1. **Capgemini is a diverse company**

* *Diversity is understanding and accepting others with their uniqueness and differences that can be caste, color, race etc.*
* *Various type of diversity can be seen at workplace are-gender, race, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.*
* *Capgemini is enlisted as top 50 company in TOI for hiring large number of female employees*

1. **Capgemini is against discrimination at workplace.**

* *Discrimination is defined as unfair and unjust treatment one category of people received especially based on their race, color, gender, etc.*
* *In India discrimination based caste, color and gender are mainly visible. Whereas, In other countries along with this, people are also discriminated based on their socio-economic status, age, physical abilities, etc.*
* *Some employees participates in some or other kind of discrimination because:-*

*A .When an employee is treated differently or excluded from everyday activities*

*B. Not being paid equally.*

*C. Denied promotion and equal opportunities.*

*D. Giving extra privilege to women employee or not giving described privileges to women employees.*

**3) Team spirit is one of the & core value of Capgemini**

* *We need to teams in a workplace as- we need to complete our task in a given deadline, we can come up with different ideas as different people involved, we learnt leadership qualities and Knowledge sharing process works effectively.*
* *Some common behavior we should maintain inside a team are- Open to all e.g.-listening others point of view, Helpful attitude e.g.-ready to work for other team member in his/her absence if it is not disturbing my own work routine, Interactive with team and its member during meetings.*
* **DON'T – *get angry, be cold and unfriendly, jump to conclusion at early, avoid responsibility, send mixed message***
* **Do*-*** *be responsive, be responsible, be helpful, be open to all, admit your mistake*.

1. **Using Social Media as an Employee**

* *Social media is the websites and application that allow us to connect with virtual world or social networks.*
* *Posting company privacy details in a social networking sites or disclosing other employees details in social networking sites both are example of misusing social media.*
* *When we use social networking sites for branding and giving positive reviews about Capgemini we are actually making effective use of it.*
* *I personally experienced a real life example of misuse of social media in a workplace. When I am doing my internship from Morling Global one my teammate share one private details in his own YouTube channel.*

1. **Professionalism**

* *Gossips, backbiting and slandering are defined as malicious talk about someone in his/her absence.*
* *When someone has extraordinary performance, when someone comes under favoritism, when someone is extremely rude with his/her behavior*

1. Workplace gossip can create chaos, confusion and miscommunication.
2. Workplace gossip can lead to hurt feelings.
3. Workplace gossip can impede productivity