

**Departure Considerations:**  
**Employees Below Accenture Leader**  
(Applies to employees in all Accenture entities,  
including Avanade Directors)

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## How should I use this document?

This document is a supplement to the information on [myholdings](#) and to your grant agreement(s). Please refer to your grant agreement(s) for complete details regarding your equity grant(s).

This information applies only to **employees below Leadership**. This includes employees below leadership level in all Accenture entities, including Avanade Directors.

## I participate in the Employee Share Purchase Plan (ESPP). What happens to my ESPP contributions?

You must be employed through the end of the current offering period to participate in the purchase. If you leave Accenture before the last day of the offering period, all contributions collected for that period will be refunded to you as soon as practicable after your leave date via local payroll.

## What will happen to my restricted share units or released restricted share unit shares after I leave?

Restricted share unit shares that are fully vested and have been deposited into your brokerage account are yours to keep, sell or transfer at any time. Unvested restricted share units are forfeited immediately as of your leave date. Additional details regarding your restricted share units, including taxation and share withholding, can be found on [myHoldings](#). Please refer to the "Country Specific Tax Information" section on the [Resources](#) page of myHoldings for tax implications by country.

## Is a restricted share unit the same as a share option?

No. A share option is a completely different type of equity instrument. Accenture no longer grants share options.

One significant way that restricted share units differ from share options is that share options expire after a certain date, **whereas restricted share units do not expire**.

You should consult your equity grant agreement for the specific terms and conditions governing your restricted share units. However, in general, once your restricted share unit vests and is released (which means an Accenture share is deposited into your brokerage account), that share is yours to keep or sell as you wish at any time, subject to our equity trading policies:

- [Buying and Selling Securities - Insider Trading Policy 1216](#)
- [Restricted Persons Trading Policy 0590](#)

## What is my brokerage account number?

- Your UBS account number is your 8-digit SAP personnel number.
- If you left the company prior to August 1, 2022 and have shares remaining at **Morgan Stanley**, your account number is your [global id](#), which can be found on [myHoldings](#) at the top of the page. Note for US participants: your global id is your social security number.

## Where can I get information on my Accenture equity participation and transactions?

You can continue to find this information on [myHoldings](#) after you leave Accenture.

## How can I access myHoldings after I leave Accenture?

Please refer to the section at the end of this FAQ for instructions on accessing myHoldings as a former employee. We strongly encourage you to review this section and set up your personal email prior to departure from Accenture.

## How do I update my contact information at the broker after I leave?

At UBS Financial Services:

Each week Accenture transmits your current mailing address on file in our personnel system to UBS Financial Services to help keep your contact details current. After your departure, you can continue to update your contact information via the [former employee portal](#) at any time. Please note Accenture does not send personal email address or phone number changes to the broker, you must [contact the broker](#) directly with these updates.

Former employees cannot update their primary Accenture email address at UBS—but Accenture encourages employees to add a personal email address to your account and update contact details at least annually. You may add your personal email on the UBS website as a “secondary email,” as the primary email address will remain your Accenture corporate email even after departure.

At Morgan Stanley:

Most active employees as of August 2022 had any remaining shares transferred to an account at UBS Financial Services. Employees who departed prior to that date may still have shares remaining. Accenture no longer shares employee data with Morgan Stanley, so individuals with shares at Morgan Stanley will need to contact the broker directly to update all demographic information including name, permanent and mailing address, phone number and email address.

Unless you have elected electronic correspondence, any correspondence with the brokers will happen via postal mail. This includes the re-sending of trading PINs and online username and password information. If you have misplaced any of this information and want to reset it to be able to conduct transactions online, you may contact the [broker](#) to have this information mailed to you.

## How do I keep my brokerage account current?

To keep your account information current, and **to prevent the risk of loss of your shares and/or any cash held in your account through escheatment by government authorities**, we recommend that you take one of the following actions at least twice a year:

1. Log into your account to confirm your contact information;
2. Call into your broker to confirm your contact information; or
3. Send a letter or courier (requiring confirmation of receipt) to your brokers confirming your contact information.

Additionally, please be sure to contact Accenture to update your home address as needed, to be automatically shared with the UBS Financial Services.

## If I need to contact the broker after I leave, where do I find their contact information?

The best way to contact the broker is via the customer service phone numbers listed [here](#).

