

**wood.**

# Wood Share Plans

UK Leaver Guide



# Leaving Wood

If you leave Wood, you can no longer continue to participate in any of the share plans. The reason why you are leaving may affect the way your plan is treated. If you have participated in more than one plan, they may be treated differently although the reason for leaving may be the same.

**Select a plan to find out more information about how it will be treated:**

Employee Share Plan

Share Incentive Plan

# Important action to take

[Click here to access your account](#)

It is important that you update your contact details on your **EquatePlus** account with Computershare so that you can be contacted after you leave Wood. Ideally, you should ensure your personal email address is registered to your account.

If you do not do this, you may miss important future communications and alerts when there is an action from you required – this in turn may lead to you forfeiting an award.

If you do not have a personal email address, please ensure that your postal address is up to date as both Wood and Computershare may need to write to you if no email is available.

It is your responsibility to keep your email address, postal address and other personal information accurate and up to date with the plan administrator. If you fail to do so, Wood nor the administrator will be liable for any resulting loss.

# Employee Share Plan

## Purchased shares

When you leave Wood, any shares that you have purchased in the Employee Share Plan will remain in your account for as long as you wish to hold them. There is no requirement or time limit to sell them, and your account will remain open for as long as it has shares or history in it.

## Matching shares

Your eligibility to receive the matching shares based on the number of shares bought during the purchase period will depend on your reason for leaving; the table on the [next page](#) illustrates whether a match will be applied.

If you are still eligible to receive the matching shares after leaving Wood, these will be released to you within 3 months of cessation of your employment. You will be liable to pay income tax and national insurance contributions on your matching shares when they are released. A number of your matching shares will be withheld to cover this, and the net number of matching shares will be delivered to your account. Once this process has taken place, you can see the details of the transaction under the Library section of your EquatePlus account with Computershare.

Once released to you, the matching shares are yours to keep or sell as you wish. Any matching shares already awarded to you from previous Employee Share Plan cycles will not be subject to forfeiture when you leave Wood.

# Employee Share Plan

## Matching shares

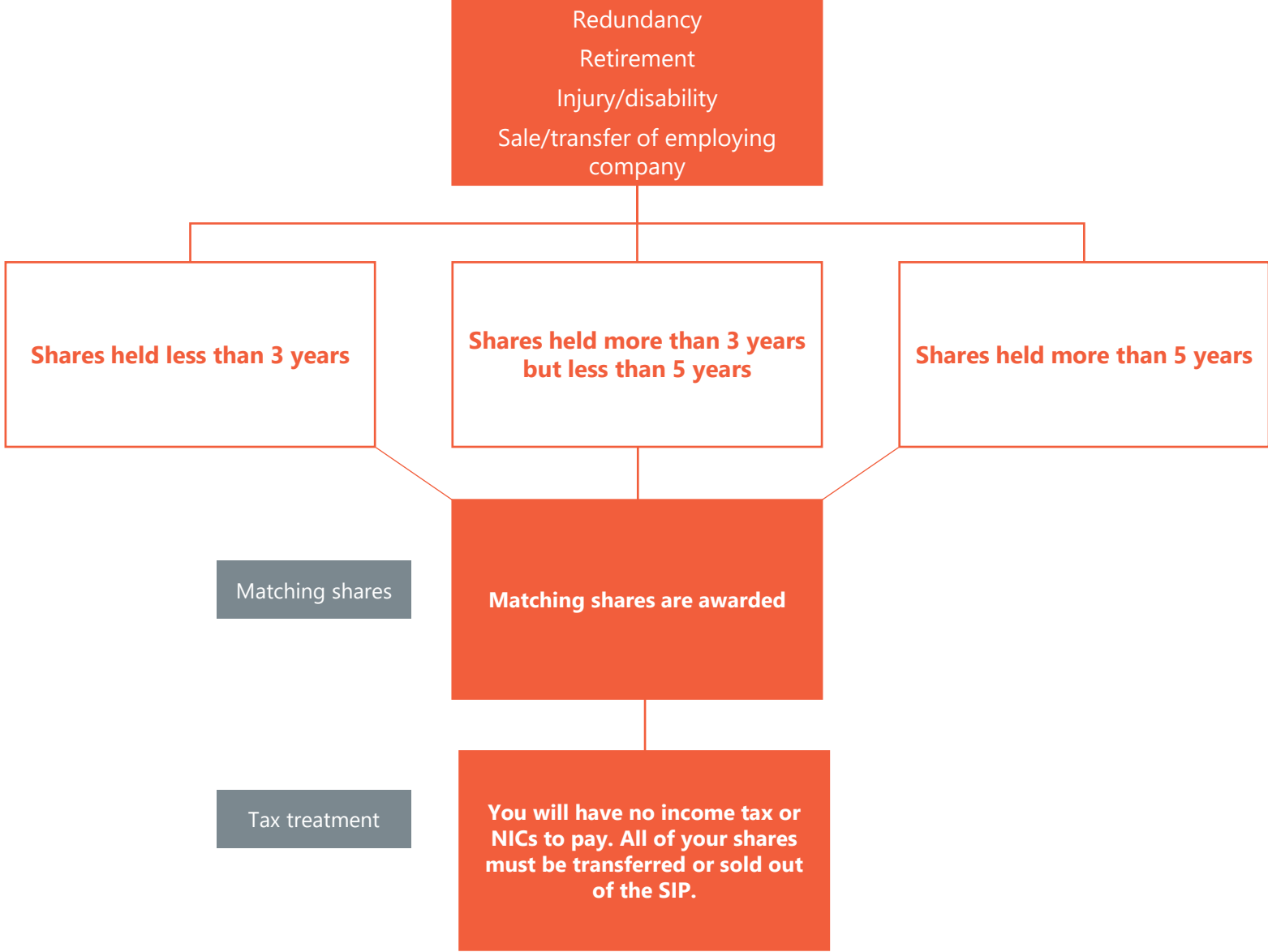
Reason for leaving	Your shares will be matched	Your shares will not be matched
Resignation/termination/dismissal		•
Mutual agreement if reason is performance related		•
Redundancy	•	
Retirement	•	
End of temporary contract	•	
Injury/disability	•	
Sale/transfer of employing company	•	
Mutual agreement if reason is not performance related	•	

