



Employee Handbook

Capgemini India
May 2018





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Introduction

About This Handbook

This Employee Handbook (the "Handbook") has been prepared to inform you of Capgemini FS SBU's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued Employee. It is a summary document and is not intended to be all-inclusive. We anticipate that this Handbook will provide you with general information concerning your employment at Capgemini FS SBU. This Handbook is not a contract and should not be viewed as such.

We urge you to consult this Handbook whenever you have a question. The Handbook and other related information can be accessed through [KM3.0 HR community](#). If you need further clarification on any topic please contact your manager, and if necessary a representative of People Process.

AS CAPGEMINI FS SBU CONSIDERS IT APPROPRIATE, CHANGES OR EXCEPTIONS MAY BE MADE TO THE PROVISIONS OF THIS HANDBOOK, AT ANY TIME, WITH OR WITHOUT PRIOR NOTICE. THEREFORE, PLEASE REFERENCE KM 3.0 FOR THE MOST UP-TO-DATE VERSION OF THE HANDBOOK ANY TIME YOU HAVE A QUESTION CONCERNING CAPGEMINI FS SBU POLICY. IT IS TO BE EXPECTED THAT THERE WILL BE VARIATIONS IN THE INTERPRETATION AND APPLICATION OF THESE PROVISIONS BY MANAGEMENT IN INDIVIDUAL CIRCUMSTANCES. CAPGEMINI FS SBU REMAINS THE FINAL AUTHORITY AS TO THE PROPER INTERPRETATION AND APPLICATION OF THE PROVISIONS OF THIS HANDBOOK. DEVIATIONS FROM ITS PROVISIONS BY MANAGEMENT PERSONNEL MAY BE AUTHORIZED, OR SUBSEQUENTLY RATIFIED, BY CAPGEMINI FS SBU AS IT DEEMS APPROPRIATE.

THIS HANDBOOK IS NOT INTENDED TO, NOR DOES IT, CONSTITUTE A CONTRACT OF EMPLOYMENT OR A PROMISE OR GUARANTEE OF BENEFITS OR POLICIES STATED IN IT.

CAPGEMINI FS SBU, AT ITS OPTION, MAY ADD, CHANGE, DELETE, SUSPEND OR DISCONTINUE ANY PART OR PARTS IN THIS HANDBOOK AT ANY TIME WITHOUT PRIOR NOTICE AS BUSINESS, EMPLOYMENT LEGISLATION, AND ECONOMIC CONDITIONS DICTATE. NOT ALL REVISIONS WILL BE COMMUNICATED TO ALL EMPLOYEES VIA MEMO; HOWEVER, CHANGES WILL BE POSTED ON KM 3.0. NO STATEMENT OR PROMISE BY MANAGEMENT OR ANY OTHER REPRESENTATIVE OF CAPGEMINI FS SBU, PAST OR PRESENT, MAY BE INTERPRETED AS A CHANGE IN POLICY, NOR WILL IT CONSTITUTE AN AGREEMENT WITH AN EMPLOYEE.

This Handbook replaces and supersedes any and all other Capgemini FS SBU Employee Handbooks, as well as all other Capgemini FS SBU policies, rules and provisions in conflict with this Handbook, whether written or oral. However, Capgemini FS SBU recognizes that internal Capgemini FS SBU business units may periodically publish rules and guidelines regarding the use of internal equipment and service offerings, to name a few examples. These rules and guidelines are intended to provide supplemental information to all Capgemini FS SBU Employees. Capgemini FS SBU will enforce all business unit rules and guidelines to the extent that they are not inconsistent with the policies stated in this Handbook or applicable law. No rule or guideline published by an internal business unit shall amend, supersede, or replace any of the policies stated herein. Capgemini FS SBU reserves the right to interpret, reinterpret, modify, amend, or terminate the application of any business unit rule in conflict with the policies stated in this Handbook or any policies in conflict with applicable law.



India – Workplace Policies

Conducting When Obtaining Business

Overview

This policy aims to set certain standards of behaviour for all employees of Capgemini, to be strictly followed while obtaining business or dealing with new clients, suppliers or Capgemini business partners.

Scope

This policy applies to all full-time, part-time and temporary employees of Capgemini.

Business Gifts and Entertainment



- All employees of Capgemini are forbidden to accept any commission from third parties
- Any payment of commission to third parties is prohibited
- Capgemini employees may give and receive appropriate, lawful business gifts in connection with their work to clients, suppliers, business partners. Gifts should be of nominal value
- Any commissions paid, or other payments made, or favourable terms conceded, or other advantages given by any employee in the conduct of the business shall be in accordance with the company's policies in such matters as notified from time to time and shall be promptly recorded in writing

Employees are expected to understand

- When deciding the gift, consider how the gift might look to an outsider
- When gift is more than nominal value, proper authorization to be taken
- While receiving gift of more than nominal value, inform your reporting manager
- Gifts such as pens, mugs, calendar and wine bottle are acceptable

Employee should avoid

- Giving and/or receiving gifts that violate Capgemini policy
- Giving and/or receiving money/cheque/shares/options
- Giving and/or receiving gifts that influence business judgment
- Giving and/or receiving entertainment ticketing/sports events
- Being insensitive to personal and cultural beliefs while giving gifts

Political Contribution

- Financing to political parties is strictly prohibited
- Confidentiality to be maintained with respect to any financial information
- Strict confidentiality to be maintained for sharing any financial information
- Buying and/or selling of company shares before the publication of results

Violation and Redressal Mechanism

Questions regarding the compliance to the stated policy should be directed to your People Partner. Employees are encouraged to report violation or any issues that are related to the policy with the respective BU/Practice head or with the People Partner. There would be a formal disciplinary process for employees who violate Capgemini policy and procedures. Action taken would include, but not limited to:



- Verbal or written reprimand
- Referral to appropriate counselling
- Withholding of a promotion based on behavioural issues
- Termination of employment

Confidentiality of Information

Overview

Business information relating to its clients, subsidiaries and affiliates must be kept secure, must be used solely as authorized by the company and must not be used for personal interests nor given to unauthorized persons inside or outside Capgemini. Information related to the operations, planning and financial status of Capgemini shall be kept confidential.

Scope

This policy applies to all full-time, part-time and temporary employees of Capgemini.

Policy Statement

All employees of Capgemini are responsible for protecting Capgemini confidential information from unauthorized disclosure



- During your employment, you may from time to time obtain non-public information that belongs to Capgemini or to business partners. (Clients, suppliers, etc.)
- Non-public information includes, but is not limited to, any personal information or confidential information provided by Capgemini business partners, as well as information about Capgemini clients, executives, finances, product development, marketing strategy, sales prices, non-published financial results and changes to shareholders.
- It is important that all Capgemini employees meet the following standards of confidentiality:
 - Maintain confidentiality over client affairs and information provided by the client.
 - When working for clients, who compete with each other, ensure that you take the necessary steps to protect against transfer of knowledge that would be of a competitive significance.
 - Take all necessary security measures to protect the client business data and Capgemini business data (e.g. keeping paper documents containing such data in locked facilities, always protecting your laptop with a user name and password that are to be entered each time when you log-in, not reading documents containing such data while traveling in mass transit etc.)
 - Report any failures to meet Capgemini required standards of confidentiality to your manager.
 - Maintain a clear desk policy.
 - More generally, you should avoid disclosing information outside Capgemini other than for the purposes of your employment with Capgemini.
 - This duty of confidentiality continues after you cease to be employed by Capgemini.
 - When you leave Capgemini, you must return to Capgemini all manuals, ID card, correspondence, lists of business contacts and clients, notes, memoranda, plans, drawings and other documents of whatsoever nature in your possession or under your control, including computer disks and printouts made or compiled by or delivered to you during your employment, regarding Capgemini and Capgemini clients' business, finances, clients or affairs.
 - Examples of confidential Information include: marketing strategies and/or assessments of the marketplace; related to software or computer programs created or designed by the employee acts relating to personnel data, health records or financial forecasts, compensation policies, recruitment details, recommendations or plans.

Violation and Redressal Mechanism

Questions regarding the compliance to the stated policy should be directed to your People Partner.

Employees are encouraged to report violation or any issues that are related to the policy with the respective BU/Practice heads or with the People Processes representative.

There would be a formal disciplinary process for employees who violate Capgemini policy and procedures. Action taken would include, but not limited to:

- Verbal or written reprimand
- Referral to appropriate counselling
- Withholding of a promotion based on behavioural issues
- Termination of employment

There will be a formal disciplinary process for employees who violate Capgemini policy and procedures.



Conflict of Interest and Business Ethics

Overview

This policy is designed to prevent "conflict of interest" situations, including situations in which the Capgemini employees do nothing which conflicts with interests of Capgemini or anything which could be construed as possibly conflicting with such interests.

Scope

This policy applies to all full-time, part-time and temporary employees of Capgemini.

Policy Statement

Capgemini believes that credibility, integrity and trustworthiness are critical components of the current and future success of its business. Capgemini is committed to upholding high ethical standards in all of its global operations. Each employee owes a duty to Capgemini to act with integrity and good faith.

Outside Employment

- Significant ownership interest in any client, supplier or competitor
- Any independent employment relationship, directly or indirectly, with any client, supplier or competitor
- Be engaged, concerned or interested directly or indirectly with any other business or occupation without the prior written consent (which may be refused) of Capgemini that employs you. If you would like to become a non-executive director of another company, you must also obtain the prior written consent and approval of CEO. This may not preclude you from holding or acquiring any other company's shares or other securities which are publicly listed (subject to the limitations set forth in item (i) above and subject further to compliance with the rules on insider trading) or deal in any recognized stock.

Conduct when Obtaining Business

- The receipt or giving of any money, non-nominal gifts or excessive entertainment from any company or individual with which Capgemini has current or prospective business dealings (for more information, please consult the rules on business gifts and entertainment).
- Being in the position of supervising, reviewing or having any influence on the job evaluation, pay or benefit of any close relative and/or close friend who is an employee of Capgemini.
- Being in the position of procuring, for Capgemini, products or services from any company or physical person, with whom you have a personal or family interest

Confidential Information



Using or disclosing any confidential information about Capgemini clients to any person or entity for personal gain (except to the extent as may be necessary in carrying out your role) and, more generally, using your position for personal gain.

Borrowings

No employee (or his/ her immediate family) shall make borrowings or receive credit from third parties on an abnormally favoured basis unless approved by their reporting head. Borrowings between employees are highly discouraged.

Selling

Capgemini does not allow any other form of solicitation of employees by outside/inside people on the company's premises including the sale of raffle tickets etc. without prior approval from the HR department. The sale of such items by employees should be done off the Company's premises.

The foregoing list is non-exhaustive

Violation

There would be a formal disciplinary process for employees who violate Capgemini policy and procedures.

Redressal Mechanism

- You must notify your manager if you have any relationships which could create, or appear to create, a conflict of interest. The obligation is upon you to raise such a conflict of interest. If you are unsure as to whether any activity amounts to a conflict, please raise it with your manager in any event, who will then decide whether it amounts to a conflict. In certain circumstances, the
- Group may, at its discretion, provide consent for any such activity.
- If a project assignment may compromise your personal beliefs or values, you must discuss this with your manager in the first instance to establish what options are available
- If you become involved in or are otherwise made aware of such a conflict of interest, please contact your People Partner

Employee Health and Safety Policy

Overview

Employee Health & Safety form an integral part of work environment. Our commitment to the Health and Safety of our employees under our management is an important aspect of our sustainability goals. In addition, achieving high levels of pro-active health and safety standards contributes to customer satisfaction, business results and employee motivation.



Scope

This policy applies to all full-time, part-time and temporary employees of Capgemini.

Policy Statement

- To promote the health and safety of all employees, at work, and outside
- To prevent workplace and work-related injuries and illnesses
- To improve the working conditions and well-being at work

Principles

We expect our employees to take reasonable care of their health and safety, and any other persons who may be affected by their acts or omissions at work.

Employees are expected to co-operate with their Supervisors (Managers) and other colleagues in fulfilling our objectives and statutory duties in a safe manner, without putting at risk their own health and safety, and / or the health and safety of others.

