

Your pension during maternity leave

This information is for members of the Diageo Pension Scheme who have started, or are about to start, a period of family leave on or after 1 April 2019. It should be read in conjunction with the Company's family leave policy which you may have already received from your HR contact.

Will pension contributions still be deducted during my period of maternity leave?

Yes, assuming you'll receive maternity pay from the Company, you'll continue paying contributions on your pensionable pay at the rate currently applicable to your level of membership.

However, when your pay reduces below your normal level of pensionable pay, you'll only be required to pay contributions on your reduced pay. If your pay stops altogether, or if you're not entitled to maternity pay, you won't be required to pay any contributions during this part of your maternity leave. What's more, you'll continue to gain pensionable service as if you had continued paying contributions.

Will my pensionable service build up during maternity leave?

Assuming you return to work, you'll be credited with pensionable service for your entire period of family leave (subject to a maximum period of 52 weeks).

What happens if I don't return to work?

Your pensionable service will stop at the end of the month when your contract of employment ends.

What if I pay Additional Voluntary Contributions?

You can continue paying AVCs during your period of maternity leave. However, you'll need to ensure that your level of pay is sufficient to meet your AVCs and any other deductions from your pay (including your normal pension contributions). In addition, you should remember that the maximum pension contribution that can be deducted from your pay is 15% of your taxable earnings in any tax year.

Where can I get further information?

For more general information about maternity leave, you should read a copy of the Company's maternity leave policy available from your HR contact.

For more information about your pension, you can access the pensions website at www.mydiageopension.com.

In addition, you can contact the Pension Team in the following ways:

- By email to diageopensions@capita.co.uk
- By telephone 0333 222 0086
- In writing to
Capta
PO Box 555
Stead House
Darlington
DL1 9YT