



# Welcome kit

#LifeAtCapgemini



Ashwin  
Yardi

CEO – India, Capgemini

# HELLO!

You are now part of a  
**270,000 strong team spanning  
almost 50 countries.**

I joined the Capgemini family 20 years ago and the journey has been immensely enriching and exciting. In this organization, I have learned, grown, and had the opportunity to work with brilliant minds.

At Capgemini, we strongly believe that people matter and results count. We provide an ecosystem that transforms individuals to “ace” everything they set out to achieve. We actively invest in the latest technologies, constantly engage with new innovations, develop outstanding talent and most importantly, enable our clients to stay ahead of the game.

We are the architects of positive futures. A future that encapsulates our three fundamental priorities of creating a positive planet, active inclusion and social impact.

Capgemini’s journey started more than 50 years ago, and we take great pride in being a multicultural, ethical and diverse organization – **built on the foundation of our seven values: Honesty, Boldness, Trust, Freedom, Fun, Modesty and Team Spirit.**

I welcome you to join the Capgemini family and begin a rewarding and fulfilling career with us.

Love your career. Ace your career.

## First Day at Capgemini

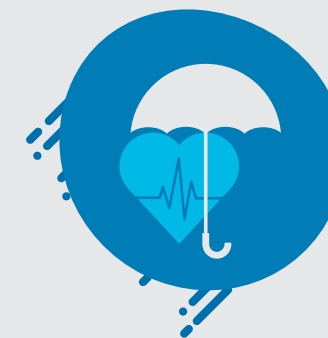
Make it a day to remember and cherish!



## At Capgemini, people matter

At Capgemini, life is fun and dynamic – and it's a place people love to work. Here, we promise you a career full of learning and development opportunities, and all the support to help you

excel in your career. Once you are part of the Capgemini family, you enjoy complete peace of mind and endless opportunities for growth and success.



Health Benefits



Work-Life Integration



Diverse and Inclusive



Growth



Fun



Finance and Retirement

#LifeAtCapgemini



## Health Benefits:

### Group Medical Insurance

- You and your immediate family shall be covered under the medical insurance policy held by the company. If you are required to travel abroad, you may be covered under the company's overseas medical insurance policy

### Group Personal Accidental Cover

- Personal accident cover is activated post joining the organization

### Group Term Life Insurance

- You will be covered under the group's life insurance policy

### Voluntary Parental Insurance

- You will be covered under the group's life insurance policy



## Diverse and Inclusive:

At Capgemini, we build trusting relationships, find common ground and identify areas for collaboration within the organisation, as well as across our industry and within our communities.

Our aim is attracting, advancing, engaging and retaining a diversity of talent while fostering an inclusive culture – one where differences are valued and embraced.

## Work-Life Integration:

### Leaves

- 22 days annual leave with an advance leave option of up to 5 days
- 184 days of maternity leave and 5 days of paternity leave
- 42 days leave in case of miscarriage
- 30 days leave for adoption
- 14 days leave for tubectomy immediately post-surgery

- It gives you the flexibility to get the job done when and where you work best
- Eligible employees can work with their managers to determine which flexible arrangement suits them

### Crèche

- Working parents in Capgemini can avail the crèche benefit with minimal charges

### Flexi Work Options

- The Flexi Work program provides you with practical options that allow you to work differently



#LifeAtCapgemini



## Growth:

### Capgemini University Program

- You can enroll in emerging technologies, domain-specific training programs and earn PDU points
- Personal development and career management programs help you become the New You that you always wanted to be

### Certification Programs

- You can avail reimbursement for external certification programs
- Service Agreement Tenure for certification reimbursement:
  - Greater or equal to INR 50,000 and less than INR 1,00,000 for 6 months
  - Equal to and greater than INR 1,00,000 and less than INR 2,00,000 for 12 months
  - Equal to and greater than INR 2,00,000 for 24 months

## Fun:

Fun is one of our key seven values and we strongly believe that your journey with Capgemini should be fun, enjoyable and fruitful. As part of Capgemini, you will feel proud of what you do, feel a sense of accomplishment working together and also be part of exciting and challenging projects!



## Finance and Retirement:

### Employee Provident Fund

- 12% of monthly basic salary as employee contribution and equal contribution by the company as employer contribution which is part of base pay
- Provident Fund maintained at Employees' Provident Fund Organization, a Government of India enterprise

### Employee State Insurance Act

- Depending on employee eligibility, the company will contribute to the Employee State Insurance at applicable statutory rate along with your contribution
- Other Allowances and Reimbursement tax saving options given to you basis your grade i.e. telephone, bill reimbursement, LTA, meal coupons, vehicle reimbursement, National Pension Scheme
- Capgemini Employee Stock Ownership Plan

### Gratuity

- Half of last drawn monthly basic pay per year of service is payable during separation after 5 years of continuous service
- Amount is capped at INR 10,00,000 and is tax exempt as per Income Tax Act

### Leave Encashment

- You will be able to encash unutilized accumulated leaves during separation as per the applicable policy of the company

### Long Service Award

- Recognition of employee's 5 years of service and each 5-year interval thereafter

# follow us on social media



<https://www.facebook.com/CapgeminiIndia/>



<https://twitter.com/CapgeminiIndia>



<https://www.linkedin.com/company/capgemini/>



<https://www.instagram.com/capgeminiindia/>



<https://www.youtube.com/user/capgeminiimedia/>



[https://www.glassdoor.co.in/Reviews/Capgemini-India-Reviews-EI\\_1E3803.0%2c9\\_IL.10%2c15\\_IN115.htm](https://www.glassdoor.co.in/Reviews/Capgemini-India-Reviews-EI_1E3803.0%2c9_IL.10%2c15_IN115.htm)

LEARN MORE  
ABOUT  
CAPGEMINI  
IN INDIA



## About Capgemini

Capgemini is a global leader in consulting, digital transformation, technology and engineering services. The Group is at the forefront of innovation to address the entire breadth of clients' opportunities in the evolving world of cloud, digital and platforms. Building on its strong 50-year+ heritage and deep industry-specific expertise, Capgemini enables organizations to realize their business ambitions through an array of services from strategy to operations. Capgemini is driven by the conviction that the business value of technology comes from and through people. Today, it is a multicultural company of 270,000 team members in almost 50 countries. With Altran, the Group reported 2019 combined revenues of €17 billion.

Visit us at

[www.capgemini.com](http://www.capgemini.com)

Capgemini in India now comprises over 125,000 team members working across 12 locations: Bangalore, Bhubaneswar, Chennai, Gandhinagar, Gurugram, Hyderabad, Kolkata, Mumbai, Noida, Pune, Salem and Tiruchirappalli.

Learn more about Capgemini in India at

[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**People matter, results count.**

The information contained in this document is proprietary.  
©2020 Capgemini. All rights reserved.