All employees must adhere to the following **Health & Safety Principles**:



- Employees should observe health and safety regulations, and guidelines in their day-to-day work environment.
- Employees are expected to seek guidance and report concerns to their Supervisors, where they believe that the health and safety of any employee is at risk.
- The Company provides adequate security to ensure the safety of employees working in the office premises.
- Attend Fire and Safety training whenever they are conducted by the Physical Security team.
- Carry out their work safely and without undue risk to themselves, colleagues and / or others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provided for health and safety purposes.
- Not bring any equipment, tools, radios, etc. to the Company premises without prior permission from their Supervisor / Manager.
- Conduct themselves in a responsible manner while on Company business, be alert about hazards and refrain from any form of horseplay.
- Comply with the arrangements on emergencies and fire as they have been instructed
- Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
- Keep their work areas tidy and clear of hazards.
- Report accidents, incidents and hazards they observe to their Supervisors / Managers.
- Travel safely
 - Capgemini encourages employees to always use seatbelts while driving and helmets while riding two-wheelers, as safety measures.
 - Capgemini expects all employees to desist from driving or riding a two-wheeler under the influence of alcohol or any drugs or intoxicants or medicines which might impair the employee's ability to drive/ride in a safe manner, and thereby put their own safety and the safety of others, at risk.
 - While planning to travel for work, employee should exhibit due care and diligence in choosing the right mode without compromising the safety and security. The use of the Capgemini appointed TA is mandatory for both safety and economic reasons.
 - Before travelling internationally, all employees should ensure that they are well informed about, and aware of any risks involved before they depart. The objective is to assess the risks of travelling to the country or countries of their destination and to review the methods they should employ to deter criminal interest in them and to decrease the possibility of criminal attack.
 - Information should be reviewed which provides an up-to-date assessment of terrorist and criminal activity in all countries to be visited.
 - As available, internal FS SBU resources should be used to provide such information if a Capgemini FS SBU office is in the country to be visited. In addition, and for countries where such internal sources are not available, external sources of information should be used.
 - Whenever possible, routes, timing and methods of travel should vary. The guiding principle to follow is to be unpredictable.
 - Always use reputable airlines with a good safety and security records.
 - Always travel overseas with necessary insurance coverage.
 - Do not unnecessarily publicize your travel arrangements or your future movements.



- Always ensure that your family, administrative assistant, and/or colleagues in leadership know your agenda which should include the following information:
- Where you are going, when you are going, and how are you travelling
 - When you are expected to arrive
 - When you are expected to return
 - Emergency contact numbers at your destination
 - Once you arrive, let them know any changes related to your schedule
 - Let them know about your return journey
- Additionally, all Supervisors (Managers) and Department Heads are responsible for ensuring that Capgemini's Health and Safety policy is communicated, understood, implemented and maintained throughout the Group. We expect the following from the Supervisors & Department Heads:
 - Monitor health and safety of employees
 - Coach employees to be safety conscious
 - Investigate accidents
 - Provide technical training regarding prevention of accidents
 - Coordinate health and safety programs
 - Develop safety reporting systems
 - Train employees on handling facilities and equipments
 - Maintain safe working conditions

Benefits

To ensure well-being of our employees and their dependents, we provide the following Health and Safety related benefits related to employees:

- First Aid in our facilities
- Implant Doctor on duty or on call in our facilities
- Medical Insurance [Employee, dependents and parents (Optional)]
- Group Term Life Policy - Accidental Death Cover
- Permanent Total Disability Cover
- Permanent Partial Disability Cover
- Compensation if the employee is unable to attend office due to temporary disability

Initiatives

The MyHealth@Capgemini initiative is a completely optional initiative being driven by the HR India team. Benefits provided under the MyHealth@Capgemini initiative include the following:



- Free Base Level Health Screening (Blood Tests).
- Online Health Risk Assessment (HRA) that will allow you to assess your own level of health risks.
- Healthy Pregnancy Program (HPP) – a complete family program to educate, support and facilitate essential services to the mother-to-be and her family. The program empowers women to make informed decisions and enables access to the best resources available for an easy and wonderful experience.
- Employee Assistance Program – Free Professional & Confidential Counselling, available on telephone, online and face-to-face modes.
- Availability of medical help:
 - The following centres don't have major hospitals very close by, so we have a doctor available on the company premises, through the week.

Center	Doctor's Room	Contact No	Days of Service	Timing
Pune (Talwade)	Near Main Entrance 1st Floor, Unit 2(A)	Ext No. 2014024	Monday to Friday	9.00 am - 5.00 pm
Hyderabad	Basement, Cafeteria Building	Cell No. 9949055537	Monday to Friday	2.30 pm - 4.30 pm

- Other centres have major hospitals within 10 to 15 minutes of driving distance.

Please get in touch with your respective People Partner if you have any questions.

Diversity and Inclusion Policy

Overview

Capgemini sets a high value on the contribution of its people and recognizes that they should be valued as individuals. It recognizes that everyone has a different background and that each one of them can bring fresh ideas and perceptions, making the workplace more sensitive and efficient. Diversity enables the company to reflect today's multi-cultural society and the changing social and economic patterns in the workforce.

We at Capgemini believe that developing a workforce that reflects the diversity of our customer base and the communities in which we operate helps our business. We are committed to providing opportunity and a respectful environment for everyone who works with us. Our commitment to diversity underpins all our human resources policies and practices and all our dealings with customers, suppliers and stakeholders.

This means that we will be inclusive, and we will not discriminate directly or indirectly against any person because of age, gender identity, marital status, pregnancy, race, colour, ethnic origin, sexual orientation, disability (both physical and mental), religion or belief.



Scope

This policy applies to all full-time, part-time and temporary employees of Capgemini.

Policy Statement

It is Capgemini policy and practice to provide and promote equal employment opportunities for all employees and candidates.

- The company will not discriminate on any grounds in hiring, compensation, access to training, promotion or termination.
- The company is committed to equality of opportunity and dignity at work for all, irrespective of caste, religion, race, colour, creed, ethnic or national origins, gender, marital status, sexuality, disability, class or age
- The company is also committed to an environment that does not tolerate any form of bullying or harassment on any basis

Principles

Diversity in Capgemini India specifically covers:

- Working Environment
- Discrimination
- Harassment/Bullying
- Reasonable Adjustment
- HIV/AIDS

Working Environment

- Diversity means having a working environment where employees are encouraged to achieve their potential and we will do this by:
 - Ensuring that employment selection decisions are based on objective, non-discriminatory job-related criteria and are consistently applied
 - Continuously reviewing and improving our practices and procedures, including recruitment, selection, promotion, grievance, discipline, harassment, and dismissal to ensure equality
 - Working positively to identify barriers to progress and taking action to remove those
 - Training and continuously educating line Managers and all other employees involved in people management processes
 - Communicating the spirit of our diversity policy to everyone within Capgemini India and those who are part of it

Discrimination



- Diversity ensures that minority groups are protected, and that discrimination does not occur. Discrimination takes two forms, direct and indirect. Direct is where an employee is treated less favourably on the grounds of his/her caste, religion, sex, race, disability, sexual orientation or age. An employee will have been indirectly discriminated against if a condition or rule is applied to him/her which disqualifies him/her from an activity such as an assignment, on the grounds of his/her caste, religion, sex, race, disability, sexual orientation or age
- It is not easy to define exactly what will constitute harassment based on race, colour, creed, religion, gender, marital status, national origin, age, handicap, disability or other protected status. Here are some examples of behaviour which violates this policy such as epithets, slurs, quips, or negative stereotyping that relate to race, colour, creed, religion, gender, national origin, marital status, age, disability or other protected status

Harassment/Bullying



- Harassment can be described as unwanted behaviour, which an employee, a colleague, a client or a supplier finds intimidating, upsetting, embarrassing, humiliating or offensive. It is immaterial whether it is intentional or not. The key in deciding whether harassment has occurred is how the recipient feels about the behaviour. The impact of harassment and bullying on the individual who is being harassed can be significant and detrimental to their behaviour, morale, health and performance
- Harassment can take several forms. This is by no means an exhaustive list, but examples are:
 - Non-Verbal: Offensive letters or emails, messages, publications, gestures unwanted gifts, graffiti, and displays on walls shows hostility or aversion toward an individual or group because of race, colour, creed, religion, gender, national origin, marital status, age, disability or other protected status
 - Verbal: Suggestive or explicit language, unwanted propositions, jokes of a sexual/racist/offensive nature, insults, ridicule, threats "pranks" or other forms of "humour"
 - Physical: Unnecessary and deliberate bodily contact, touching, indecent exposure, assault, jostling
- The type of behaviour described above and any such events which causes emotional trauma is unacceptable not only in the workplace, but also in other work-related settings, and not limited to, such as business trips or business related social events
- Bullying is not dissimilar to harassment; however, it usually involves the misuse of power or intimidation leaving the individual feeling hurt, vulnerable, angry and helpless. Examples of potentially bullying behaviour include:
 - Public humiliation, put-downs or ridiculing
 - Personal insults and name calling
 - Persistent criticism
 - Aggressive behaviour or threats directed at an employee
 - Turning down leave for no discernible reason
 - Persistent placing of excessive demands on employees, setting of unrealistic targets or objectives, or the changing of targets or objectives without good reason
- Bullying must not be confused with:
 - Negative feedback from an employee's manager or a client which is intended as constructive comment
 - Reasonable instructions given to an employee by his/her manager or a client
 - Performance management and the setting of work related targets and objectives or action taken under the disciplinary procedure appropriate

Reasonable Adjustment



- Capgemini, as an organization, would ensure to make reasonable adjustments if an employee has a disability or become disabled so that he/she can effectively do his/her work
- The range of conditions can include both physical and mental conditions. For example: mobility, sight, diabetes, dyslexia, thyroid conditions, schizophrenia, stress and/or depression. The impact these conditions have on employee's ability to do his/her job must be significant and will normally have already lasted for 12 months or be expected to last for 12 months
- If there is a risk of an employee becoming disabled, he/she must talk to his/her manager at the earliest opportunity so that the manager can obtain the best advice and guidance to help the employee. This may involve taking guidance from occupational health or a specialist adviser who understands employee's disability
- The advice we receive will enable reasonable adjustment to be made which may involve acquiring special equipment for the employee like a keyboard or special chair, arranging transport or adjusting his/her working arrangements. These are just examples and reasonable adjustment will be defined according to one's circumstances and business needs

HIV/AIDS

The company will support any of its employees, if he/she is HIV positive or develops AIDS

Violation Redressal Mechanism

Questions regarding the compliance to the stated policy should be directed to your People Partner.

Employees are encouraged to report violation, or any issues thereof related to the policy with the respective BU/Practice head or with the People Partner.

There would be a formal disciplinary process for employees who violate Capgemini policy and procedures. Action taken would include, but not limited to:

- Verbal or written reprimand
- Referral to appropriate counselling
- Withholding of a promotion based on behavioural issues
- Termination of employment

Retaliation



- Capgemini will not in any way retaliate against an individual who makes a report of perceived harassment or discrimination
- Capgemini will not permit any other employee to do so
- Retaliation is a serious violation of Capgemini policy, and anyone who feels they have been subjected to any acts of retaliation should immediately report such conduct to the HR Head

Policy on Prevention of Sexual Harassment (“POPSH”)

[Click here](#) to understand what constitutes sexual harassment at workplace, and let’s together create an environment free of bias or gender discrimination.

Raising Concern Procedure (Whistleblower Policy)

Overview

This policy is applicable to Capgemini India employees across all entities and business units. This policy enables employees to seek guidance and report their concerns on ethics and compliance issues, including but not limited to:

- misconduct, wrongdoings,
- breaches of company policies (including [Code](#) and the [Blue Book](#)),
- laws or regulations (including irregularities in accounting, auditing or banking matters, bribery, unfair competition, criminal offence, fraud, forgery or improper financial reporting related to the business of the Group and/or Company) or
- Where you believe that interest/reputation of the Company or Group or health and safety of any employee is at risk.

Click [here](#) for detailed policy document.

Dress Code Policy

Overview

Capgemini has in place a dress code for the office, as well as for company functions during normal business hours held in an office, hotel and/or a business conference centre. The overriding standards of our dress code are professionalism, appropriateness and good judgment.

Scope



This policy applies to all full-time, part-time and temporary employees of Capgemini India.

The dress code for all employees is "Business Casuals" from Monday to Thursday and "Smart Casuals" on Friday.

Dress should be clean, neat and have a professional appearance.

Employees working at a client site should adhere to client's dress code policy.

Communications concerning company functions will usually state expectations about appropriate dress. In the absence of specific guidelines, employees should assume that business casual attire is appropriate. More specific guidance on acceptable business casual attire will periodically be provided to you. In any case please note that your attire should be suitable enough for you to appear before clients / other external visitors.

