

Diageo Benefits Handbook

Diageo North America offers you a generous benefits program to help meet the needs of you and your family throughout your career and in the future. The program has been designed to:

- Help with health-related expenses through the Medical, Prescription Drug, Dental, and Vision Plans.
- Protect your income through the Life Insurance, Accidental Death and Dismemberment (AD&D), Business Travel Accident, Short and Long-term Disability Plans, and Long-term Care Insurance.
- Provide tax advantages through pretax payroll deductions, the Health Care and Dependent Care Flexible Spending Accounts, and the Commuter Expense Reimbursement Account (CERA).
- Provide future retirement security through the 401(k) and Cash Balance Plans.
- Balance your work and personal life through the Employee Assistance Program (EAP), LifeCare, Vacation Buy Plan, the Legal Assistance Plan, Long-term Care Insurance, and offering group rates and policy discounts for auto, home, and pet insurance.



Table of Contents

About this Summary Plan Description	1
Participating in the Benefit Plans	3
Eligibility	4
Dependent Eligibility	4
When Coverage Begins.....	5
Enrolling.....	6
Paying for Coverage.....	7
Domestic Partners/Civil Partners/Same-sex Married Couples	7



Life Events and Your Benefit Plans	9
If You Get Married, Attain Domestic Partnership Status, or Enter into a Civil Union	10
If You Move.....	13
If You Become a Parent	15
If You Become Legally Separated or Divorced, Your Marriage is Annulled, or You Dissolve a Domestic Partnership or a Civil Union	17
If You Take an Approved Leave of Absence (LOA)	20
If You Become Disabled	22
If You Become Terminally Ill.....	24
If You Die While Actively Employed	26
If a Dependent Dies.....	28
If You Leave the Company	30
If You Retire.....	33
If a Dependent Child Is No Longer Eligible for Coverage.....	36
If Your Spouse/Partner Has a Change in Employment.....	37
Medical Plans	41
UnitedHealthcare Choice Plus Plans	42
How the UnitedHealthcare Choice Plus Plans Work.....	42
Care Coordination—Medical Plan Management.....	45
Benefits Covered by the UnitedHealthcare Choice Plus Plans.....	47
Other Covered Services	53
Medical Benefits Not Covered by the UnitedHealthcare Choice Plus Plans	55
Filing Out-of-Network Medical Claims	56
Health Management Organizations (HMOs)	57
How a Typical HMO Works	57
Benefits Covered by HMOs.....	59
HMOs by State	61
Prescription Drug Program.....	69
UnitedHealthcare Prescription Drug Program.....	70
Enrolling for Coverage.....	70
Filling a Prescription	70
How the UHC Prescription Drug Program Works	71
Drugs and Treatments Not Covered by the Prescription Drug Program.....	73
Dental Plan	75
How the Delta Dental Plans Works	76
Dental Coverage At-A-Glance.....	78
Benefits Covered by the Delta Dental Plans	78
Benefits Not Covered by the Delta Dental Plans.....	80
Filing an Out-of-Network Dental Claim.....	80
Vision Service Plan.....	83
How the Vision Service Plan Works	85
Copays	85
Maximum Reimbursement Amount.....	85
Using an In-Network Provider	85
Using an Out-of-Network Provider	85
Benefits Covered by the Vision Service Plan	86
Benefits Not Covered by the Vision Service Plan	87



Health and Dependent Care Flexible Spending Accounts (FSAs)	89
How Flexible Spending Accounts (FSAs) Work	90
The Health Care Account	90
Eligible Expenses	91
Ineligible Expenses	92
Accessing Health Care Account Funds.....	92
Discontinuing Your Health Care Account.....	93
The Dependent Care Account.....	93
Eligible Expenses	94
Ineligible Expenses	95
Filing a Claim for Reimbursement.....	95
Discontinuing Your Dependent Care Account	96
Other Important Information	96
Tax Matters.....	97
Commuter Expense Reimbursement Account (CERA)	99
How Commuter Expense Reimbursement Account (CERA) Works	100
Company Match for Commuting Expenses.....	100
Your Contributions.....	100
Eligible Expenses	101
Ineligible Expenses	102
Paying for Your Expenses	102
Paying the Vendor Directly.....	102
Pay Me Back	102
Work/Life Benefits	105
Vacation Buy Plan	106
Employee Assistance Program and LifeCare.....	107
EAP Benefit Summary.....	107
LifeCare Benefit Summary	108
Legal Assistance Plan	109
Legal Assistance Benefits	109
Receiving Legal Services.....	111
Filing a Claim for Benefits	111
Extending Your Benefits.....	111
MetLife® Auto & Home Insurance.....	111
Veterinary Pet Insurance.....	112
Covered Benefits.....	113
Benefits Not Covered	114
Filing a Claim for Benefits	115
Long-term Care Insurance.....	115
Life Insurance and Accidental Death & Dismemberment (AD&D).....	119
How Life Insurance and AD&D Plans Work	120
Annual Base Salary	120
Choosing a Beneficiary	121
Proof of Insurability.....	121
Cost of Coverage	121
Benefits Covered by Life Insurance	122
Basic Core Life Insurance	122
Basic Life Insurance	123



