



Helena Ma, Gilead, China

Find out more at: www.gilead.com/yir2017

WORKPLACE

A WORLD-LEADING WORKFORCE

Gilead employees are vital to our mission to serve patients. This sense of shared purpose has allowed us to become one of the world's leading biopharmaceutical companies — enabling us to reach millions of patients worldwide. It is through the dedication of our employees and state-of-the-art technology that we've been able to launch new medicines at unprecedented rates that have turned the tide of serious, life-threatening diseases.



Matt McKeivitt,
Gilead, Seattle, WA

At Gilead, we strive to create, promote and maintain an inclusive, high-performing culture where all team members embrace and leverage each other's talents and backgrounds. We place value on fostering and enhancing the talents of our employees, as well as enabling their growth, both personally and professionally. We also recognize that our workforce is diverse, and each employee has unique goals and needs, which is why we offer competitive compensation programs, as well as country-focused benefits related to health, wellness, retirement, disability and leave of absence.

Retention, Rewards and Recognition

Gilead offers employees a competitive Total Rewards package to attract, cultivate and retain the industry's most talented workforce. Employees receive base pay, bonus and stock grant opportunities. Employees and their families also have access to a multitude of resources focused on health and wellness. Our Total Rewards package covers the following core elements:

Retirement Savings

Gilead offers retirement savings plans to employees in many countries to help support and promote saving for retirements. Many of our retirement savings plans are designed to include a Gilead matching contribution, but plan design and contribution structure will vary from country to country, based on local market practice while ensuring compliance with laws and regulations in each country.

For detailed information about Gilead's defined benefit plan obligations, visit the company's Form 10-K on the [Shareholder Center](#) page of our website.

Employee Stock Purchase Program

Gilead offers eligible employees the opportunity to become Gilead stockholders through the Employee Stock Purchase Plan. This plan, often referred to as the "ESPP," is offered only to Gilead employees. By enrolling in the ESPP, employees can purchase Gilead stock at a 15 percent discount, consistent with Internal Revenue Service requirements.

Visit Gilead's [Shareholder Center](#) webpage for more information.

Compensation

- We are a pay-for-performance company.
- All Gilead employees receive regular performance and career development reviews.
- Gilead is committed to pay equity for its employees and will continue to review compensation to maintain fairness in pay practices.

Benefits

- We offer comprehensive and market-competitive benefits to support and engage employees.
- We assess the benefits package annually to determine adequacy in attracting and retaining critical talent.

15% discount

By enrolling in the ESPP, employees can purchase Gilead stock at a 15 percent discount, consistent with IRS requirements.

2017 Corporate Learning and Development Statistics



All online training completions are assumed to be one hour.

Health and Welfare Benefits

Gilead offers competitive extended healthcare and risk benefits in many countries.

Risk benefits include forms of coverage that help protect income and provide financial security including company-paid life insurance, accidental death and dismemberment insurance, business travel accident insurance, sick days and disability benefits.

Complementing extended healthcare benefits and risk benefits, Gilead also offers an array of services that help employees achieve and maintain optimal health, including biometric screenings, wellness seminars, on-site fitness centers or annual fitness reimbursement and health assessment tools.

In 2017, consistent with Gilead’s commitment to inclusion and supporting policies and programs that benefit all of our employees, we expanded the United States employee benefits to encompass transgender inclusive healthcare coverage.

Time Off

Gilead offers a competitive time off program to help employees remain rested and balanced throughout the year. Time off benefits include company-paid vacation days and holidays, which vary from country to country while ensuring compliance with laws and regulations in each country and considering local and common market practice.

Professional and Personal Development

Gilead is committed to providing learning and development opportunities to help worldwide employees advance their careers and achieve professional success. The Learning and Development Program offers a selection of trainings, coaching, mentoring and on-the-job experiences that help employees learn about our culture, develop cross-functional skills and deliver business results.



Stephanie Cox, Gilead, Foster City, CA

In 2017, Gilead employees completed 51,615 hours of professional, management and leadership development training programs.

Employee Survey

Gilead's employees are the best source for ideas on how to build a more inclusive, high-performing and ultimately successful workplace culture. To make sure we hear from our employees, Gilead conducts periodic workplace surveys encompassing a wide range of topics such as manager relationships, professional development, diversity and equality and employee benefits.

MBA Program and Tuition Reimbursement

To support continued education, Gilead offers employees discounts on MBA programs through the Golden Gate

University. In 2017, 109 employees participated in the on-site MBA program in Foster City. Employees can also receive reimbursement for tuition expenses incurred while pursuing undergraduate, graduate or certificate courses at an accredited college or university. Annual reimbursement maximums and eligibility may vary from country to country.