Please refer to the guidelines below for appropriate and inappropriate clothing. Inappropriate clothing includes, but is not limited to the details given in the guideline below:

For Women

ATTIRE	BUSINESS CASUALS (MONDAY to THURSDAY)	SMART CASUALS (FRIDAY)	NOT OFFICEWEAR
INDIAN	SALWAR KAMEEZ, CHURIDAR, KURTA SARI	BUSINESS CASUALS	-
TROUSERS	FORMAL TROUSERS, GABERDINES, KHAKIS	BUSINESS CASUALS, JEANS	BIG CHECKS, CAPRI, BERMUDAS, SHINY TROUSERS, HIPSTERS, SUSPENDERS
SKIRTS	LONG /SHORT SKIRTS WITH PLAIN / FAINT STRIPES	BUSINESS CASUALS, KNITWEAR / FLORAL SKIRTS, DENIM	MINI SKIRTS, WRAPAROUND, SHINY PARTYWEAR, THREEFOURTHS
SHIRTS	SHIRT - FULL SLEEVES, HALF SLEEVES T - SHIRT - COLLARED ONLY	BUSINESS CASUALS, CHECKS/ STRIPES, SHIRT WITH [SLEEVELESS JACKET], BIG FLORAL PRINTS, T-SHIRT Collard Only	LYCRA



TOPS	PLAIN, LACE	BUSINESS CASUALS, PLAIN SATINS, SMALL FLORAL PRINTS, BIG FLORAL PRINTS / SLEEVELESS	LYCRA, TANK TOPS, FIGURE HUGS WITHOUT JACKET, SPAGHETTI
FOOTWEAR	SLIP-ONS, LEATHER/SUEDE BOOTS/SHOES, LEATHER/SUEDE SANDALS	BUSINESS CASUALS, COURT SHOES, RUBBER SPORT, KEDS, VELVET BOOTS, SUEDE, CANVAS SHOES	SLIPPERS, SPORTS SANDALS, FLOATERS

For Men

ATTIRE	BUSINESS CASUALS	SMART CASUALS	NOT ALLOWED
TROUSERS	FORMAL TROUSERS, GABERDINES, KHAKIS	SAME AS BUSINESS CASUALS, JEANS	CARGOS, COWBOY PANTS, BIG CHECKS PANTS, THREE FOURTHS, EXCERSIZE PANTS, SWEAT PANTS
SHIRT	SHIRT - FULL SLEEVES, HALF SLEEVES T - SHIRT - COLLARED ONLY (Should be tucked in)	SAME AS BUSINESS CASUALS (Should be tucked in) T - SHIRT - COLLARED ONLY	SLEEVELESS, T SHIRT WITH SLOGANS (Except Capgemini), PICTURES, COLLARLESS T SHIRT
FOOTWEAR	LEATHER, SUEDE	BUSINESS CASUALS, SPORTS SHOES, CANVAS SHOES	SLIPPERS / CHAPPALS, SANDALS, FLOATERS, OPEN SHOES

Violation and Redressal Mechanism

Employees are encouraged to report violation or any issues that are related to the policy with the respective BU/Practice head or with the People Partner

There would be a formal disciplinary process for employees who violate Capgemini policy and procedures.



Drug and Alcohol-free Work Place Policy

Overview

Capgemini has a standard of conduct that prohibits the unlawful possession, use, or distribution of drugs or alcohol by employees on company's site and/or its client's sites or as a part of Capgemini work activities.

Scope

This policy applies to all full-time, part-time and temporary employees of Capgemini.

Policy Statement

Capgemini believes in maintaining an alcohol and drug-free workplace

- Employees, who pass, possess or sell controlled substances or illegal drugs on the company premises or while conducting company's business off premises, will be subject to immediate dismissal without severance pay
- As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days of the violation, her/his manager or a People Partner of any criminal drug statute conviction they receive. On receiving this conviction, Capgemini shall require the employee to participate satisfactorily in an approved drug-abuse assistance or treatment program.

Capgemini reserves the right to search and inspect for the maintenance of a safe workplace.

Violation and Redressal Mechanism

Questions regarding the compliance to the stated policy should be directed to your People Partner.

Employees are encouraged to report violation or any issues that are related to the policy with the respective BU/Practice head or with the People Partner

There would be a formal disciplinary process for employees who violate Capgemini policy and procedures. Action taken would include, but not limited to:



- Verbal or written reprimand
- Referral to appropriate counselling
- Withholding of a promotion based on behavioural issues
- Termination of employment

Inside Trading Policy

Overview

Capgemini has certain restrictions that apply to trading in publicly listed securities of the company's actual or potential clients, suppliers or business partners that must be adhered to rigorously. Employees are expected to exercise the utmost caution when considering transactions that involve the shares of Capgemini's clients, suppliers or business partners.

Scope

This policy applies to all full-time, part-time and temporary employees of Capgemini Policy Statement

Policy Statement

Definition: Insider trading generally designates trading in a security (share, bond, note, option, etc.) of a publicly listed company while in possession of material non-public information about such company (i.e., information which is not generally available to the investing public and which is substantially likely to be considered by a reasonable investor to be important in deciding whether to buy, sell or hold a security).



- There are certain restrictions that apply to trading in publicly listed securities of the Group's actual or potential clients, suppliers or business partners that must be adhered to rigorously
- You are prohibited from dissemination of insider information and from any securities transactions based on insider information in relation to Capgemini or its clients, suppliers or business partners
- If you are assigned to a project which involves a merger, acquisition or joint venture and you hold stock or shares in the companies concerned you must declare your interest to your manager
- Being employed in Capgemini Group further requires complying with strict Group policies, especially the rule of NOT buying or selling company shares during the periods (twice a year) before our results are published. These periods (called "closed periods") prior to the release of results (half-year and year-end results) is indisputably delicate since we could be viewed as having access to sensitive information. The aim of this rule is to protect you and the Group against any potential risks (mainly insider trading). All employees will be notified of closed periods
- Employees are required to obtain prior written approval prior to making any investment in a client, potential client or other business entity, with which Capgemini has or may have dealings. This restriction does not apply to investments in a publicly held company if the investment constitutes less than five percent (5%) of the ownership of the publicly held company

Violation Redressal Mechanism

Questions regarding the compliance to the stated policy should be directed to your People Partner.

Employees are encouraged to report violation or any issues that are related to the policy with the respective BU/Practice head or with the People Partner.

There would be a formal disciplinary process for employees who violate Capgemini policy and procedures. Action taken would include, but not limited to:

- Verbal or written reprimand
- Referral to appropriate counseling
- Withholding of a promotion based on behavioural issues
- Termination of employment

Ethical Charter

Overview

Capgemini's Ethical Charter highlights the adherence to the Group values (Boldness, Freedom, Fun, Honesty, Modesty, Team Spirit and Trust) and strong ethical behaviour which are the foundation of the company's development.

Scope

This policy applies to all full-time, part-time and temporary employees of Capgemini.



Policy Statement

Respecting human rights in dealing with Group stakeholders e.g. team members, clients, suppliers, shareholders, communities etc.

- Recognizing that local customs, traditions and practices may differ. As a global organization, we therefore comply with local laws and customs while supporting international laws and regulations
- Refusing the usage of forced and compulsory labour
- Ensuring that none of our practices involve child labour
- Ensuring there is no unlawful discrimination of any kind in working relations and promoting diversity in the work place
- Supporting flexible working conditions to promote a balance of work and life
- Promoting the training and personal development of our team members
- Respecting freedom of association
- Respecting health and safety regulations in our day-to-day work environment and in dealings with stakeholders
- Requiring that team members maintain confidentiality regarding sensitive information to which they have access, whether it is internal or client information, in accordance with applicable laws

Violation Redressal Mechanism

Questions regarding the compliance to the stated policy should be directed to your People Partner.

Employees are encouraged to report violation, or any issues thereof related to the policy with the respective BU/Practice head or with the HR representative.

There would be a formal disciplinary process for employees who violate Capgemini policy and procedures. Action taken would include, but not limited to:

- Verbal or written reprimand
- Referral to appropriate counselling
- Withholding of a promotion based on behavioural issues
- Termination of employment

Equal Employment Opportunity

Capgemini FS SBU is an equal employment opportunity and affirmative action employer. Capgemini FS SBU provides equal employment opportunities to all employees and applicant's regardless of race, religion, national origin, colour, sex, age, medical condition, disability, marital status, sexual orientation, veteran status or any other legally protected status. This policy applies to all conditions of employment including, but not limited to, recruitment, selection, placement, transfer, promotion, training, compensation, benefits, and termination. All decisions regarding conditions of employment must be based on the individual's overall qualifications and his or her ability to meet the requirements of the position.



Capgemini FS SBU management is primarily responsible for seeing that Capgemini FS SBU's equal employment opportunity policies are implemented, but all employees share the responsibility for assuring that, by their personal actions, the policies are effective and applied uniformly to everyone.

Any employee, including Managers and Executives, who violate the policies will be subject to disciplinary action, up to and including termination.

IF YOU BELIEVE THAT SOMEONE HAS DISCRIMINATED AGAINST YOU IN RELATION TO ANY CONDITION OF EMPLOYMENT, YOU SHOULD REPORT THE MATTER IN ACCORDANCE WITH CAPGEMINI FS SBU'S ANTI-HARRASSMENT POLICY.

Personnel Information Security

Overview

Capgemini has a responsibility to ensure that employee personal and private data is secured. It is also every employee's individual responsibility to protect organization information.

The objective of this policy is to define, develop, communicate and implement formal methods and procedures for establishing operational standards and certain procedures for personnel information security.

Scope

This policy is applicable to all information and data owned or controlled by FS SBU HR Team and the hiring/employee information it maintains. All employees (permanent, contractors and subcontractors) are covered under this policy.

Policy Statement

All employees should adhere to the security responsibilities mentioned in the policy document.



- Employment information is considered sensitive in nature and must be protected. Hard copy employment information should be kept under lock and key with only authorized employees having access. This information should never be left in the open on employees' desks unless it is actively being used at the time. Shredder should be used for disposing off hard copy employment information. Employees should bring to notice to their People Partner of any violation of this practice.
- Electronic employment information must always be stored on protected systems and should never be transmitted outside of Capgemini in an unsecured manner (such as email). Only those employees who require access to effectively function in their role should have access to employment information.
- Personal information about a prospective employee shall not be gathered unless it is necessary to make an employment decision and relevant to the job being considered.
- All employees to be placed in positions of trust must pass a background check that verifies their history and integrity in a level appropriate with the prospective job description.
- If a terminated employee had authority to direct contractors, consultants, or temporaries, or if the same employee had the authority to bind Capgemini in a purchase or another transaction, then People Partners must promptly notify all relevant third parties that the terminated employee is no longer employed by Capgemini.
- In all cases where employees are involuntarily terminated, they must be immediately relieved of all their duties, required to return all Capgemini equipment and information, and escorted while they pack their belongings and walk out of Capgemini facilities.
- At the time that every employee, consultant, and contractor terminate his or her relationship with Capgemini, all Capgemini property including, but not limited to, portable computers, library books, documentation, building keys, magnetic access cards, credit cards, and outstanding loans, must be returned.
- At the time of termination, People Partners must ensure that notification is sent to relevant support groups so that physical, logical, and systems access can be removed. After notification HR must collect confirmation that all physical, logical, and systems access has been removed. These confirmations should be stored as part of the employee's termination documentation.
- Employees, temporaries, contractors, and consultants must not receive their final pay check unless they have returned all hardware, software, working materials, confidential information, and other property belonging to Capgemini.

Violation Redressal Mechanism

Questions regarding the compliance to the stated policy should be directed to your People Partner. Employees are encouraged to report violation or any issues that are related to the policy with the respective BU/Practice head or with the People Partner.

There would be a formal disciplinary process for employees who violate Capgemini policy and procedures. Action taken would include, but not limited to:



- Verbal or written reprimand
- Referral to appropriate counselling
- Withholding of a promotion based on behavioural issues
- Termination of employment

Violence at Workplace Policy

Overview

Capgemini has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, violent arguments, harassment, and/or coercion, which involve or affect Capgemini, its employees or its clients, or which occur on Capgemini's or its client's property, will not be tolerated.

Scope

This policy applies to all full-time, part-time and temporary employees of Capgemini.

Policy Statement

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions at Capgemini, or to create a hostile, abusive, or intimidating work environment for one or several employees which involve or affect Capgemini or its clients, or which occur on Capgemini's or its client's property, will not be tolerated.

Violation and Redressal Mechanism

Questions regarding the compliance to the stated policy should be directed to your People Partner.

Employees are encouraged to report violation or any issues that are related to the policy with the respective BU/Practice head or with the People Partner.

There would be a formal disciplinary process for employees who violate Capgemini policy and procedures. Action taken would include, but not limited to:



- Verbal or written reprimand
- Referral to appropriate counselling
- Withholding of a promotion based on behavioural issues
- Termination of employment

Disciplinary Process

Overview & Objective

The Disciplinary Process reflects Capgemini India (the Company) values by encouraging and assisting employees to achieve acceptable standards of performance and conduct with the aim of fulfilling employees' potential.

