proud, passionate people making a difference”

## Eligibility

All Diageo NA salaried and Union Employees who work more than 20 hours per week are eligible.

### **Award levels (all awards are non-cash)**

5, 10, 15, 20, 25, 30, 35+ years of service.

## The Process

Within the quarter that you reach your milestone anniversary date, your manager will present to you a “BRAVO” brochure

- You will also be able to select from a variety of gifts depending on your years of service
- You can then place your order in one of the following three ways: fax (form and number are included in the brochure); phone (number will be in the brochure) or on line (see the link under the Related link section of Diageo One)
- Your order will be mailed directly to your home address.



