

UK Legacy Program FAQ's

Employee Questions

1. *What is the Legacy program?*

A: The Legacy program is designed to provide a period of transition to certain eligible professional and managerial employees who are ready to transition out of their employment with Seagate during which:

- 1) they work a reduced schedule of 60% of a full-time work schedule or their normally scheduled hours if currently working 60% or less of a full-time work schedule; and
- 2) they transfer work or expertise to other employees; and/or
- 3) they take on a mentor role to other employees; and/or
- 4) they undertake a project of fixed duration to see through to completion.

In agreement for a delayed and fixed departure, Legacy enrollees will receive a Completion Bonus at the end of their employment, paid as soon as administratively possible after the employee's termination date. The Completion Bonus will be calculated as:

$$\text{Pro-rated Salary} \times \text{Legacy Assignment Duration} \times 10\%$$

For example, if the employee earned £85,000 GDP on a full-time basis annually and is approved for an assignment from July 1 to December 31 (184 days), their Completion Bonus would be calculated as:

$$£85,000 \times .60 \text{ (pro-rated salary)} = £51,000 \quad \times (184/365) \times 10\% = £2,570.96 \text{ GDP}$$

Employees must successfully complete their outstanding job responsibilities and transition any remaining responsibilities subject to manager approval to be eligible for a Completion Bonus. Employee targets/deliverables would be agreed upon and set out in a Legacy Program Participation Agreement. Completion Bonuses will be paid after the employee transitions out of the Company. Employees will not be eligible for any pro rata portion of a Completion Bonus.

The Legacy program is an entirely voluntary program initiated by the employee and does not guarantee future employment or change of employment status for the remainder of the employee's employment with Seagate. If accepted for the Legacy program the employee would voluntarily resign from their employment with Seagate, essentially providing longer notice than is required under the current employment contract to achieve the objectives explained below.

2. *Why is Seagate offering the Legacy program?*

A: Seagate is offering the Legacy program to certain employees in high level roles to provide an option for employees who would like to transition out of their Seagate employment through a phased approach of ramping down work responsibilities and work hours over an extended period of time between six and 12 months. The program is structured to help ensure a smooth and orderly transition of work and institutional knowledge, with written documentation of what work is to be transferred, to whom, and by when (as set out in the Legacy Program Participation Agreement). It benefits both Seagate and employees to have a planned, longer-term transition of knowledge and expertise to avoid any disruptions to business continuity.

3. *Which countries will offer the Legacy program?*

A: The Legacy program will initially be piloted in the US, UK and Singapore. Other countries may be added after the pilot is implemented in these three countries, depending on the take up and success of the Program in achieving its stated aims.

4. Who is eligible for the Legacy program in the UK?

A: Employees in professional levels 4-7 and management levels 3-6 may apply to be in the Legacy program.

5. How does an employee apply for the Legacy program?

A: Employees who wish to be considered for the Legacy program should discuss this with their manager. Participation in the Legacy program is completely voluntary and is employee initiated.

6. Who needs to approve Legacy program participation?

A: The immediate manager and organization VP will need to approve participation in the Legacy program and Legacy assignment. The manager may refuse a request to participate in the Legacy program based on business and operational requirements. A manager may consider, without limitation, the following when reaching his/her decision: any burden of additional costs arising from the proposed reduced work schedule/Legacy assignment; the number of current participants in the Legacy program in the business area or any connected business area; any detrimental effect on Seagate's ability to meet customer demand should an employee participate in the program; any inability to reorganize work among existing staff; any inability to recruit additional staff (if required); any detrimental impact on quality; any detrimental impact on performance; any anticipated work/project fluctuations/requirements that might be impacted; any proposed structural or organizational changes; and/or any legal and/or regulatory requirements that Seagate must consider and comply with.

7. Can an employee appeal a manager's decision to refuse participation in the Legacy program?

A: Whilst there is no right of appeal under the Legacy program, as with all eligible employees, it is possible for the employee to make a flexible working request under the Flexible Working policy (06-8101).

8. What work will an employee do while on a Legacy assignment?

A: While on a Legacy assignment, the employee will typically work on a plan with their management to transfer work and expertise to other employees. The employee may be asked to take on a mentor role to other employees or may even be given a project of fixed duration to see through to completion. The employee may continue to perform some of their responsibilities through the end of their employment. The manager will work with the employee to define the work during this transition period. The Legacy assignment goals and deliverables will be documented in the Legacy Program Participation Agreement.