The Disciplinary Procedure is designed to facilitate an improvement in performance or conduct: it is not intended to punish. It will normally only be applied when informal approaches have been exhausted or where an informal approach is inappropriate. Where appropriate, managers will deal with any minor issues on an informal basis as part of normal management practice.

Where the informal procedure has not facilitated the required improvement or is not deemed appropriate due to the nature of the misconduct or performance issue, the formal procedure will be applied.

Scope

The disciplinary process is applicable to all employees on the rolls of FS SBU India.

Disciplinary Process

Performance

If an employee receives an unsatisfactory performance review rating or when supervisor raises concerns about his/her performance and/or behaviours the employee will be placed on a Performance Improvement Plan (PIP). If the employee does not reach the required standards identified in the PIP, the disciplinary process will be invoked. This will include the PIP being reviewed and extended to enable the employee to achieve the required standard of performance.

The procedure may also be invoked where employee makes a serious mistake which potentially impacts adversely on the business, a client or on colleagues.

Misconduct

This covers those actions and behaviour which are unacceptable to Capgemini and include:



- Persistent unpunctual behaviour
- Absenteeism without permission
- Failure to comply with organizational policies (i.e. IT Security Policy/ procedures, dress code)
- Creating disharmony with colleagues or clients
- Involvement in incidents which may harm Capgemini branding
- Theft or unauthorized possession of any property belonging to Capgemini, our clients or any other employee
- Dishonesty, falsification of information on purpose
- Deliberate damage to or misuse of Capgemini property or that belonging to a client or an employee
- Fraud or falsification of reports, accounts, expense claims or self-certification forms
- Falsification of a qualification or experience that is a stated requirement of Employment or \results in financial gain to the employee
- Conviction of a criminal offence
- Sexual misconduct at work
- Receiving or giving of a bribe
- Any dishonest or fraudulent dealing with Capgemini or client funds, property or confidential information including insider dealing and passing of price sensitive information to others.

The above is not an exhaustive list but is given for guidance and illustrative purposes only.

Process

The following process will be followed for potential disciplinary matters:



- Supervisor of concerned employee needs to inform respective People Partner about the incidence / issues.
- People Partner will interact with appropriate person/s to understand the incidence/issues and to capture appropriate evidence which might include
 - Relevant emails, written notes, reports or statistics
 - Appraisal and performance review information
 - Attendance records
- People Partner will invite the employee to a meeting and explain the complaint made against the employee and go through the evidence that has been gathered. The employee will then have the opportunity to set out his/her case and answer any allegations that have been made. Employee can ask questions, present evidence and raise points relating to the investigation report findings. The purpose of the meeting is to establish the facts.
- People Partner will keep BU heads / Practice heads / People Partner Head / People Process Head informed of the findings of the investigation and further recommendation.
- People partner will get approval on the action to be taken from the BU/ Practice Head/Function Head and the People Partner/People Process Head.
- People Partner, with the supervisor, will meet the employee and explain the course of action and the consequences. Action taken would include, but not limited to:
 - Verbal or written reprimand
 - Referral to appropriate counselling
 - Withholding of a promotion based on behavioural issues
 - Termination of employment
- In cases of termination of employment, employee needs to be given suitable notice as per the terms of the employment contract.

Other Sanctions

- Capgemini Financial Services may at its discretion and depending on the individual circumstances of the case, consider imposing a sanction as well as a warning. Sanctions include a reduction in pay, exclusion from the next pay review round, transfer to a different team, business unit/discipline or demotion, which may also lead to pay reduction.
- In certain cases where there is clear evidence of policy violation, the action mentioned above will be taken post discussion with BU/Practice/Function Head and approval from People Partner/Process Head.

Missing Time Policy

Objective

Missing Time Policy is a document that shares the importance of on time and accurate reporting of time, to define “time- entry violations” and implications of non-compliance to the policy.



Scope

Missing Time Policy is applicable to:

- All permanent employees on Capgemini FS SBU rolls globally
- All employees on contract or engaged through external sub-contractors working for Capgemini FS SBU globally

Features

Both, the employee as well as the supervisor is responsible for compliance to this policy.

Exceptions

An employee is not in time entry violation if:

- Time is stuck in "Clarity" or "Oracle" interface
- An employee or the supervisor has opened a help-desk ticket that has not been resolved at the time of issuance of warning

Policy Details

Importance

Reporting of on-time and accurate "Time and Expense" is critical for achieving operational excellence in a professional service firm. The lack of on time and accurate time entry can lead to:

- Non-billing or wrong billing of clients leading to client dissatisfaction
- Delayed billing leading to delayed cash collection and the organization's monthly revenue
- Wrong categorization of costs leading to poor decision making by the management
- Inaccurate recognition of revenue and impact on the operating unit profits
- Wrong KPIs from utilization to average billing rates or daily costs

Responsibilities

- Employees must enter time accurately and on time
- Supervisors must ensure that the time entered is accurate and approve/validate the same on time

Definition and Implications of non-compliance

An employee is in time entry violation if:



- Employee does not enter time for two consecutive weeks
- Employee does not enter time before the monthly closing date as announced in the monthly time entry emails sent to all FS SBU employees.
- Supervisor does not approve time for two consecutive weeks.
- Supervisor does not approve time before the monthly closing date as announced in the monthly time entry emails sent to all FS SBU employees.

The above implications are applicable to supervisors as well in case the time entry is not approved within the given timeframe.

Violation and Redressal Mechanism

There would be a formal disciplinary process for employees who violate Capgemini policy and procedures.

Important note

- Employees must raise a concern with “Time Helpdesk” in case they are unable to enter time and expense or are requested to do so even after completing the task
- Employees must raise a concern with “Time Helpdesk” in case the supervisor is unable to validate or approve time and expense or is requested to do so even after completing the task
- Employees must enter time in advance if they plan a vacation or leave
- Supervisors must ensure that approvals are routed to their “stand-ins” in their absence
- All time violations will be tracked on Clarity. All Employees and Supervisors can review the violation details on Clarity and officially record any disputes that will be sent automatically to the “Time Helpdesk” for response.

India – Relocation Policy

Deputation Policy

[Click here](#) for the Deputation policy.

Employee Transfer and Relocation Policy

[Click here](#) for the complete policy.

Relocation Policy — Locations Outside India

APPLICABLE FOR CANDIDATES RETURNING TO CAPGEMINI FS SBU

The following costs are reimbursed upon submission of original receipts:



- Reimbursement of one-way economy class air fare for self and family. Family is defined as the spouse and dependent children (maximum 2 children) –city of relocation to place of work. This travel coverage will be for the shortest distance between Capgemini FS SBU location and the place the person is relocating from.
- Accommodation at a hotel booked by the Company for a period of seven days for single or with family consisting of spouse and children (maximum two children). The Company will settle only accommodation bills with the hotel directly. All expenses incurred on and not restricted to liquor, cigarettes, personal telephone calls and entertainment will have to be settled by the employee and claimed later in accordance with the eligibility criterion.
- Food expenses on production of valid bills subject to a maximum of Rs.750/- if single and Rs. 1500/- for family per day will be reimbursed for a period of seven days.
- A total incidental expense of Rs.1500/- against the entire stay (with or without family) toward laundry, porter age, and auto will be reimbursed subject to production of valid bills wherever applicable and in accordance with the eligibility criterion.
- Employees need to refer to country specific policies on KM3.0 regarding reimbursements of expenses incurred on relocation of household good when traveling back to India.
- Transit Insurance –Employees are expected to notify India Mobility to get transit insurance for themselves and their dependents (wherever applicable) for fly backs or return travel. Please refer to country specific policies on KM3.0 for further details.
- For International Transfer Policies please access the HR'scommunityKM3.0 (<http://km3.capgemini.com/book/317507>)

Benefits

Group Personal Accident Policy

General Information

- This policy provides financial compensation in an unfortunate event of an accident leading to death or disablement of the insured. It insures the risk of any accidental injury/death during the employees' tenure with Capgemini FS SBU.
- To compensate the employee for any medical expenses that he/she would incur due to accident and leaves taken on the advice on the medical practitioner to recoup consequently reducing the financial burden on the employee.
- This policy enables the employee to use the best possible medical care in the event of accident without any financial constraints. This policy reimburses expenses made towards OPD (Out Patient Department) consultation as well as hospitalization

The policy covers the following:



- Accidental death cover
- Permanent total disability
- Permanent partial disability
- Compensation if the employee is unable to attend office due to temporary disability
- Medical expenses incurred
- Transportation of Family Members/ Repatriation of Remains

Sum Insured

Death Cover is 36 times of the monthly Total Fixed Cost of the employee subject to a maximum limit of INR 5 Crores.

Permanent Total Disability Cover is 36 times of the monthly Total Fixed Cost of the employee subject to a maximum limit of INR 5 Crores.

Permanent Partial Disability Cover is as per the defined scale of benefits table below:

Benefits Available

- **Accidental Death:** Wherein on death of the insured person the entire sum insured is paid out to the nominee.
- **Permanent Total Disablement:** The insured person in case of permanent total disablement because of an accident will receive total sum insured (as per PTD Limits)
- **Permanent Partial Disablement:** There might be cases where the life insured may be disabled partially because of an accident. For example, loss of sight on both eyes, loss of both hands etc. In such cases, this facility entitles him/her to a compensation based on the scale of benefits table below

Scale of Benefits:

Loss	Bajaj Benefits (% of Sum Insured)
Permanent total loss of sight of both eyes	100%
Permanent total loss of sight of one eye and physical separation for the loss of ability to use either one hand or one foot	100%
An arm at the shoulder Joint	75%
An arm above the elbow joint	70%
A hand or the wrist	50%
An arm beneath the elbow joint	60%



A thumb	25%
An Index finger	10%
Any other finger	5%
A leg above mid-thigh	75%
A leg up to mid-thigh	60%
A leg up to beneath the knee	50%
A leg up to mid-calf	45%
A foot at the ankle	40%
A large toe	5%
Any other toe	2%
Permanent loss of sight of one eye	50%
Loss of hearing of one ear	25%
Loss of hearing of both ears	75%
Sense of smell	10%
Sense of taste	5%
Shortening of leg by at least 5%	7%

Any other Permanent Partial Disability - % as assessed by a panel of doctors of the Insurance Company.

- **Temporary Disability:** If the person insured is not able to attend office because of a temporary disability, the insurance Company will compensate him or her with 1% of the sum insured or Gross weekly fixed salary whichever is less limited up to 100 weeks. (E.g. for a policy of INR 1 Lakh a weekly compensation of INR 1,000/- will be available.)
- **Medical Expenses** (OPD and / or 24 Hour Hospitalization) incurred on account of an accidental injury will be reimbursed subject to INR 10,000/- or actual whichever is lower. Reimbursement will be subject to submission of certificate from treating doctor and medical bills.
- **Transportation of Family Members / Repatriation of Remains:** In case of death of employee expenses towards transportation of family member / repatriation of remains will be compensated by insurance company up-to INR 10,000 or actual, whichever is lower

General Policy Exclusions

No indemnity is available i.e. no benefit is payable under the Policy for any Claim directly or indirectly caused by, based on, arising out of or howsoever attributable to any of the following:



- Suicide, attempted suicide or self-inflicted injury or illness
- Whilst under the influence of intoxicating liquor or drugs;
- Any deliberate or intentional, unlawful or criminal act, error, or omission of the member.
- From war (whether declared or not), civil war, invasion, act of foreign enemies, rebellion, revolution, insurrection, mutiny, military or usurped power, seizure, capture, arrest, restraint or detainment, confiscation or nationalization or requisition of or damage by or under the order of any govt. or public local authority.
- Whilst engaging in aviation or ballooning, whilst mounting into, dismounting from or traveling in any balloon or aircraft other than as a passenger (fare paying or otherwise) in any duly licensed standard type of aircraft anywhere in the world. Any loss suffered by the member because of his participation as the driver, co-driver or passenger of a motor vehicle during motor racing or trial runs.
- Any loss caused either directly or indirectly by nuclear energy, radiation.
- Venereal or sexually transmitted disease.
- Curative treatments or interventions that the insured performs or had performed on his body.
- HIV (Human Immunodeficiency Virus) and/or any HIV related illness including AIDS (Acquired Immune Deficiency Syndrome) and/or mutant derivatives or variations thereof however caused.
- Pregnancy, resulting childbirth, miscarriage, abortion, or complication arising out of any of the foregoing.
- The Insured's participation in any naval, military or a military exercises or war games or actual engagement with the enemy, whether foreign or domestic.
- For further details on claim procedure, document checklist and exclusions please refer to the [Employee Insurance Benefit Guide – FS](#) on KM3.0.