Employee Assistance Plan (EAP)

Employees are eligible to receive EAP services, which include financial, legal, pre-retirement, elder care and child care consultations, as well as clinical counseling.

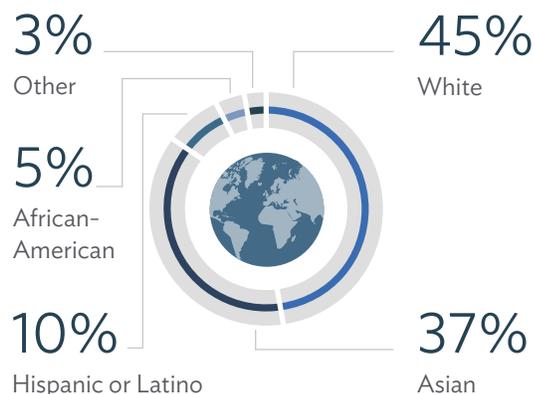
Parental Leave and Support

Gilead offers family-friendly leaves of absence such as parental and adoption leaves to employees in many countries.

2017 Workforce Demographics

At Gilead, we monitor key workforce metrics to evaluate areas of strength and identify opportunities where we can do better. Each year, we review total new hires, voluntary turnovers, gender, race, ethnicity and many other related metrics. The following is a snapshot of some of Gilead’s workforce demographic data for 2017.

2017 U.S. Ethnicity Distribution



Worldwide Gender Distribution



Worldwide New Hires and Voluntary Turnovers

Category	2016	2017
New Hires*	1,629**	1,155
New Hire Rate	18.3%	12.7%
Voluntary Turnovers	816	781
Voluntary Turnover Rate	9.5%	8.5%

*New hire data includes individuals that were hired externally. Existing employees that changed positions internally are not included in this calculation.

**This is a restatement of the 2016 new hire value reported on p. 21 of the 2016 Year in Review. Refer to disclosure 102-48 in the GRI Content Index for additional details.

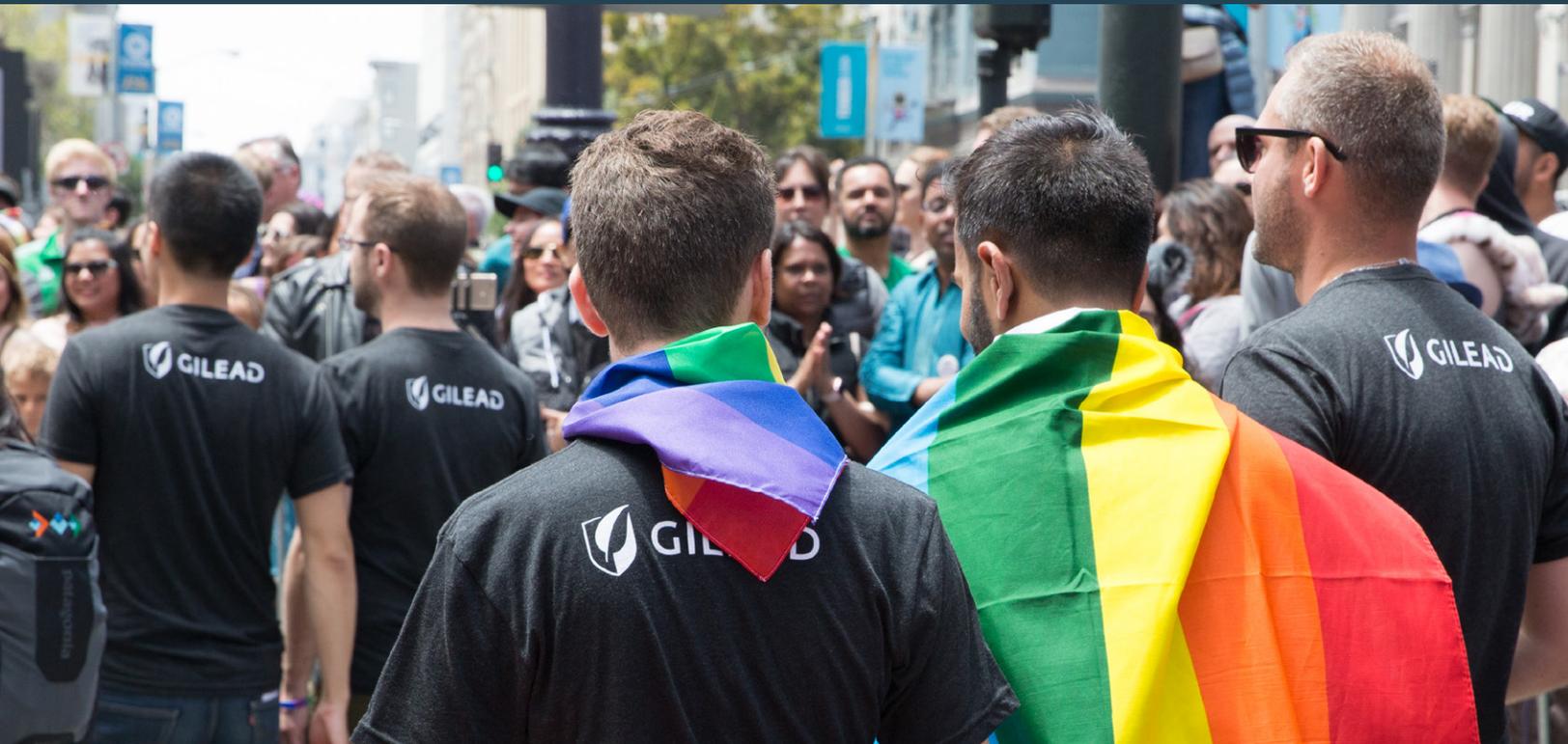
United States Gender and Race/Ethnicity Distribution*

