

**wood.**

# **Employee Share Plan**

Leavers Guide



# Employee Share Plan

## Overview

While you are participating in the Employee Share Plan, you will purchase Wood shares using contributions from your pay. For every 2 shares you purchase, Wood will award 1 matching share, subject to a **holding period** and subject to remaining in employment.\*

During the **holding period**, your purchased shares are considered “available with restrictions” – this means that they are available to sell, however if you do sell them, you would forfeit any associated matching shares attached to them. At this time, your associated matching shares are considered “locked” i.e. they are not available to you until the holding period is over.

After the end of the holding period, when your matching shares are awarded to you, they become “unlocked” and available for trading. At this time, your purchased shares linked to the match also become available for trading with no risk of forfeiture.

All types of shares are clearly categorised on your Equate Plus account so that you can identify what is available to sell freely at any time.

\*Good leaver provisions apply

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## Leaving Wood

If you leave Wood, you can no longer continue to participate in the Employee Share Plan. Your payroll deductions will continue until your last pay period, and your reason for leaving may affect your eligibility to receive the matching shares.

## Purchased shares

When you leave Wood, any shares that you have purchased in the Employee Share Plan are yours to keep for as long as you wish. They will remain in your Equate Plus 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.

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## 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 below illustrates whether a match will be applied.

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/RIF/lay-off	•	
Retirement	•	
End of temporary contract/assignment	•	
Injury/disability	•	
Sale of employing company	•	
Mutual agreement if reason is not performance related	•	

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## Good leaver treatment

If you are still eligible to receive the matching shares after leaving Wood from one or more plan cycles, these will be released to you within 3 months of cessation of your employment. The holding period no longer applies to a good leaver.

Depending on your jurisdiction, you may be liable to pay income tax and national insurance contributions on your matching shares when they are released. Where this applies, we will instruct Computershare to carry out a “sell to cover” exercise. This means that a number of your matching shares will be withheld and sold to cover your tax liability, and the net number of matching shares will be delivered to your account and become “unlocked” and available to trade. Once this process has taken place, you will see the details of the transaction under the Library section of your EquatePlus account.

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 further forfeiture when you leave Wood.

# 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.

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.

# More Information

To find out more information on the Employee Share Plan, please visit the dedicated website:

[www.woodplc.com/employeeshareplan](http://www.woodplc.com/employeeshareplan)

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) or contact the EquatePlus service desk via online help chat or by telephone.

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