Conditions of Membership

- This cover will be extended to all Capgemini FS SBU employees as per the policy guidelines.
- The employee will stop being eligible for this cover after his last day of work at Capgemini FS SBU.
- Employees who are long term transferees will not be eligible to claim the benefits of this policy.
- No payment will be made by the Insurance Company for any claim arising out of non-adherence of Capgemini FS SBU safety norms. Hence all employees are requested to wear helmet while riding two-wheeler and seat belts while driving a four-wheeler.
- No payment will be made for any claim arising out of riding/driving under the influence of alcohol or drugs.
- Management reserves the right to decline a claim under such circumstances

Questions

For any questions on the policy please connect with –

Name	Agency	E-mail id	Contract No.	Designation	Level
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Rajesh Dhere	Global Insurance	capgemini.pune@glob alinsurance.co.in	7506932880	Executive	Level 1
Dr Namita Bhardwaj	Global Insurance	Namita.bhardwaj@glob alinsurance.co.in	9632633100	Manager	Level 2

Note:

The information contained here is only a summary of the employee benefit insurance policy documents. If there is a conflict in interpretation, then the terms and conditions of the applicable policy document will prevail.

Hospitalization Insurance (Mediclaime)

General Information

- This policy is designed to ensure that employees and their dependents are provided with medical care. All employees who are covered under the insurance program receive cover for their medical expenses.
- Capgemini FS SBU provides financial assistance to all employees, for medical expenses that one incurs in case of hospitalization for self and his/her dependents. The Group Mediclaime policy has been designed after an in-depth study of expectations of our employees and keeping in mind specific needs.
- This policy enables employees to use the best medical care possible, thereby minimizing the financial constraints. This policy will pay for the medical/hospitalization expenses incurred because of illness/diseases or injury following an accident during the period of insurance subject to certain exclusions (Check General Policy exclusions) and limits.
- This cover will be extended to all permanent employees, and their dependents, of Capgemini Financial Services Strategic Business Unit (hereinafter referred to as Company or Capgemini FS SBU) as per the policy and guidelines presented.
- Employees who resign from the Company will cease to draw any benefits under this policy at the end of their employment with Capgemini FS SBU.

Coverage Extended Based on Age of Employee on Family Floater Basis

Age Limit	Sum Insured (INR)
Age 18 years to 30 years	200,000
Age 31 years to 40 years	300,000
Age 41 and above	400,000

The Sum Insured is on family floater basis and is extended to employee, spouse and dependent children (up to an age limit of 21 years) only. The sum insured will be as per the age of the employee.



The coverage will not be for any other member in the family.

24 Hours Hospitalization

Only expenses on hospitalization for minimum period of 24 hours are admissible. However, this time limit will not apply for specific treatments i.e. Dialysis, Chemotherapy, Radiotherapy, and Eye Surgery-Cataract, Lithotripsy (kidney stone removal), Tonsillectomy, D & C taken in the Hospital/Nursing home and the insured is discharged on the same day of the treatment will be taken under hospitalization benefit.

Hospital/Nursing Home

A medical setup, that has been registered and licensed either as a Hospital or Nursing Home, with the local authorities and is under the supervision of a registered and qualified medical practitioner.

OR

- It has at least 15 inpatient beds.
- It has a fully equipped and functioning operating theatre.
- It has qualified nursing staff (any person who holds a certificate issued by a recognized nursing council) in attendance 24 hours per day.
- It has a Doctor who is in attendance 24 hours per day.
- It maintains daily medical records for each of its patients

Pre and Post Hospitalization Clause

Relevant medical expenses incurred for Laboratory Test, Pathological Test and such similar overheads usually incurred 30 days prior to the hospitalization will be covered under the pre-hospitalization clause.

Relevant medical expenses incurred for recommended health check-up after release from hospitalization and other such similar overheads usually incurred 60 days post hospitalization will be covered under the post-hospitalization clause.

Pre-Existing Condition Benefit

The pre-existing condition benefit helps the members get a complete coverage for all medical emergencies, including ailments that may have been there before the start of this policy. This benefit is up to the total eligible sum insured depending upon the age of the employee.

Maternity Benefit

The Maternity Benefit ensures that female members of the group are covered for medical expenses and complications relating to pregnancy. This benefit will ensure that pregnancy related expenses up to an amount of INR 50,000, will be borne by the insurance Company. There is no limit on the number



of deliveries that will be covered. There is no waiting period for a new member in the group for a Maternity Claim.

Pre Natal-Expenses are covered up to INR 5,000 within the overall Maternity limit.

Infertility Treatment Benefit

This benefit enables a member to get coverage for infertility treatment. Infertility treatment is covered subject to 24 hours hospitalization. This benefit has a limit of INR 10,000 per family unit per annum and with a corporate cap of INR 1,00,000 per annum.

Ambulance Charges Benefit

Ambulance charges are covered up to an amount of INR 2,500 per hospitalization for carrying the patient to the hospital.

Infant Insurance

Employees are required to intimate about the new addition in the family within 20 days from the Date of Birth of child to cover the infant under the insurance. The information will give details like name, date of birth of the child.

Room Rent

Room rent charges per day is limited to 1% sum insured subject to minimum of INR 3,000 for normal room category and no limit on ICU. The charges due to over and above the limited amount will be borne by the employee. All variable expenses will be paid as per room rent limit.

Double Coverage

Double coverage is allowed in case both employee and spouse are working with Capgemini FS SBU.

Policy Exclusions



- Injury or disease directly or indirectly caused by or arising from or attributable to War, Invasion, Act of Foreign Enemy, War like operations (whether war be declared or not) or by nuclear weapons/materials.
- Circumcision (unless necessary for treatment of a disease not excluded hereunder or as may be necessitated due to any accident), vaccination, inoculation or change of life or cosmetic or of aesthetic treatment of any description, plastic surgery other than as may be necessitated due to an accident or as a part of any illness.
- Cost of spectacles, contact lenses, hearing aids etc., Surgery for correction of eye sight, covered only if eye sight power is +/-7
- Any dental treatment or surgery which is corrective, cosmetic or of aesthetic procedure, filling of cavity, root canal including wear and tear etc. unless arising from disease or injury and which requires hospitalization for treatment.
- Convalescence, general debility, 'run down' condition or rest cure, congenital external diseases or defects or anomalies, sterility, any fertility, sub-fertility or assisted conception procedure, venereal diseases, intentional self-injury/suicide and diseases / accident due to and or use, misuse or abuse of drugs/alcohol or use of intoxicating substances or such abuse or addiction etc.
- All expenses arising out of any condition directly or indirectly caused by or associated with Human T-cell Lymphotropic Virus Type III (HTLD-III) or Lymphadenopathy associated virus (LAV) or the Mutants Derivative or Variations Deficiency Syndrome or any Syndrome or condition of similar kind commonly referred to as AIDS, HIV and its complications including sexually transmitted diseases.
- Expenses incurred at Hospital or Nursing Home primarily for evaluation/diagnostic purposes which is not followed by active treatment for the ailment during the hospitalized period.
- Expenses on vitamins and tonics etc. unless forming part of treatment for injury or disease as certified by the attending physician.
- Any Treatment arising from or traceable to pregnancy, miscarriage, or complications of any of these including changes in chronic condition because of pregnancy except where covered under the maternity section of benefits.
- Naturopathy treatment, unproven procedure or treatment, experimental or alternative medicine and related treatment including acupressure, acupuncture, magnetic and such other therapies etc.
- Expenses incurred for investigation or treatment irrelevant to the diseases diagnosed during hospitalization or primary reasons for admission. Private nursing charges, Referral fee to family doctors, out station consultants/Surgeons fees etc.
- Genetic disorders.
- External and or durable Medical / Non-medical equipment of any kind used for diagnosis and or treatment including CPAP, CAPD, Infusion pump etc., Ambulatory devices i.e. walker, Crutches, Belts, Collars, Caps, splints, slings, braces, Stockings etc. of any kind, Diabetic foot wear, Glucometer/Thermometer and similar related items etc. and any medical equipment which is subsequently used at home etc.
- All non-medical expenses including Personal comfort and convenience items or services such as telephone, television, Aya/barber or beauty services, diet charges, baby food, cosmetics, napkins, toiletry items etc. guest services and similar incidental expenses or services etc.
- Change of treatment from one path to other path unless being agreed/allowed and recommended by the consultant under whom the treatment is taken.



- Treatment of obesity or condition arising there from (excluding morbid obesity and life threatening) and any other weight control program, services or supplies etc.
- Any treatment required arising from Insured's participation in any hazardous activity including but not limited to scuba diving, motor racing, parachuting, hang gliding, rock or mountain climbing etc. unless specifically agreed by the Insurance Company.
- Any treatment received in convalescent home, convalescent hospital, health hydro, nature care clinic or similar establishments.
- Any stay in the hospital for any domestic reason or where no active regular treatment is given by the specialist.
- Outpatient Diagnostic, Medical or Surgical procedures or treatments, non-prescribed drugs and medical supplies, Hormone replacement therapy, Sex change or treatment which results from or is in any way related to sex change.
- Massages, Steam bathing, Shirodhara and similar treatment.
- Any kind of Service charges, Surcharges, Admission fees / Registration charges etc. levied by the hospital.
- Doctor's home visit charges, Attendant / Nursing charges during pre and post hospitalization period.
- Treatment which is continued before hospitalization and continued even after discharge for an ailment/disease/injury different from the one for which hospitalization was necessary.
- Any treatment received outside India.

Cashless Transaction

The policy can be operated under a cashless facility. Every member - Employee and family member, covered under this policy will be issued a health card, which will entitle him/her to avail the cashless services of any of the empanelled hospitals. There are more than 3,100 hospitals on the panel across India. This service will ensure that the employees and their family members get treatment at the hospital empaneled in the Network without having to pay any money, if approved (Except for the Non-Medical Expenses).

Insurance Company and Third-Party Administrator (TPA)

Mediclaim Policy for the current year has been renewed with **United India Insurance Co. Ltd.** facilitated by Medi Assist India Pvt. Ltd., as the Third-Party Administrator (TPA).

Conditions of Membership



- Employees will be required to provide necessary information regarding their family members (within 20 days of their date of joining) to be covered under the policy. Details required for the same are Name, Date of Birth, and relation with the employee.
- When an employee joins the organization, the above information must be filled in –
 - Insurance Coverage Form (hard copy) and
 - In the system through iConnect. Link for iConnect is <https://iconnect.fs.capgemini.com/>. Then click on My Information – Personal Info and update Personal Details and Family Details and click on Submit.
- Employee is responsible for updating the dependent details in iConnect for spouse and children as and when there are additions to the family (Within 20 days from date of marriage or date of birth of child).
- Failure to do so within the given timeline will result in the employee's dependent not covered in policy for the whole year

Claims

- Employee needs to submit the claim documents within 20 days from the date of discharge (in case of non-cashless settlement).
- No payment is made by the Insurance Company for any claim arising out of non-adherence of Capgemini FS SBU Safety policy. Hence all employees are requested to wear helmet while driving two-wheeler and seat belts while driving a four-wheeler.
- No payment will be made for any claim arising out of riding/driving under the influence of intoxicating liquor or drugs

Exclusions

- Incomplete claim will not qualify for any reimbursement.
- Employees who are long term transferees will automatically cease to be members of this policy.
- In case where the bills are inflated or in case of fraud, the employee will not be paid any insurance, he/she will be debarred from the policy and will be liable for disciplinary action

Questions

- For any questions on the policy please connect with –

Name	Agency	E-mail id	Contract No.	Designation	Level
Rajesh Dhore	Global Insurance	capgemini.pune@globalinsurance.co.in	7506932880	Executive	Level 1
Dr Namita Bhardwaj	Global Insurance	Namita.bhardwaj@globalinsurance.co.in	9632633100	Manager	Level 2



- Location wise Insurance Helpdesk schedule and contact details of helpdesk representatives are mentioned below.