IV | Diageo: Your 2007 Employee Benefits

Supplemental Life Insurance.....	123
Dependent Life Insurance	123
Benefits Covered by AD&D	124
Business Travel Accident Coverage	124
AD&D and Business Travel Accident Limitations.....	125
Filing a Claim for Benefits.....	125
Converting Your Coverage	126
Disability Plans	129
Disability Plans	130
How the Disability Plans Works.....	130
Additional LTD Information	132
Pre-existing Conditions	132
Return to Work Incentive.....	132
If You Become Disabled Again.....	133
Disability at Age 62 or Older.....	133
Rehabilitation.....	134
Mental, Nervous, and Substance Abuse Disabilities.....	134
If You Receive Benefits from Other Sources.....	134
Applying for Social Security Disability Benefits	135
Disabilities Not Covered by the Plans	135
How to File a Claim for Benefits	135
Short-term Disability	135
Long-term Disability.....	136
Converting Your Coverage to an Individual Policy	136
401(k) Plan	137
How the Plan Works	139
Eligibility.....	139
Enrolling in the Plan	140
Your Beneficiary	140
Your Contributions.....	140
Rollover Contributions	142
Investing Your Contributions	142
The Investment Funds.....	143
Investment Earnings, Losses and Gains.....	144
Investment Restrictions	144
Voting and Similar Rights	145
Compliance with 404(c) Regulations.....	145
Fidelity Retirement Money Market Portfolio	145
Managed Income Portfolio II - Class 1	145
Fidelity Intermediate Bond Fund	146
PIMCO Total Return Fund - Administrative Class.....	147
Dreyfus Founders Balanced Fund - Class F	147
Fidelity Puritan® Fund.....	148
Fidelity Equity-Income II Fund.....	148
Fidelity Growth & Income Portfolio.....	149
Fidelity Magellan® Fund.....	149
Spartan® U.S. Equity Index Fund.....	150
Fidelity Contrafund®.....	150
Fidelity Independence Fund.....	151



Fidelity OTC Portfolio	151
Morgan Stanley Institutional Fund Trust Mid Cap Growth Portfolio—Advisor Class.....	152
Fidelity Low-Priced Stock Fund.....	153
Fidelity Overseas Fund	153
Morgan Stanley Institutional Fund, Inc. Global Value Equity Portfolio—Class B154	
Diageo Stock Fund.....	154
Fidelity Freedom Income Fund®.....	155
Fidelity Freedom 2000 Fund®.....	156
Fidelity Freedom 2010 Fund®.....	156
Fidelity Freedom 2020 Fund®.....	157
Fidelity Freedom 2030 Fund®.....	157
Fidelity Freedom 2040 Fund®.....	158
Access to Your Account Balance While Employed	158
Loans for Active Employees.....	158
In-Service Withdrawals.....	159
Distributions When You Leave the Company.....	160
If You Retire from the Company.....	161
When You Die	161
When You Reach Age 70½	162
If Your Account Balance Is \$5,000 or Less	162
Applying for Benefits	162
Distributions from the Diageo Stock Fund.....	162
Taxes on Distributions When You Leave the Company.....	163
Beneficiaries and Alternate Payees	163
W-2 Reporting	164
Things That Can Affect Your Benefit.....	164
Other Plan Information	164
Plan History	164
Transferring to a Diageo NA Affiliate.....	165
If You Were a Participant in a Previous Plan	165
Additional ERISA Information.....	166
Certain Tax Effects.....	167
Available Documents.....	167
Cash Balance Pension Plan.....	169
How the Cash Balance Pension Plan Works	170
Your Cash Balance Account	171
Company Contribution Credits	171
Interest Credits	172
Vesting Service.....	173
Break in Service	173
If You Leave the Company and Are Rehired	174
Transferring to a Diageo NA Affiliate.....	175
Transferring from a Diageo NA Affiliate	175
When Your Cash Balance Benefit Is Payable.....	175
Deferred Vested Benefit.....	175
Normal Retirement Benefit.....	175
Working after Age 65.....	175
Working after Age 70½.....	176
Disability Retirement Benefit	176



Distribution of Your Account	176
Forms of Benefit	176
Suspension of Benefits.....	178
Delaying Your Cash Balance Benefit	178
If You Die Before Benefits Begin.....	178
Taxes on Distributions.....	179
Applying for Your Cash Balance Pension Benefit	180
Social Security Benefits.....	180
Plan History	180
If You Were a Participant in a Previous Plan	181
Guinness Bass Import Co.	181
Lifetime Compensation, Paddington, or Guinness Plans.....	181
Class III Grandfathered Participant—Allen Park.....	182
Administration.....	183
General Plan Information.....	184
Your ERISA Rights	186
Receive Information about Your Plans and Benefits.....	186
Continue Group Health Plan Coverage.....	186
Prudent Actions by Plan Fiduciaries	187
Enforce Your Rights	187
Assistance with Your Questions.....	187
Legal Plan Documents	188
Benefit Plans are Not a Contract of Employment.....	188
Interpretation of Plan Provisions Are Not Binding	188
Assignment of Benefits.....	188
Assigning Pension or 401(k) Benefits to Another Party	188
Modification, Amendment, or Termination of the Plans.....	188
Request for Review	189
Health Care Plans	190
Appealing a Benefit Denial.....	193
No Vested Rights to Benefits	194
Family and Medical Leave Act (FMLA)	194
Health Insurance Portability and Accountability Act of 1996 (HIPAA).....	195
HIPAA Privacy Rules.....	195
Qualified Medical Child Support Orders (QMCSO)	195
Coordination of Benefits (COB).....	196
Primary and Secondary Plans.....	196
Subrogation	197
Coordination of Benefits with Medicare.....	197
Continuing Coverage through COBRA.....	198
Events Permitting Continued Coverage	198
Events that End COBRA Coverage.....	199
Notice Requirement.....	199
Election Requirement	200
Initial Premium.....	200



Military Leaves of Absence.....	200
Short-term Disability Plan.....	200
Long-term Disability Plan.....	202
Life Insurance/AD&D/Business Travel Accident Plans	202
401(k) Plan	203
Cash Balance Plan	204
Contact Information.....	207