EEO-1 Category	Gender		Race/Ethnicity				
	Male	Female	White	Black or African-American	Hispanic or Latino	Asian	Other**
Executives***	71.2%	28.8%	72.0%	5.6%	2.4%	17.6%	2.4%
First-/Mid-Level Managers	50.6%	49.4%	51.7%	4.8%	6.0%	34.7%	2.8%
Professionals	47.3%	52.7%	35.9%	2.7%	7.9%	50.5%	3.0%
Total Gilead United States Population	48.9%	51.1%	45.4%	4.7%	9.9%	36.9%	3.1%

*Data based on U.S. definitions/demographics as of 2018 EEO-1 filing (based on 12/31/2017 data and includes Kite).

**“Other” category includes two or more races, Native Hawaiian or Pacific Islander and American Indian or Alaskan Native categories.

***Executives comprise less than two percent of Gilead’s U.S. population.



EMPLOYEE INCLUSION AND DIVERSITY

At Gilead, consistent with our core values, we seek to maximize the power of diversity and inclusion to drive innovation. Differences in race, age, gender, sexual orientation, gender identity and thinking style enhance our work environment and allow us to better understand the patients we serve — which is at the core of everything we do.

Created and led by employees, Gilead’s Employee Resource Groups (ERGs) provide opportunities for leadership development, community involvement, networking, mentoring, skills advancement and other ways for Gilead employees to make a difference beyond their usual work responsibilities.

Building on the positive momentum resulting from adding “inclusion” to the company’s core values in 2016, Gilead launched two new diversity-focused ERGs in 2017, Gileados and GVET.

We are proud to be awarded “Best Places to Work for LGBTQ Equality” from the Human Rights Campaign, the largest U.S. LGBTQ civil rights organization.

Gilead employees participate in the 2017 San Francisco Pride Parade.

“Scientific progress depends on the ability to look at challenges from different angles. At Gilead, bringing together individuals with diverse perspectives drives innovation, enabling us to succeed as a company.”

John F. Milligan, Ph.D.
President and Chief Executive Officer

100% score

Human Rights Campaign’s 2018 Corporate Equality Index. Gilead is proud to be one of 609 businesses to earn this rating.

Employee Resource Groups



Gileados

Aims to embrace, foster and share diverse Latino culture among all Gilead employees.



GVET

Aims to increase the recruitment and retention of veterans at Gilead while supporting outside organizations that serve veterans.



Globe

Organized around four pillars: cultural awareness, community outreach and engagement, professional development and strategic partnerships.



Women at Gilead

Coordinates programs and activities designed to contribute to the recruitment, development, support and retention of women at Gilead.



LGBT Alliance

Fosters an environment of inclusion and a collaborative professional network to support LGBT employees in advancing their careers.



Inclusion as a Core Value

- Encourage and support each other
- Recognize and mitigate unconscious bias
- Consider multiple pathways to success
- Respect people of all backgrounds and experiences
- Seek diverse perspectives to drive innovation

VOLUNTEERISM

Through multiple volunteer initiatives, employees engage in a wide range of activities benefiting four core areas of focus: underserved communities, education, environment and health awareness/outreach.