Help Desk Schedule

Reimbursement/Non-Cashless Claim Settlement will be facilitated by the On-Site Help Desk set up as per below schedule

City	Office	Day	Time
Bangalore	#158-162 (P) & 165 (P) – 170 (P) EPIP Phase II, White Field	Everyday	10:30 AM to 6 PM
	Bellandur/DTP	Monday	12 to 2 PM in DTP & 3.30 PM to 5.30 PM in Bellandur
	BMP	Tuesday	3 PM to 5.30 PM
	PSN	Wednesday	2 PM to 6 PM
Bhubaneswar	Talawade, Pune	Everyday	9.30 AM to 6.00 PM (Over phone call)
Chennai	DLF	Friday	10 AM to 12 noon
	Karapakkam	Monday	3 PM to 5 PM
	MIPL, Mahindra World City	Tuesday	11 AM to 1 PM
	SIPCOT	Wednesday	10 AM to 12 noon
Gandhinagar	Wild Olive 3, MindSpace SEZ	Tuesday	2 PM to 4 PM
Gurgaon	SPACE i- Tech Park	Wednesday	12 noon to 3 PM
Hyderabad	Divyasree Orion Building	Thursday	2 PM to 3 PM
	Gachibowli	Wednesday, Friday	1 PM to 3 PM
	Phoenix	Tuesday	2 PM to 5 PM
Kolkata	Unitech IT park	Monday, Wednesday	10 AM to 6 PM
Mumbai	SEZ, Airoli	Thursday, Friday	10 .30 AM to 12 .30 PM
	Capgemini Knowledge Park, Airoli	Everyday	9 AM to 5 PM



	Mumbai III (Vikhroli-M3)	Wednesday	9.30 AM to 1.30 PM
	Mumbai IV (Vikhroli-M4)	Wednesday	2.30 PM to 6.30 PM
	Mumbai VII (Vikhroli M-7)	Monday	10 AM to 4 PM
Noida	Room no 3	Monday, Tuesday, & Thursday	1 PM to 7 PM
Pune	CDC, Bhosari	Once in a Month	3:30 PM to 5:30 PM
	Hinjewadi	Twice in a Month	3 PM to 5.30PM
	Kalyani Nagar(KNF)	Wednesday	10 AM to 12.30 PM
	Magarpatta	Once in a Month	10 to 12 noon
	Talawade	Monday, Thursday	11 AM to 1.30 PM

City	Name of SPOC	Contact no	SPOC Email id
Bangalore	Praveen Kumar Sudhir	9686981395 9686981395	capgemini@mediassistindia.com
Bhubaneswar	Rajesh Dhore	7506932880	capgemini.pune@globalinsurance.co.in
Chennai	Nethaji E N	7338744544	capgemini@mediassistindia.com
Gandhinagar	Sunil Dabhi	7358077900	capgemini@mediassistindia.com
Gurgaon	Ankit Verma	8448096174	capgemini@mediassistindia.com
Hyderabad	Saket Reddy	9100104079	capgemini@mediassistindia.com
Kolkata	Sufia Kalim	9742383311	capgemini@mediassistindia.com
Mumbai	Abhishek Singh Rajeshwari Purusha	9742386600 9742371188	capgemini@mediassistindia.com
Noida	Ankit Verma	8448096174	capgemini@mediassistindia.com
Pune	Nilesh Mahale	8669682280	capgemini@mediassistindia.com

Note: Above phone numbers are subject to change, same will be communicated once updated

Overall Escalation Matrix

Name	Agency	E-mail id	Contract No.	Designation	Level
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Rajesh Dhore	Global Insurance	capgemini.pune@globalinsurance.co.in	7506932880	Executive	Level 1
Dr Namita Bhardwaj	Global Insurance	Namita.bhardwaj@glob alinsurance.co.in	9632633100	Manager	Level 2

Process

Cashless Transaction Process

The employee must fill the Pre-Authorization Form, which will be available with the Network Hospital while availing the cashless benefit. Members need to carry a valid photo ID card (PAN Card, Driving License, Passport, Voter ID Card, and Company ID card) along with the Cashless card to the network hospital and on display of the same a Pre-Authorization Request Form will be given to the member.

The same must be duly filled up, signed and stamped by the Treating Doctor. Once the pre-authorization form is filled and faxed to TPA, the Authorization or Denial letter will be faxed to the hospital with intimation to the employee.

Receipt of the Authorization Letter means the claim is a cashless claim. Receipt of Denial letter means the claim will not be a cashless claim. The member can submit the documents for reimbursement to seek for second opinion.

In the event of the member choosing to avail of treatment at a hospital not empaneled with the TPA the claim will be settled on a reimbursement basis. All papers related to such claims will be routed through **Insurance Help Desk** at the Corporate Site.

Note:

- In case of planned hospitalization, please take the approval for claim from TPA before 2-3 days from the date of hospitalization.
- In case of emergency hospitalization, please send the approval request within 24 hours from hospitalization.

List of hospitals in the TPA's network eligible for cashless hospitalization

<p>Customer Service Line : Toll Free: General Queries – 1800 425 9449 Cashless Emergency – 1800 425 9449</p> <p>Capgemini Dedicated Landline (chargeable): 9036001656</p>	<p>List of network hospitals: https://network.medibuddy.in</p>
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Non-Cashless Claim Settlement Process

The Weekly Insurance help desk will facilitate non-cashless Claim Settlement.

Norms for Non-cashless claim settlement

If cashless facility is not availed, pre-authorization is denied, or treatment is availed at a non-network hospital, the employee will have to settle the bills directly with the hospital and subsequently claim reimbursement by submitting the following documents **within 25 days** from the date of discharge from the hospital to the desk:

- Claim form duly signed by employee,
- Original discharge card / Discharge summary,
- Original Hospital Bills / Original Payment Receipts,
- Original reports of all investigations,
- Prescriptions, Pre-hospitalization bills, and bills of medicines,
- Surgical appliances if purchased by you, along with duly stamped receipt,
- In-Patient-Department (IPD) papers and any other document, if required post scrutiny of claim papers

Note: Employee is advised to maintain photocopies of all documents submitted for reimbursement.

The Insurance Company sends the settlement cheque in favour of employee which the employee can collect from insurance helpdesk once intimated of the same.

Questions on the Policy Document

For any questions on the Hospitalization Insurance (Mediclaim) Policy document please raise a ticket in BMC Service Request Management through iConnect. Follow these steps:

- Login to iConnect, <https://iconnect.fs.capgemini.com/>
- On the Home page click on **Facilities** and **Capgemini FS SBU Helpdesk**.
- Under **FSSBU Helpdesk** click on **Browse Subcategories**.
- Click on **People Process** and **People Process Helpdesk**.

OR

For any questions on the policy please connect with –

Name	Agency	E-mail id	Contract No.	Designation	Level
Rajesh Dhere	Global Insurance	capgemini.pune@globalinsurance.co.in	7506932880	Executive	Level 1
Dr Namita Bhardwaj	Global Insurance	Namita.bhardwaj@globalinsurance.co.in	9632633100	Manager	Level 2



For further details on Group Medclaim Policy (Hospitalization), enrolment, cashless/emergency hospitalization and important FAQs please refer the [Employee Insurance Benefit Guide – FS](#) on KM3.0.

Note:

The information contained here is only a summary of the employee benefit insurance policy documents. If there is a conflict in interpretation, then the terms and conditions of the applicable policy document will prevail.

Group Term Life Policy

General Information

- The intent of the policy is to provide financial assistance to the family of the employee in the event of his/her unfortunate death. It is an attempt to provide economic support to those who are financially dependent on the employee.
- The purpose of this policy is to lay down procedures to put up claim in case of unfortunate death of the employee.
- This policy is applicable to all permanent employees of Capgemini Financial Services Strategic Business Unit (hereinafter referred to as Company or Capgemini FS SBU) who are on India rolls. Policy is only for India employees, but the coverage is global. If the employee is outside India at the time of an unfortunate death, employee's nominee will get the benefit as coverage is global but only for employees on India payroll.

For example: An employee while on STT outside India will continue to be covered under the Group Term Life Policy as STT transferee continues to be active on India payroll. An LTT transferee will cease to be covered under this policy as when he/she leaves the home country his/her payroll record is closed after Full and Final settlement

Coverage Extended

- The policy covers all the permanent employees on India rolls of FS SBU for a sum assured of 24 times the monthly TFC or INR 8 Lacs whichever is more with a maximum cap of INR 1 Crore cover per employee.
- In the event of an unfortunate death of an employee the amount will be forwarded to the employee's nominee based on his/her most recent PF nomination.
- The group cover is also extended to employees who may already be suffering from a pre-existing condition. The claim, if any, for all such employees are fully honoured.
- Employees who are not active at work due to maternity will also be covered under the policy from their DOJ, without any waiting period.

Condition of Coverage

In case the employee resigns he/she will stop being eligible for this policy after the Last Working Day. Employees who are long-term transferees will not be eligible to claim the benefits of this policy.



The minimum age for membership into this scheme is 18 years and the maximum being 60 years.

Exceptions under the Policy

The nominee will not derive any benefit from this policy if:

- There is an accident due to non-compliance of Capgemini FS SBU safety guidelines. All employees are requested to wear helmet while riding a two-wheeler and seat belts while driving a four-wheeler.
- There is an accident due to riding/driving under the influence of alcohol or drugs.
- In the event of an unfortunate death of an employee after his/her last day of work at Capgemini FS SBU.

Process

In the unfortunate event of an employee's death the People Processes team will do the following:

- Contact the Insurance Company through a formal letter/fax or email within 24 hours from the event.
- People Process team arranges to collect all the relevant documents for processing of the Insurance claim.
- Documents submitted to the Insurance Company are further scrutinized and verified.
- The cheque is issued in favour of Capgemini FS SBU which is immediately transferred to the nominees account.

Questions

- For any questions on the policy please connect with –

Name	Agency	E-mail id	Contract No.	Designation	Level
Rajesh Dhore	Global Insurance	capgemini.pune@glob alinsurance.co.in	7506932880	Executive	Level 1
Dr Namita Bhardwaj	Global Insurance	Namita.bhardwaj@glo balinsurance.co.in	9632633100	Manager	Level 2

Voluntary Parent Mediclaim Policy

Synopsis of Policy Coverage

Policy Terms	Policy Details
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Type of Policy	Individual Sum Insured Policy
Members Covered	Employees have the option of covering Parents / Parent-in-laws
Sum Insured	Option of INR 1 Lac, 2 Lacs, 3 Lacs, 4 Lacs, or 5 Lacs per Parent/Parent-in-law
Co-Pay	20% co-pay will be applicable for each claim
24 Hour Hospitalization Clause	Policy Covers expense incurred for 24 Hour Hospitalization. In certain medical contingencies like Dialysis, Chemotherapy, Radiotherapy, Cataract, Laparoscopic operation for Kidney Stone removal & Gall Bladder operation 24 hours hospitalization is not required.
Room Rent Capping	Maximum limit of 2% of sum insured for normal room and as per actuals for ICU. Pro-rata deduction will be applicable in case higher room rent category has been opted.
Pre & Post Hospitalization Benefits	30 & 60 Days Respectively
Pre-existing Diseases Cover	Available up to sum insured per parent/parent-in-laws
Waiting period Clause	30 day waiting period for non-accidental claims and one year waiting period for common ailment stands waived off
Cashless Facility	Available through TPA
Pre Enrolment Medical Check up	Not Required
Entry Age Limit	Up to 80 years complete
Tax Benefit	Available for premium contributed as per applicable norms of Sec 80 D in IT Act. Tax benefit is applicable only for parents and not for parent-in-laws.
Policy Commencement Date	August 1, 2017 (or date of enrolment for New Joiners)
Policy End Date	July 31, 2018

General Information



- This policy is designed to ensure that the employee can provide medical care for his/her parents/parent-in-laws.
- This is a voluntary policy under which employees who choose to cover their parents/parent-in-laws, pay a premium as per the premium rate card (provided below) and secure coverage.
- This policy covers the medical/hospitalization expenses incurred because of illness/diseases or injury following an accident during the period of insurance subject to certain exclusions.

Co-pay

20% co-pay will be applicable for each claim.

24 Hours Hospitalization

Only expenses on hospitalization for minimum period of 24 hours are admissible. However, this time limit will not apply for specific treatments such as Dialysis, Chemotherapy, Radiotherapy, Cataract, Lithotripsy (kidney stone removal), and Tonsillectomy treated in a Hospital/Nursing home and the insured is discharged on the same day. Treatment for such cases where insured is discharged within less than 24 hours will be covered.

Hospital/Nursing Home

A medical setup, that has been registered and licensed either as a Hospital or Nursing Home, with the local authorities and is under the supervision of a registered and qualified medical practitioner.

OR

- It has at least 15 inpatient beds.
- It has a fully equipped and functioning operating theatre.
- It has qualified nursing staff (any person who holds a certificate issued by a recognized nursing council) in attendance 24 hours per day.
- It has a qualified Doctor who is in attendance 24 hours per day.

It maintains daily medical records for each of its patients.

