

GILEAD SCIENCES, INC.
ANNUAL MEETING OF STOCKHOLDERS
May 6, 2020

RULES OF CONDUCT AND PROCEDURES

Welcome to the Annual Meeting of Stockholders (the “Annual Meeting”) of Gilead Sciences, Inc. (the “Company”). We have established these Rules of Conduct and Procedures in order to ensure a fair, informative, orderly and constructive meeting for the benefit of all stockholders. Kindly observe the following:

1. Our Company’s bylaws and Delaware law describe requirements for meetings of our stockholders. The Chair of the Annual Meeting will conduct the meeting consistent with those requirements.
2. Only our stockholders are permitted to submit questions or comments during the Annual Meeting. You need to have held stock as of the close of business on the record date of March 13, 2020 to vote or submit questions or comments while participating in the virtual Annual Meeting. To vote or submit questions or comments, please log in to the virtual meeting portal as a Stockholder by entering the 16-digit control number you received with your proxy materials. If you have voted your shares prior to the start of the Annual Meeting, your vote has been received by the Company’s inspector of elections and there is no need to vote those shares during the Annual Meeting, unless you wish to revoke or change your vote.
3. We will strictly follow the Agenda as we conduct the meeting.
4. Each stockholder proponent or its proxy will be asked to present its stockholder proposal. Presentations should be limited to no more than five minutes.
5. If a stockholder has a question or comment about one of the matters in the Agenda to be voted on by the stockholders at the Annual Meeting, such question or comment may be submitted in the field provided in the virtual meeting portal at or before the time the matters are before the Annual Meeting for consideration. We will address questions or comments on any matters in the Agenda to be voted on by the stockholders at the Annual Meeting before the voting is closed.
6. Following adjournment of the formal business of the Annual Meeting, the Company’s management will give a presentation about the Company’s business. At the conclusion of this presentation, the Company will address appropriate general questions and comments from stockholders regarding the Company. Such questions and comments may be submitted in the field provided in the virtual meeting portal during the meeting.
7. To allow us to answer questions and comments from as many stockholders as possible in the allotted time, we will limit each stockholder to one question or comment of reasonable length (limited to no more than two minutes). It will help us if questions are succinct and cover only one topic per question. Questions from multiple stockholders on the same topic or that are otherwise related may be grouped, summarized and answered together.
8. Stockholder questions are welcome, but conducting the business set out in the Agenda for the benefit of all stockholders will be paramount. The Company does not intend to address any questions that are, among other things:
 - irrelevant to the business of the Company or to the business of the Annual Meeting;
 - related to material non-public information of the Company;
 - related to personal grievances;
 - derogatory references to individuals or that are otherwise in bad taste;
 - repetitious statements already made by another stockholder;
 - in furtherance of the stockholder’s personal or business interests; or
 - out of order or not otherwise suitable for the conduct of the Annual Meeting as determined by the Chair or Corporate Secretary in their reasonable judgment.
9. If there are any matters of individual concern to a stockholder and not of general concern to all stockholders, or if a question posed was not otherwise answered, such matters may be raised separately after the Annual Meeting by contacting the Company’s Investor Relations at (650) 574-3000.
10. Unauthorized recording of the Annual Meeting is prohibited.

Thank you for your cooperation and for joining the Company at the Annual Meeting.