



## PLEASE READ

To our Shareholders

### Coronavirus (COVID-19) and RB's AGM

Our 2020 Annual General Meeting (AGM) is scheduled to be held at 103-105 Bath Road Slough, Berkshire, SL1 3UH on Tuesday, 12 May 2020 commencing at 3.00pm.

In light of the evolving situation regarding the outbreak of COVID-19, **on 23 March 2020 the UK Government instructed that people should not leave their homes, except in very limited circumstances. We therefore strongly recommend that shareholders refrain from attending the AGM in person.**

The Company is closely monitoring the situation and may have to implement additional precautionary measures prior to the AGM, for example, postponing the AGM if absolutely necessary. We will announce any such steps on our website, at [www.rb.com](http://www.rb.com), which will be updated regularly. In the circumstances, no refreshments will be available on the day of the AGM.

The Coronavirus (COVID-19) outbreak is a rapidly changing and fluid situation from a public health perspective. **The safety of our shareholders is of the greatest importance to us. We strongly advise shareholders to check up to date government health advisories and follow the UK Government's advice to avoid all non-essential travel. In particular, if you are experiencing any of the symptoms connected with COVID-19 or have otherwise been advised to self-quarantine in line with Government policy, please do not attend the AGM.** The Government's advice can be found at [www.gov.uk](http://www.gov.uk). Information on how to protect yourself can also be found on our website at [www.rb.com/about-us/coronavirus-information/](http://www.rb.com/about-us/coronavirus-information/).

**Shareholders and their proxies are asked, and strongly encouraged, to utilise the option to vote by proxy in advance of the AGM without attending in person. Further information on voting by proxy is included in the attached Notice of Meeting.**

It is our current intention to live-stream the AGM so that Shareholders will be able to follow the meeting remotely. However, this will be kept under review and subject to the Government guidance in place at the time of the AGM. Details of the web-access link to the meeting will be available at [www.rb.com/investors/your-shareholding/aggm/](http://www.rb.com/investors/your-shareholding/aggm/). Please note that the web facility will be provided for information purposes only and will not be a formal part of the meeting.

Shareholders may submit written questions in advance of the AGM if they wish. If you have any such questions, please send them either by post to the Company's head office at Reckitt Benckiser Group plc, 103-105 Bath Road, Slough SL1 3UH or by e-mail

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to [companysecretary@rb.com](mailto:companysecretary@rb.com) to be received no later than 5 May 2020, the fifth business day preceding the date of the AGM. Please ensure that your shareholder details are included with your communication. We will endeavour to answer a representative selection of any questions received in advance at the AGM.

We appreciate your understanding and cooperation as we navigate our way through this unprecedented situation.

**Reckitt Benckiser Group plc**

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