# Share Incentive Plan

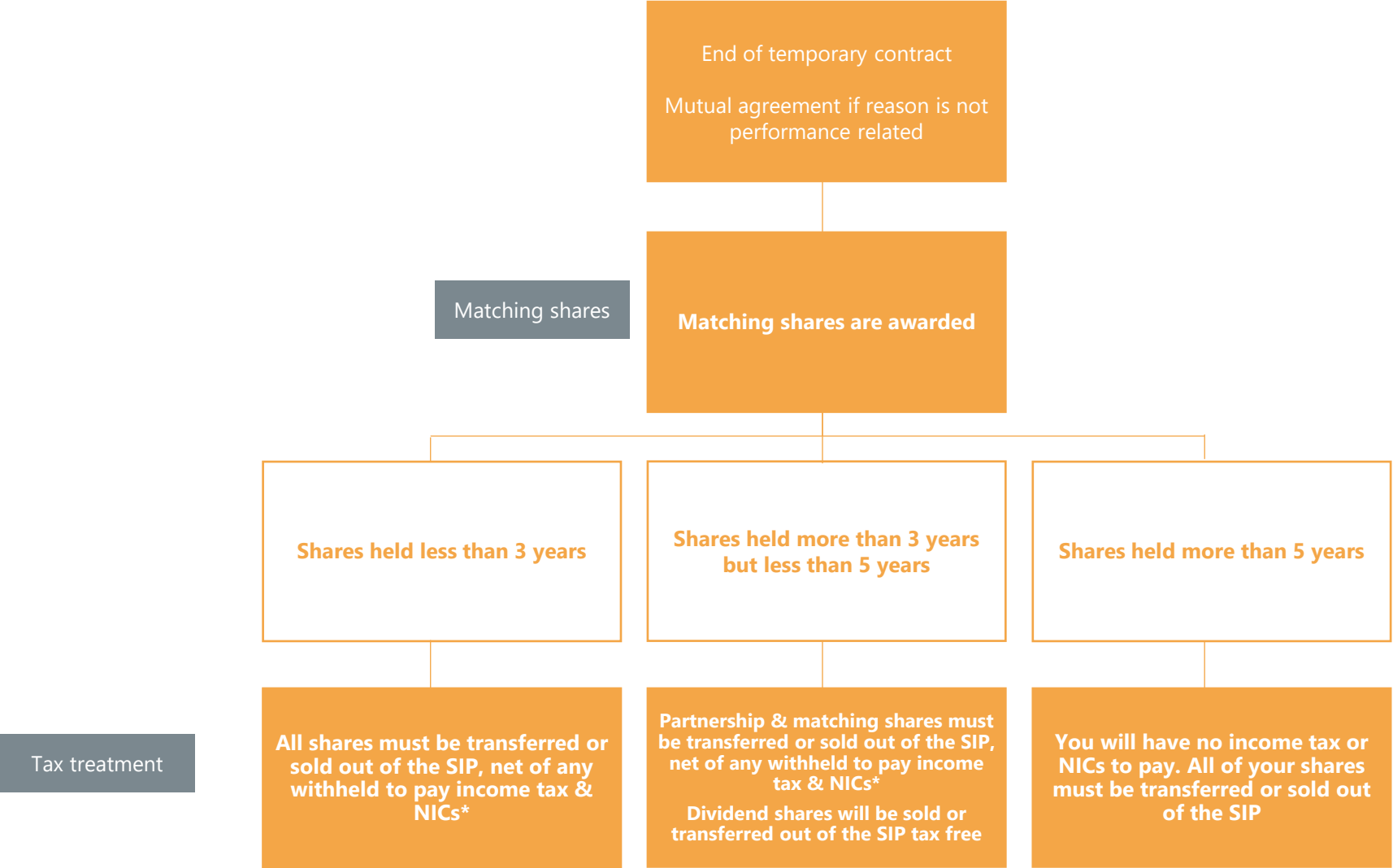
When you leave Wood, your shares can no longer be held in the SIP. Computershare will contact you after you leave to offer you the choice of **transferring** your shares to a nominee account or **selling** your shares.