Pre and Post Hospitalization Cover

The insurance company reimburses the relevant expenses that may have been incurred during a period of 30 days prior and 60 days post hospitalization.

Pre-existing Conditions

The insurance cover is extended for ailments that the insured maybe having even before the start of this policy, subject to a maximum of sum insured per parent/parent-in-laws, subject to policy conditions.



Coverage Commencement

Coverage for accidental or non-accidental treatment is from day one of policy commencement for the insured member.

Age Limit

Upper age limit for enrolment is 80 years.

Cashless Benefit

The policy is operated on a cashless basis. This means that a member can go to any of the network hospitals and avail of the hospitalization benefit without having to make any payment (Other than non-medical and deductibles as per the policy terms). In the event a member does not avail the cashless benefit, he/she has the option to file the claim under the Non-Cashless mode by submission of the claim papers at the Insurance Help Desk.

Domiciliary cover is not offered.

Insurance Company and Third-Party Administrator (TPA)

Mediclaime Policy for year 2017-18 has been renewed with **United India Insurance Co. Ltd.**

Premium Rate Card

Employee has an option to choose sum insured of INR 1 Lac, 2 Lacs, 3 Lacs, 4 Lacs, or 5 Lacs per parent / parent-in-law.

Sum Assured Level	INR 100,000	INR 200,000	INR 300,000	INR 400,000	INR 500,000
36-40 Years	8,547	17,094	19,231	21,369	23,505
41-45 Years	10,138	20,278	22,813	25,349	27,881
46-55 Years	11,986	23,978	26,973	29,970	32,967
56-65 Years	15,849	31,699	35,662	39,624	43,587
66-70 Years	16,847	33,697	37,911	42,122	46,334
71-75 Years	17,989	35,976	40,473	44,970	49,467



76-80 Years	18,902	37,802	42,528	47,252	51,980
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Note:

- The premium rates quoted are inclusive of GST @ 18%
- Tax Benefit available under Sec 80 D for dependent parents (not parent-in-laws) covered in the policy

Enrolment Dates

All existing employees, part of Capgemini FS SBU have a onetime option of enrolling their parents/parent-in-laws latest by July 15, 2017 for the policy period August 1, 2017 to July 31, 2018.

All new employees joining Capgemini FS SBU will have an option to enroll their parents/parent-in-laws within 20 days from their date of joining as per the enrolment process listed above.

Premium Payment for Employees

- For all employees who enroll their parents in this policy on or before July 15, 2017, the yearly premium depending on the age of the member(s) will be deducted in three equal instalments from August, September and October payroll.
- For new employees the total premium will be payable through a cheque in favour **United India Insurance Co. Ltd.**
- Employees at the time of enrolment will be briefed about the same.
- Employees who enroll in this policy will automatically exit the same at the expiry of the policy after the one-year policy period is over.
- For employees leaving the Company the cover will remain in force till the expiry of the current year policy.
- Tax Benefit available under Sec 80 D for dependent parents (not parent-in-laws) covered in the policy

General Policy Exclusions



- Injury or disease directly or indirectly caused by or arising from or attributable to War, Invasion, Act of Foreign Enemy, Warlike operation (whether war be declared or not).
- Cost of Spectacles, Contact Lenses, Hearing Aids.
- Dental treatment or surgery of any kind unless requiring hospitalization because of accidental cases.
- Circumcision unless necessary for treatment of the disease, cosmetic or aesthetic treatment of any description, plastic surgery other than as may be necessitated due to an accident or as a part of any illness.
- Convalescence, general debility, "Run-down" condition - e.g. General weakness, requiring saline treatment or test cure, congenital external disease or defects or anomalies, sterility (infertility), venereal disease, intentional self-injury and use of intoxicating drugs/alcohol.
- Acquired Immune Deficiency Syndrome (AIDS).
- Voluntary medical termination of pregnancy during first 12 weeks from the date of conception.
- Diseases, illness, accident or injuries directly or indirectly caused by or contributed to by nuclear weapons/materials or contributed to by or arising from ionizing radiation or contamination by radioactivity by any nuclear fuel or from any nuclear waste or from the combustion of nuclear fuel.
- Naturopathy treatment.
- Medical expenses for an organ donor.
- Expenses incurred for disease declared as an Epidemic by Health Authorities.
- Charges incurred at Hospital or Nursing Home primarily for diagnostic, X-Ray or laboratory examinations or other diagnostic studies not consistent with or incidental to the diagnosis and treatment of the positive existence or presence of any diseases, illness or injury whether requiring Hospitalization/Domiciliary Hospitalization.
- Expenses on vitamins and tonics unless forming part of treatment for injury or disease as certified by the attending Medical Practitioner.
- Non-medical expenses like –Administration charges, Surcharges, Registration, Food and Beverages etc. will not be covered under the policy.
- Any Treatment received in convalescent homes, convalescent hospitals, health hydros, nature cure clinics or similar establishments.
- Vaccination and inoculation of any kind unless necessitated due to an accident.
- Treatment of Mental Disease/Illness, Stress, Psychiatric or Psychological disorders.
- Experimental and unproven treatment.
- Any treatment received outside India.
- Treatment taken from persons not registered as Medical Practitioner under respective medical councils.
- Medical Treatment in respect of the insured person engaging in any adventurous activity, like parachuting, skydiving, deep sea diving etc.

Note:

The information contained here is only a summary of the voluntary parent mediclaim insurance policy documents. If there is a conflict in interpretation, then the terms and conditions of the applicable policy document will prevail.



Office Hours and Attendance Policy

Click [here](#) for the [Office Hours and Attendance policy](#).

Leave Policy

Click [here](#) for the Leave policy.

Shift Allowance Policy

[Click here](#) for the complete policy.

Interest Subsidy / Processing Fees Policy

This benefit would be discontinued for all fresh loans effective December 15, 2012 (interest subsidy benefit was discontinued for new hires effective November 01, 2007).

With this change:

- Interest subsidy would not be paid for any fresh applications made after December 14, 2012
- Employees currently claiming Interest Subsidy will continue to get the same as per eligibility.
- If the interest subsidy is not claimed even once in any one financial year the benefit will automatically stop and be discontinued.

Please get in touch with your respective People Partner if you have any questions.

On-Call Allowance Policy

[Click here](#) for the On-Call Allowance policy.

Other Allowances & Reimbursement (OAAR) Policy

Scope

The Policy will be applicable to all the permanent full-time employees of Capgemini FS SBU India.

Policy Statement



About Other Allowances and Reimbursement (OAAR) Plan

OAAR are optional tax efficient instruments. The table below shows the elements included under OAAR and the applicable limit for each element for all designations. All the elements listed are optional. To avail tax benefits under any element the same must be explicitly opted for under Excelity Portal as given under schedule for declaration. Once opted for the amount will be paid on submission of the required documents.

In case any employee does not want to avail tax benefits under any or all elements then there is no declaration to be made in the Excelity portal for those elements. For all such elements amount will be paid as taxable along with the regular monthly payroll.

For further clarification please refer the OAAR - FAQ document on KM3.0 -

<http://km3.capgemini.com/book/354978>

Other Allowances and Reimbursements (Table 1)

OAAR Component	Grades A1 to B1	Grades B2 to C1	Grades C2 to F2
Telephone	19,800	36,000	36,000
LTA	60,000	60,000	90,000
Meal Coupons	24,000	24,000	24,000
Car & Driver Salary Reimbursement	21,600	39,600	39,600
Total OAAR Limit	125,400	159,600	189,600
National Pension Scheme	Applicable for Grade C & Above; upto 10% of Basic		

All figures are INR per annum

Schedule for Declaration

The OAAR Plan would work on a financial year basis i.e., April to March. For joiners during the year, the OAAR amount will be prorated from the date of joining to March 31. Employees can declare their choice of elements and the limits under OAAR- on **Excelity's** website <https://ess.excelityglobal.com/> at the time of joining or at the beginning of the cycle year as the case may be. Declarations once made, cannot be changed till the beginning of next financial year. Details of the annual schedule for declaration will be sent by the India Payroll/ Excelity team.

Details of individual elements under OAAR



Telephone

- Employees can claim Telephone reimbursement for official use as per their eligibility defined in their salary structure subject to maximum limit mentioned in Table1.
- The claim can include 1 landline, 1 mobile phone and 1 internet connection in the employee's name, supported by appropriate bills. Payout would be limited to 80% of the bill amount. Landline can be in the name of self, spouse, parents or landlord.
- If cell phone is provided by Company, then one can claim reimbursement for only 1 landline and 1 internet connection up to INR 18,000 per annum as upper limit.
- Amount declared as non-taxable under this element will be paid only on submission of appropriate bills.

Leave Travel Allowance

- As per the provisions of the IT Act, employees can claim LTA reimbursement as per their eligibility defined in their salary structure subject to maximum limit mentioned in Table1.
- LTA can be claimed twice in a block of four years. For the current block please get in touch with the India Payroll team at **FSSBU, IN Payroll**.
- Amount declared as non-taxable under this element will be paid only on submission of appropriate bills.

Meal Vouchers

- Employees can claim meal coupons as per their eligibility defined in their salary structure subject to maximum limit mentioned in Table1.
- Meal Vouchers are pre-paid vouchers with a face value in Indian Rupees (INR), which can be used to pay for an equivalent value of food within Capgemini premises.
- The amount so claimed will be deducted from the monthly payroll and Sodexo Meal Pass booklets/cards will be issued in lieu of the deducted amount in the subsequent month.
- The booklets/cards will be distributed through the Sodexo Distribution points.

Vehicle and Driver Reimbursement



- Employees can opt for vehicle reimbursement for official use.
- Such reimbursement is applicable for use of cars only. Reimbursement claim of two-wheeler will not qualify for a vehicle reimbursement.
- A maximum amount of INR 2,400 per month for car engine capacity exceeding 1.6 litres and INR 1,800 per month for engine capacity not exceeding or equal to 1.6 litres. This can be reimbursed towards maintenance, fuel and insurance cost of the vehicle which will be non-taxable.
- A further amount of INR 900 per month can be reimbursed towards driver allowance which also will be non-taxable.
- To claim this amount, employees would have to submit copies of their vehicle registration documents for claiming the car allowance and appropriate receipts for claiming the driver allowance.
- Employee who are availing the bus facility cannot opt for Vehicle & Driver Reimbursement.
- Amount declared as non-taxable under this element will be paid only on submission of appropriate bills.

National Pension Scheme

- Under the Section 80CCD (2), if an employer contributes 10% of the basic salary to the NPS account of employee it gets tax exempted. This is over and above the tax exemption limit under Section 80C.
- There is no upper limit on contribution to NPS. However, the exemption available to the employee in respect of employer contributions is restricted only up to 10% of basic salary.
- There is no minimum return guaranteed on NPS investment. The returns are based on market conditions.
- The amount declared under NPS will be deducted from the monthly payroll and credited in the NPS account.
- This is a long-term investment and part of the accumulated corpus under NPS will be available on retirement as lump sum withdrawal and the remaining will be paid as annuity.

Process for Declaration of OAAR Plan

The declaration needs to be updated and completed on Excelity's website <https://ess.excelityglobal.com/> before the cut-off date. A separate email will be sent by India Payroll/Excelity team with cut-off date and details on entering the claim in the system.

For detailed process on declaration and claiming reimbursement please refer the OAAR – PPT on KM3.0 - <http://km3.capgemini.com/book/354978>.

Wedding Gift Policy

Objectives

This policy will also help an employee and his/her spouse to identify with the company and develop an emotional bonding.



Benefit

Pay out with Salary Rs. 2000/-

Policy

Employee will have to share wedding card to be eligible for pay out within one month of marriage.

Following must be completed by the employee:

Group Personal Accident Insurance – to nominate beneficiary for monies payable in event of death.

Provident Fund – to nominate spouse for full 100% standing in credit in the provident fund in the event of death before that amount becomes payable, or having become payable, has not been paid.

Gratuity – to nominate beneficiaries to accrued amount in the event of the employee's death before, the amount payable has not been paid.

Group Mediclaim Policy – to include spouse's name.

General

In case an employee of the company is getting married to another employee, the couple shall be eligible for a single wedding gift voucher.

Variable Compensation Guideline

Variable Compensation is discretionary and is paid at the sole discretion of the Company.

An employee will be paid the Variable Compensation based on the Company's financial performance and the employee's individual performance during the Annual Performance Review period.

Eligibility Criteria

- Variable Compensation will be payable to employees who are on Capgemini payroll at the time of the disbursement with a rating of 1, 2 or 3 and are not serving their notice period.
- Variable Compensation is payable only if the employee is on the rolls of the Company for at least three months during the relevant calendar year i.e. all those who have joined on or before September 30 are eligible for the same. (Variable Compensation is paid for the period January to December).