In 2017, Gilead announced United States employees will receive an additional paid day off from work to volunteer with an organization of their choice starting in 2018. This program will be deployed worldwide in the future.

As part of Gilead’s “Week of Service” to celebrate the company’s 30th anniversary in 2017, teams for the company’s sites and affiliates around the world volunteered with charitable organizations where Gilead operates. In Foster City, approximately 500 employees completed more

than 1,000 community service hours for the following five organizations:

- Ecumenical Hunger Program
- International Medical Corps
- National AIDS Memorial Grove
- Fred Finch Youth Center
- Glide

Furthermore, in response to the devastating natural disasters that occurred in 2017 in the United States, Mexico and Puerto Rico, Gilead offered support to affected employees and their families in many ways, including covering the cost of hotel rooms for those evacuated, paid time off and financial assistance.

Also in 2017, attorneys from Gilead's legal team donated approximately 80 pro bono hours in support of the Legal Aid of San Mateo County and Family Violence Appellate Project, organizations committed to helping survivors of domestic violence. Through this engagement, Gilead attorneys helped improve California's legal landscape for survivors of domestic violence and their children.

“Scientists teaching and talking to students about science careers is a vital part of career preparedness that students should be thinking about as early as middle school. Having a scientist ‘in the flesh,’ especially for students with limited exposure to professional or college-track careers, is a bonus that we are glad to offer.”

Paul Luperini

Science teacher at Bayside Academy,
on the benefits of Gilead scientists in the classroom

Gilead in the Community

Inspiring the Next Generation of Scientists

One of the most exciting virology projects at Gilead is a science lesson for middle-school students in the Foster City, California, community. Gilead is the first West Coast corporate sponsor for Science from Scientists (SfS), a national education nonprofit that brings professional scientists into classrooms to teach and inspire the next generation in science, technology, engineering and mathematics (STEM) fields.

Through the SfS corporate volunteer program, STEMissaries, a team of Gilead scientists developed a hands-on virology lesson to complement the SfS curriculum. Twenty Gilead volunteers have taught the lesson at two local middle schools: Bayside Academy in San Mateo, California, and Kennedy Middle School in Redwood City, California, where the majority of the student population is low income.

When Joanne Curley, VP, Project & Portfolio Management at Gilead, saw an article about SfS in a local newspaper, she immediately contacted SfS to explore school outreach opportunities. As word spread among Gilead's research teams, volunteers flocked to the program.

“I'm humbled to have a chance to reach out to the community to share our love of science with these kids, and maybe hopefully inspire them to one day want to be scientists as well,” said Kathy Brendza, senior research scientist I, Biology Core Support at Gilead, who led the lesson planning team and teaches with STEMissaries.

Brendza says the students she's worked with at both schools have come away inspired. They begin to understand the awe and wonder that many scientists feel about the world around them. They also see possibilities for their own lives, represented by professional scientists who are minorities, women or the first generation in their families to attend college.

“I think we all remember that one teacher who just lit that fire that made us want to be creative, to learn more, to do more,” Brendza said. “I hope we can inspire these students to help them realize a dream that they didn't think was possible.”

WORK SAFETY TRAINING AND SECURITY

Gilead is committed to providing a safe and secure workplace that inspires innovation while promoting health, wellness and productivity across worldwide sites.

In 2017, our sites have focused on near-miss reporting, achieving nearly a 70 percent reporting rate. A near miss is an unplanned event that did not result in injury, illness or damage — but had the potential to do so. This enables the organization to address potential unsafe workplace conditions and prevent injuries. Tailored training sessions for site executives and line management and annual refresher courses and other resources are available to worldwide employees to increase workplace safety and prevent occupational injuries and illnesses.

To promote safety across our operations, executive management meets quarterly to review environment and safety performance and practices employed at each site. Sites also hold joint management-line health and safety committee meetings. If improvement opportunities are identified, deep-dive reviews are completed at individual sites to engage with on-site personnel to collect feedback and implement improvement measures.

Worldwide Safety			
Category	2016	2017	Benchmark Average*
Total Recordable Injury Counts	61	49	N/A
Total Lost Time Injury Counts	9	14	N/A
Total Fatalities	0	0	N/A
Total Recordable Injury Rate	0.63	0.46	2.0
Total Days Away Case	0.10	0.13	0.6

*Based on NAICS Industry Code 3254 for Pharmaceutical and Medicine Manufacturing.

2017 Worldwide Safety Metrics



49
Recordable
injury counts



14
Lost time
injury counts



0
Fatalities



0.46
Recordable
injury rate



0.13
Days
away case