## Where can I find more information?

For Information Regarding:	Go to:
<ul style="list-style-type: none"> <li>Grant details and agreements</li> <li>Equity balances</li> <li>Equity resource Links</li> <li>Dividend grants on unreleased restricted share units</li> </ul>	<a href="#">myHoldings</a>
<ul style="list-style-type: none"> <li>Year-end tax aids and resources</li> </ul>	The “Country Specific Tax Information” section on the <a href="#">Resources</a> page
<ul style="list-style-type: none"> <li>Sales transactions details</li> <li>Cash dividends on released restricted share units and Employee Share Purchase Plan shares</li> </ul>	UBS Financial Services and/or Morgan Stanley via contact information found <a href="#">here</a>
<ul style="list-style-type: none"> <li>Changes to name, postal address</li> </ul>	The <a href="#">Former Employee Portal</a> . Accenture will update your mailing address with UBS Financial Services within 7-10 business days. Accenture does not send personal email address or phone number changes to the broker, you must <u>contact the broker</u> directly with these updates. Any updates must be made directly with Morgan Stanley as Accenture no longer sends data to update those accounts.
<ul style="list-style-type: none"> <li>myHoldings login issues/ password resets</li> </ul>	Contact <a href="#">Accenture Technology Support Helpdesk</a> (click on this link and click on Technology Support link in the right top corner) for help with <a href="#">resetting your password</a> Have your 8-digit employee personnel number ready.
<ul style="list-style-type: none"> <li>Accenture equity-related questions</li> </ul>	<a href="mailto:support@accenturealumni.com">mailto:support@accenturealumni.com</a>
<ul style="list-style-type: none"> <li>General information about employee separations</li> </ul>	<a href="#">Policy 1288 - Employee Separations</a>

## Accessing the myHoldings Site

### How can I set up my account to access myHoldings and the Former Employee Portal after I leave the company?

- Please note that in all cases you must wait until your departure has processed through all internal systems, which can take 5-10 business days
- Please note that all former employees will need to use a personal email address to access these tools

(1) Access <https://myholdings.accenture.com>

- a. Click on 'Former Employee Sign In' to access the former employee realm and set up new access credentials
  - b. Click on 'set up your new credentials'
- (2) If you **left Accenture before December 18, 2020**, you will need to set up new credentials:
  - a. Enter your former enterprise ID and password
  - b. Next enter an email address of choice and click 'send verification code'
  - c. Retrieve the verification code from the email address of your choice. Once the code is verified, input a new password/confirm new password and click 'continue'
- (3) If you **left Accenture after December 18, 2020 and you have a personal email on file**, you can log in with your personal email and Accenture password. If you do not remember your password you may reset it following the instructions below:
  - a. click on 'log in' OR on 'reset your password':
    - i. To Log in:
      1. Enter the email address and password on file with Accenture (Accenture Enterprise ID and most recent Accenture password)
      2. Click on 'sign in'
    - ii. Or, to reset your password
      1. Enter your registered email and click 'send verification code'
      2. Retrieve the verification code from your email and enter it into the verification code text box
      3. Click 'verify code' to initiate verification
      4. Click 'continue' to proceed with credential set up
- (4) **All former employees can then enroll in Multi-Factor Authentication (MFA)** by entering a phone number:
  - a. Click 'send code' or 'call me' to initiate MFA verification with your phone number
  - b. If you click on 'call me' you will receive a phone call
    - i. The entered phone number will be saved for subsequent log in attempts and authentication
  - c. If you click on "send code" you will receive a text with the verification code
    - i. Enter this verification code into the text box. The code is automatically tested and if it is correct, the user is verified
- (5) Once MFA is validated, you will be returned to the myHoldings log in page and you will be prompted to set up your password:
  - a. Click on 'reset your password'
  - b. Enter a new password, confirm it, and click 'continue'
  - c. If the passwords match, you will once again return to the myHoldings log in page and the password reset is complete
- (6) **How can I change my account settings as a former employee?**
  - a. Access <https://myholdings.accenture.com>
  - b. Click on 'Former Employee Sign In'
  - c. Click on 'manage my account'
  - d. Input your email address and password on file with Accenture and click 'sign in' to follow the MFA authentication process outlined in item 4 above

