



Travel Advisory for Colleagues

Document	Workplace Conduct & Harassment Advisory for all Travelers
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Version History		
Version	Date	Description
1.0	6-Jul-2018	Travel Advisory for Colleagues
1.1	16-May-2019	Reporting mechanism for RCP and path for GRC and POPS updated
1.2	21-Dec-2021	Included digital workplace & digital harassment statement & Added EAP and SpeakUp related information

Introduction

At Capgemini India (including its subsidiaries and affiliates), all colleagues and contract personnel, trainees, visitors etc. (collectively hereinafter referred to as 'Others') are ensured a workplace, (which includes all office locations of Capgemini across India and/or any other place visited by the colleagues for official reasons), which is free of any form of harassment or unacceptable behavioral conduct. Any non-ethical standard of behavior or conduct (whether in person or through any or all digital platforms) violating this principle may result in disciplinary action including but not limited to dismissal from the services of Capgemini. Capgemini does not tolerate, condone, or allow any form of bullying & harassment (such as verbal and/or physical assault, workplace violence, Sexual Harassment etc.) whether engaged in by fellow colleagues, supervisors, associates, clients, or other non-colleagues who conduct business with Capgemini.

All Capgemini colleagues and others travelling to different locations of Capgemini or its clients' locations or representing Capgemini at any external event(s) are advised to follow the below mentioned Do's & Don'ts, in addition to always following Capgemini's Code of Business Ethics [\[Talent Page>Global Links>Ethics & Compliance>Code of Business Ethics\]](#).



What should you do:

1. Ensure that all official meetings are conducted in such premises which are acceptable to all the participants and with all steps taken to ensure that no breach of confidentiality occurs. For instance, instead of having a meeting in a private room of the hotel you may conduct the meeting in the common area of the hotel but bearing in mind that there is no breach of confidentiality obligation.
2. Be aware and sensitive towards the different cultures of the various locations.
3. If you are a manager and a team member complain to you regarding any form of harassment, you are expected to not trivialize/suppress/ignore/hush up the complaint. You are also expected to refrain from conducting any independent inquiry or mediation in the matter in anyway.
4. In the event you are subjected to or made aware of any form of harassment, you must report the same by writing to the POPSH office (popsh.in@capgemini.com), the local HR, GRC Office (GRC.in@capgemini.com) or through the SpeakUp tool (www.capgemini.com/speakup), as the case may be. Also, if you were previously subjected to any form of harassment, due to which you are uncomfortable around your work colleague, or have some previous experience of any related discomfort, keep the local HR informed of the same.

What should you not do:

1. Please refer to point (1) under the Do's. Conducting office related work or meetings in a private hotel room, where you are alone with your work colleague(s) and/ or client(s) should be avoided.
2. Do not pressurize your colleague to accept your invitation for coffee/ dinner/ lunch/ outing.
3. While conversing with colleagues/ clients/ professional acquaintances etc., during any common official events (e.g., offsites, external training programs, team lunch / dinners, etc.), please refrain from using any language that may be offensive/demeaning/racist/disrespectful to anyone or to a specific culture/religion.
4. Do not investigate any complaint of any form of harassment on your own.
5. Do not bring the complainant and the person against whom the complaint is made face to face for a direct confrontation, with an intent to resolve the issue.
6. Do not discourage the complainant from filing a formal complaint or encourage him/her to withdraw a complaint.
7. Do not indulge in any behavior that may be regarded as harassment. For clarity on what would amount to harassment, please refer to the **Policy on Prevention of Sexual Harassment** and/or the **Grievance Review Policy** as the case maybe.

Note: The above list of Do's and Don'ts are not exhaustive, but only indicative in nature, and all colleagues and others are required to always maintain a professional conduct when interacting with colleagues, clients, and others.



Grievance Redressal Committee (GRC)

In case an employee faces issues or concerns at the workplace they are entitled to raise a grievance, and have it addressed. While such workplace grievances could get resolved quickly through the informal route, sometimes the concerns could be of a more serious nature needing to be dealt with in a formal way. Typically, this would happen in situations where the employee perceives that the immediate supervisor or a higher up cannot address the workplace grievance. This document defines the coverage of the policy and the formal process available to employees for getting their workplace grievances addressed.

Policy on Prevention of Sexual Harassment (POPSH)

At Capgemini, employees and others are entitled to work in an environment free from *Sexual Harassment* and not be part of a hostile and/or offensive work environment. Conducts violating this principle, may result in disciplinary action including but not limited to dismissal from the services of Capgemini. Capgemini will not tolerate, condone, or allow *Sexual Harassment*, whether engaged in by fellow employees, supervisors, associates, clients, or other non-employees who conduct business with Capgemini

You may access the POPSH and the GRC policy from the respective below mentioned paths:

GRC: Talent>About Us> Support Function>Human Resource> General> Grievance Review Policy

POPSH: Talent>About Us>Support Function>Human Resources>General>Policy on Prevention of Sexual Harassment (POPSH)

*For any misconduct / wrongdoing within the scope of SpeakUp policy (Raising Concern Procedure) can be reported (24x7) at toll-free number 000-800-100-4527, or by filling the online form at www.capgemini.com/speakup, which is also accessible from outside the Company network

Employee Assistance Programme (EAP)

Employees mental wellbeing is of utmost importance to us at Capgemini and therefore we have a confidential EAP platform which is available 24x7, free of cost. All employees and their immediate families can take advantage of the program, to seek confidential counselling and support for various everyday issues at work and outside of it. Below are the EAP contact details:

Toll Free Number: 1800 102 7293

Alternative Numbers: 1800 209 8424 / 1800 425 1212 / +91 80 6539 3188/89

EAP Link: [Employee Assistance Program](#)

Capgemini reserves the right to amend this document from time to time, without prior notice.