The following flowcharts will help guide you on what happens to your shares, depending on how long you've held them and your reason for leaving.

# Share Incentive Plan

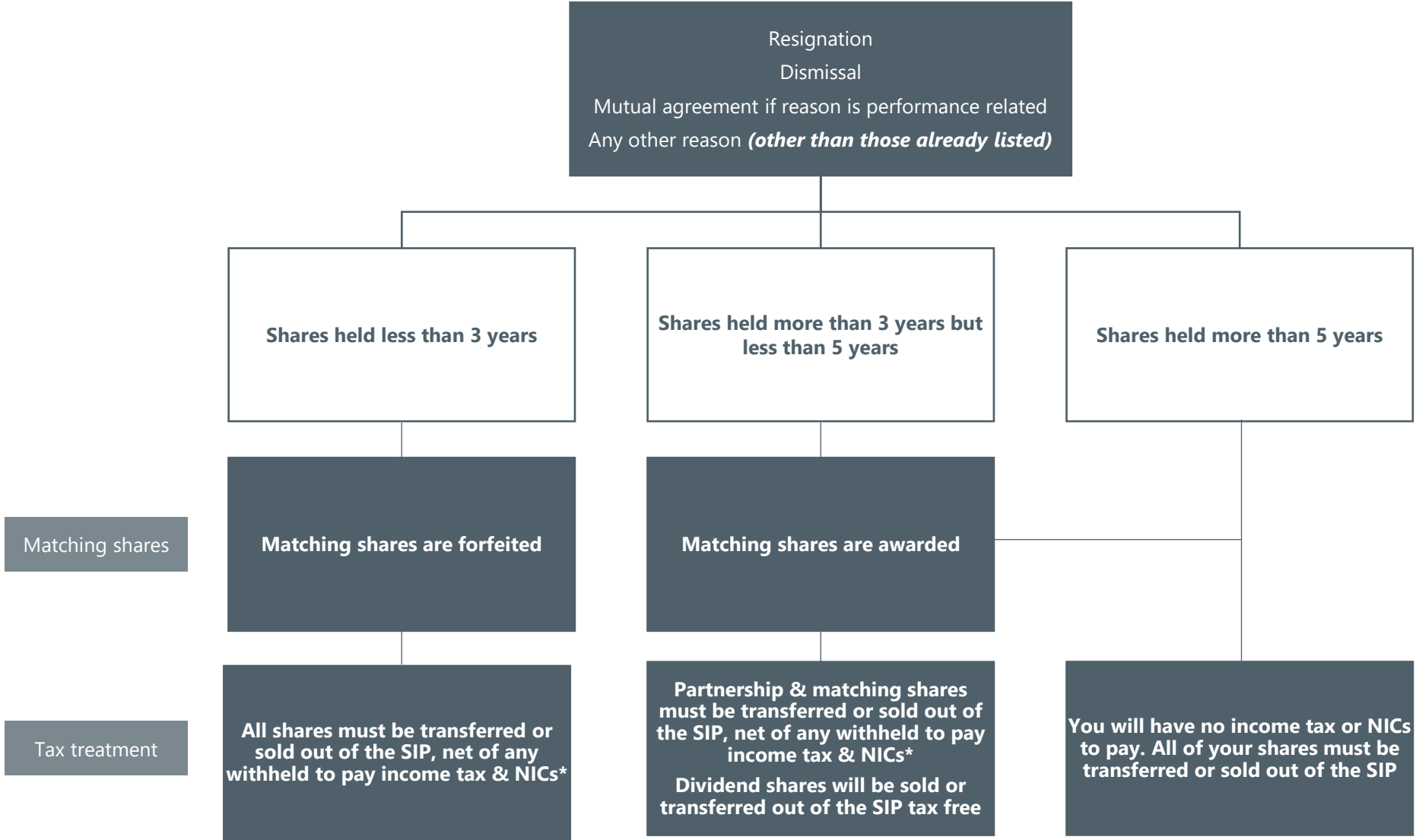


# Share Incentive Plan



\*Income tax and NICs is payable on the original market value of the shares at the date of the award (or the value of the shares at the exit date, if lower). A number of shares will be sold to cover this liability.

# Share Incentive Plan



\*Income tax and NICs is payable on the market value of the shares on the date they cease to be subject to the Plan. A number of the shares will be sold to cover this liability.

# More Information

To find out more information on both plans, please visit the dedicated websites:

Employee Share Plan

Share Incentive Plan

If you wish to sell or transfer your shares, you can do so by logging into your **EquatePlus** account with Computershare or via the **EquatePlus** mobile app.

If you require further guidance, please contact the Wood Share Plans team at [shareplan@woodplc.com](mailto:shareplan@woodplc.com)

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