- (7) Once you are logged in via MFA, you can manage your account by clicking either of the four options:
- a. **Option 1:** 'Change Log in Name'
  - b. **Option 2:** 'Change Password'
  - c. **Option 3:** 'Add / Edit MFA'
  - d. **Option 4:** 'Link / Unlink Social Account'
    - i. If a social account is linked, you will be directed to the social account log in to validate the linked account

### **What if I am a former employee and I have forgotten the email address that I set up for access to myHoldings?**

If you have forgotten the email and password you set up or if you no longer have access to the email address associated with your account, please contact the Accenture Technology Support Helpdesk to get a support ticket created. Contact information can be found by clicking on the Technology Support link in the top right corner of the myHoldings landing page (before you actually log into the site).

### **What if my phone number has changed, how do I update my MFA?**

You can make updates to your MFA details on the "Manage My Account" page, which requires entry with log in credentials

If you have lost access to your previous multi-factor authentication details and cannot log in to the "Manage My Account" page, please contact the Accenture Technology Support Helpdesk to get a support ticket created. Contact information can be found by clicking on the Technology Support link in the top right corner of the myHoldings landing page (before you actually log into the site).

### **How can I update my address on file with Accenture, to be shared with the broker for my account?**

Former employees can submit an address update request on the [Former Employee Portal](#). Completion of the authentication process outlined above will allow you to access this tool going forwards.

## **Disclaimer**

By participating in Accenture's equity programs, you acknowledge and accept that the Board of Directors of Accenture plc or its designee has the power to amend or terminate the equity programs at any time and that the opportunity given to you to participate in the equity programs is entirely at the discretion of Accenture and does not oblige Accenture or its affiliates to offer such participation in the future. You further acknowledge and accept that your participation in the equity programs is outside the terms of your regular contract of employment and is therefore not to be considered part of any normal or expected compensation and that the termination of your employment under any circumstances whatsoever will give you no claim or right of action against Accenture plc or its affiliates in respect of any loss of rights under the equity programs, which may arise as a result of such termination of employment.

Participation in the equity programs is voluntary. As with any investment or purchase of securities, participation in the programs involves risk. For additional information about the risks associated with Accenture plc Class A ordinary shares, you should review the information contained in our filings with the U.S. Securities & Exchange Commission (described under "Available Information" below).

Participation in the equity programs is also subject to jurisdiction specific eligibility rules. Other jurisdiction specific requirements and exceptions may also apply. Accordingly, you should seek appropriate professional advice as to how the

relevant laws in your jurisdiction may apply to your situation. Accenture is unable to offer the equity programs in some jurisdictions where local laws or conditions do not permit doing so or make it impractical.

Sales or transfers of the shares acquired through the equity programs are subject to Accenture's [Insider Trading Policy](#) and the terms of all applicable grant agreements. Additionally, depending on your role, sales or transfers may be subject to Accenture's [Restricted Persons Trading Policy](#) and [Equity Ownership Requirement Policy](#).

The information provided herein is only a summary of selected portions of the equity program plan provisions. While reasonable efforts have been made to ensure that the information contained is complete and accurate, Accenture cannot be held responsible for any loss incurred as a result of this information. The plan documents and offering materials are controlling in the case of any inconsistencies. Any participant, or potential participant, must review all of the plan materials on the [myHoldings](#) website before making any decision with respect to the plan. The information included in this memorandum is not intended to constitute investment, tax, or legal advice, and you are encouraged to consult with your personal financial, legal and tax professionals regarding the matters contained or referred to herein and before making a decision to participate in the program.

#### **Available Information:**

Accenture's website address is [www.accenture.com](http://www.accenture.com). We make available free of charge on the Investor Relations section of our website (<http://investor.accenture.com>) our Annual Report on Form 10-K, Quarterly Reports on Form 10-Q, Current Reports on Form 8-K and all amendments to those reports as soon as reasonably practicable after such material is electronically filed or furnished with the U.S. Securities and Exchange Commission (the "SEC") pursuant to Section 13(a) or 15(d) of the Exchange Act. We also make available through our website other reports filed with or furnished to the SEC under the Exchange Act, including our proxy statements and reports filed by officers and directors under Section 16(a) of that Act, as well as our Code of Business Ethics. Please note that a description of the Accenture plc Class A ordinary shares, as well as the historical price performance of those shares may be found in our Annual Report on Form 10-K.