9. What documents need to be completed to officially be put on a Legacy assignment?

A: The employee and manager will need to complete the Legacy Program Participation Agreement. In summary, the Legacy Program Participation Agreement will document the employee's voluntary resignation from employment with Seagate, their agreed termination date, the deliverables that must be achieved to be eligible for the Completion Bonus, details of the Legacy assignment, confirmation of the reduced working hours and working arrangements (as applicable) and any other variations to the existing terms and conditions of employment which shall be effective from the Legacy Program Start Date to the Legacy Program End Date (i.e. the last day of employment with Seagate).

10. Will a Legacy participant's job code or job level change when they go on a Legacy assignment?

A: No, the employee's job code and job level will remain the same while in a Legacy assignment.

11. What happens to an employee's Compensation while on a Legacy assignment?

A: Base pay will be pro-rated to 60% of the weekly base pay, based on the reduced work schedule. Mid-Year and Year-end bonuses will be pro-rated based on eligible earnings during the bonus period. For the mid-year or year-

end bonus, the employee must be active on the payroll cutoff date for the bonus to receive the bonus payout. Individuals in the Legacy program will not be eligible to receive equity grants. RSUs (restricted stock units) granted previously will continue to vest per their prior vesting schedule until the termination date.

12. Is it possible to work a different schedule than 60% and to be paid a different number of hours while on a Legacy assignment?

A: No, to keep the program manageable, all Legacy participants will be required to work a reduced schedule of 60%. However, the actual work schedule within the week is flexible, so long as the employee and manager agree.

For example, if the employee has a standard working week of 40 hours, as a Legacy employee they will be required to work 24 hours a week i.e., 60% of 40 hours. However, the employee can decide (in agreement with their manager) the work schedule. For example, the employee may agree to work Monday-Wednesday for 8 hours per day, or to work Monday-Thursday for 6 hours per day. This remains subject to manager approval in accordance with the operational needs of the business and will be role specific.

If an employee has any specific requirements for an accommodation, the employee should discuss with their HRBP.

13. What if I already work part time – am I still eligible for the Legacy program?

A: Yes, part time employees in professional levels 4-7 and management levels 3-6 may apply to be in the Legacy program. This may require a reduced work schedule to 60% (as explained above) or the employee may remain on the current working hours if less than 60% of a full time equivalent.

14. What happens to Benefits while on a Legacy assignment?

A: While on a Legacy assignment, employees working 60% of a full-time work schedule will retain Benefits eligibility. Costs for medical, dental and vision coverage will remain the same as for a full-time employee. Life insurance and AD&D coverage will be based on the reduced salary. ESPP (Employee Stock Purchase Plan) contributions will be based on the reduced salary.

15. Can the length of the Legacy assignment be shorter than 6 mos. or longer than 12 months?

A: No, the Legacy program is designed to be 6-12 months in length to ensure adequate time to transition knowledge and/or responsibilities.

16. How will employees be paid while on a Legacy assignment?

A: Employees on a Legacy assignment will work 60% of a full-time work schedule and will receive 60% of their normal weekly base pay (or pro-rated base pay to reflect part time working if less than 60%).

17. Is the assignment Completion Bonus taxable?

A: Yes, the Completion Bonus will be subject to the usual deductions/withholdings.

18. If an employee signs up for the Legacy program, can they change their mind and go back to their previous status with manager approval?

A: No. Once the Legacy Program Participation Agreement has been signed, there will not be an option to revoke the agreement.

19. If an employee's pay changes during the Legacy assignment, how will the Completion Bonus be calculated?

A: The pro-rated salary used to calculate the Completion Bonus will be the salary on the termination date.

20. How will an employee be paid for holidays during the Legacy assignment and how will the holiday entitlement be calculated?

A: While on a Legacy assignment, the holiday entitlement will be pro-rated to reflect the reduced working hours (effective from the Legacy Program Start Date up to and including the Legacy Program End Date). Holiday accrued (based on prior working hours) and unused prior to the Legacy Program Start Date will be retained by the employee (subject to Seagate's normal rules in respect of its holiday year, carry forward and forfeiture). If a holiday falls on the regularly scheduled workday, the employee will be paid for the normal number of work hours for that day.

21. What if, having joined the Legacy program and committed to (for instance) a 12-month transition, the employee decides they want to leave at an earlier point in time?

A: In this circumstance, this change of mind should be discussed with the manager. If after that discussion the employee still wishes to leave, they can do so by giving Seagate the requisite period of notice required by the contract of employment (i.e., the notice the employee was obligated to give before the application to participate in the Legacy program). This does however mean that the employee will not have completed the terms of the Legacy Participation Agreement, and so no Completion Bonus will be paid.