Not eligible



- Employees who have joined on or after October 1 of the performance year
- Employees with a performance rating of 4 or 5
- Employees who have resigned and serving notice period at the time of disbursement
- If employment is discontinued owing to any disciplinary action

The variable compensation payable shall be pro-rated to the employee's completed days of service with the Company.

For those who are not part of the Performance Appraisal process for that year but are eligible for variable compensation payout, the payout will be calculated based on a rating of 3.

Statutory Bonus

All statutory payments are based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to employee. However, the Company shall endeavour to inform the employee, via separate communication, about any changes/modification to statutory payment.

The Variable Compensation referred above may include any statutory bonus mandated by applicable law. The total variable compensation payable under the Company's Variable Compensation plan will assume the inclusion of any statutory bonus amounts mandated, subject to the condition that in any event such mandatory statutory bonus will be paid in full as applicable.

Rewards & Recognition Policy

[Click here](#) for the Rewards & Recognition Policy.

Performance Management (PIP & Appeal Process)

[Click here](#) for the Performance Management policy.

Recruitment

Employee Referral Policy

[Click here](#) for the complete Employee Referral Policy.

Internal Job Posting

[Click here](#) for the Internal Job Posting policy.



Other Policies

Certification Fee Reimbursement Policy

Intent

- Encourage employees to achieve certification
- Ensure that certifications are aligned to FS SBU's business focus
- Support development of skills and expertise to enhance employee performance

Purpose

This policy outlines the certifications eligible for reimbursement and the process to claim reimbursement of certification exam fee.

Scope

This policy is applicable to all the FS SBU employees globally. Currently, FS SBU employees in the Netherlands, Belgium, Switzerland, France and Spain are not covered under this policy, as their learning expenses are funded by their respective regions.

The Process

- Review the certifications in the global list on KM 3.0 [<http://km3.capgemini.com/book/311085>] and select the certification of your interest.
- Review the certification goals, prerequisites, and information on certification examination.
- On achieving the certification, follow the reimbursement process to claim reimbursement of the certification exam fee.

Eligibility for Reimbursements

- i. Employees are eligible to seek reimbursement for any of the certification exams listed in the approved list of certifications available at <http://km3.capgemini.com/book/311085>
- ii. Employees can request reimbursement of certification fee for only one certification in a calendar year
- iii. Employees should achieve the passing score as prescribed by the certifying institute
- iv. Sub-Contractors are not eligible for reimbursements
- v. The certification exam fee will be reimbursed to only those employees who achieve the certification. However, the charges toward pre-certification trainings, travel, accommodation,



and incidental expenses such as postage and courier will have to be borne by the employees. We encourage all employees in India to utilize the on-campus facility for certification exams

- vi. Employees can refer to the existing certification support material available in the physical and online Library (Skillsoft). Physical Library Catalog available through iConnect (iConnect > Facilities > Online Library Catalog). An employee can access the Online Library (Skillsoft) via Talent. Go to the 'University' tab on your local Intranet page and click on Skillsoft under the 'Curriculum' list from the Skillsoft page, Click on the link to the Skillsoft Library or send an email to library.fsgbu@capgemini.com. In case the certification material is not available at the Library, the employees will have to bear the cost of certification support material.
- vii. For getting a new certification added to the list of approved certifications, the following will have to be done:
 - o Prepare a business case (template is available in KM 3.0)
 - o Take Manager's and Global Practice Head 's approval on the business case
 - o Submit the business case with the required approval to the Certifications Officer. The Certification Coordinator will seek Learning & Culture head's approval once you follow the above two guidelines.
- viii. For certification fee reimbursement above \$300 USD:
 - o Prepare a business case (template is available on KM 3.0)
 - o Take Manager's and Global Practice Head 's approval on the business case

Note for points vii and viii: Submission of business case and desired approvals should be completed prior to appearing for the certification exam

Employees who are planning to take the examination in November and December 2016 need to send the provision details to Learning & Culture for certification fee reimbursement on receiving the email on provision details from L&C.

Please note: Any exception to the above policy can be recommended through the Global Certifications Coordinator to the approver Amar Shetty, Global Head, FS SBU Learning & Culture.

Process for Reimbursements

The employees will have to upload documents on Team Forge after they clear the certification exam.

Employees from all regions can scan and upload their documents on Team Forge. They would need to get access to upload the documents on Team Forge by sending an email to the Global Certification Coordinator.

Employees will have to upload the following necessary documents on Team Forge and share the document number in 'Comments History' or 'Purpose' section of the expense report.



- Payment Receipt
- Certificate / Score Card
- Business case with required approvals (Manager, Practice Head, LNC Head) - Applicable for new certification inclusion
- Business case with required approvals (Manager and Practice Head) – Applicable for certification cost above \$300 USD

Employees who cannot appear for certification exam in the scheduled on-campus certification drives can appear for certification exam at the nearest prometric and claim the reimbursement for the certification cost only. Any other cost will have to be borne by the employee.

A copy of the approved expense report, photocopy of the Score Sheet/Certificate, and the original payment receipt must be submitted to Finance after approval from Learning & Culture.

All or any tax liability related to this payment will be on the employee's account. This will include current as well as future legislation.

Employees who have resigned and have left the organization or are serving a notice period will not be eligible for reimbursement of certification fee. Any reimbursement during the notice period will be recovered from the full and final settlement.

Employees must raise an expense report pertaining to the region they are based in. The project codes required to fill the expense reports are available at <http://km3.capgemini.com/book/311085>. They will have to refer to the name column in the table and use the codes pertaining to their region.

For claiming expenses toward External certification or for any queries write to DL FSSBU LNC Certification.

Resignation Policy

Overview

This policy is applicable to all FS SBU India employees and overrides any similar policies published in the past.

Resignation Process



- An employee who decides to leave Capgemini FS SBU has to submit his or her resignation through the Exit Clearance Management System (ECMS) application on iConnect (**PATH:** iConnect > Applications > Employee Management > Exit Clearance Management System)
- The date on which the Resignation is submitted within ECMS will be considered as the Resignation Date. In case an employee resigns on a Saturday, Sunday or a Capgemini Holiday, the next working date will be considered as the Resignation Date.
- Once the Resignation is submitted the employee's current Supervisor needs to approve it through ECMS.
- If the current Supervisor's information is not updated in ECMS please update the same through iConnect.

Notice Period

The Notice period for all employees is **90 days**. It is mandatory for all employees to serve the complete Notice Period and cannot be waived under any circumstances. The Notice period cannot be adjusted against leave, and neither do the employees have an option of buying out the Notice Period.

Leaves during Notice Period

Employees can only avail of leaves during the Notice Period with prior approval from their Supervisor.

If an employee resigns during the leave period, the start date of the resignation will be considered from the day the employee resumes office.

Last Working Date

- If the last working date falls on a Saturday, the previous working day will be considered as the last working date. If the last working date falls on a Sunday the next working day will be considered as the last working date, and in case the last working date falls on a Capgemini Holiday, the next working date will be considered as the last working date.
- It is the responsibility of the employee to ensure that all clearances are done by the respective departments before the last working date.
- Employee must be present on the last working date as the experience and relieving letters will be handed over to the employee on the last working date subject to clearances received from all the departments.
- All calculations for the full and final settlement will be done based on the gross monthly salary (Previously called base salary).

For the detailed Exit Process please refer to the FAQ document available on ECMS.

Miscellaneous

Payroll Processing for New Joinees

For all new joinees who join the organization on or before the 15th of the month:



- Payroll will be processed during the same month itself, and the first salary will be paid out as part of the same month's salary on the last working day of the month

Example: if an Employee joins the organization on the 10th March, he/she will get salary for the number of days he/she has been on rolls during March, and it will be paid out as part of March salary (paid out on the last working day of March).

For new joiners who join the organization after 15th of the month:

- Salary would be processed in the subsequent month.
- The Employee's first month's pay would be included in the first salary which the Employee will get, which will be paid out on the last working day of the subsequent month
- **Example:** if an Employee joins the organization on 21st March, he/she will get salary for the number of days he/she has been on rolls during March, and it will be paid out as part of April salary (paid out on the last working day of April).

Finance Policy

Capgemini FS SBU Travel and Expense Policy

Purpose

Purpose of this policy document is to provide guidelines on reimbursement and accounting for all travel and expenses incurred by the employees as part of their assigned responsibilities. This policy is effective 1 May 2016 and includes 2016 Group policy guidelines.

To access the revised 2016 India Travel & Expense Policy by clicking [here](#) for more details

Global Facilities Policies

Cafeteria Policy

Capgemini FS SBU provides cafeteria services to all employees of Capgemini FS SBU Software (India) Pvt. Ltd. For a reasonable cost, the cafeteria vendor offers a variety of food and beverages for lunch and dinner, as well as an ala-carte option. The cafeteria also includes a juice counter that provides fresh fruits and juices. Coffee Day Express offers an assortment of hot and cold coffee selections, along with snacks. A detailed menu and price list is regularly posted in the cafeteria.

Employees working on weekends and holidays can use the cafeteria provided they inform the vendor or a Global Facilities Management (GFM) representative in advance. This prior notice allows the cafeteria vendor to arrange for food and beverages for the employees.

A regular survey is conducted by the vendor to obtain feedback and suggestions on the selection of food and quality of service. This information, in addition to the suggestions and guidance of the



Capgemini FS SBU employees for Canteen and Hygiene committee ensures that the quality and variety of food meets the employees' expectations.

Global Facilities Management (GFM) ensures that food is available for employees working in shifts, regardless of the variable eating schedule.

Please note: All meal expenses to be borne by the Employees.

FS SBU Information Security Policies, Procedures and Templates

FS SBU's information systems, and the information and data they contain, are fundamental for its daily operations and future success. FS SBU shall implement procedures and controls at all levels to protect the confidentiality and integrity of information stored and processed on its systems and ensure that information is available to authorized employees as and when required. Click here for more information on FS SBU Information Security Policies, Procedures and templates (<http://km3.capgemini.com/book/325940>).

FS SBU IT Policies and Procedures

The FS SBU IT has developed the following policies and procedures to provide our customers the best possible service and support. We review current policies and procedures and incorporate necessary changes and improvements to communicate the best approach for our customers to adopt when requesting service/support. Click here for more information on FS SBU IT Policies and Procedures (<http://km3.capgemini.com/book/482766>).

Contact Details

Category	Name of the Policy	Contact
Work Place Policies	Conducting when obtaining business	Paresh Chauhan
	Confidentiality of Information	Paresh Chauhan
	Conflict of Interest and Business Ethics	Paresh Chauhan
	Employee Health and Safety Policy	Paresh Chauhan
	Diversity & Inclusion Policy	Paresh Chauhan
	Dress Code Policy	Paresh Chauhan
	Drug and Alcohol free work place Policy	Paresh Chauhan



	Insider Trading Policy	Paresh Chauhan
	Ethical Charter Policy	Paresh Chauhan
	Equal Employment Opportunity Policy	Paresh Chauhan
	Personnel Information Security Policy	Paresh Chauhan
	Prevention of Sexual Harassment Policy	Paresh Chauhan
	Violence at Work Place Policy	Paresh Chauhan
	Missing Time Policy	Paresh Chauhan
Relocation	Domestic Transfer Policy	Meenu Singh
	Relocation Policy for Locations Outside India	Meenu Singh
Benefits	Group Personal Accident Policy	Burzin Katki
	Group Medclaim Policy	Burzin Katki
	Dependant Parents Medclaim Policy	Burzin Katki
	Leave Policy	Paresh Chauhan
	Life Insurance Policy	Burzin Katki
	Shift Policy	Burzin Katki/Paresh Chauhan
	Out of Hours Policy	Burzin Katki/Paresh Chauhan
Recruitment	Employee Referral Policy	Gaurav Dalvi
	New Joinee Relocation Policy	Poonam Patil / Binita Dedhia
Other Policies	Certification Reimbursement Policy	Shruti Adhav / Vikas Mohindra
	Resignation Policy	Paresh Chauhan



Finance	Capgemini FS SBU Travel and Expense Policy	Ashish Shah
Global Facilities Policies	Cafeteria Policy	Harish Kurup

Approval and Amendment Log

Version No.	Approved On	Contact Person Name	Function	Approved by	Brief Description of Change
2.2	July 1, 2012	Rekha Shinde	People Processes	Rajesh Patankar	Combined all India individual policies into one single handbook
2.2	October 25, 2012	Rekha Shinde	People Processes	Dayakar Reddy	Updates in the Dependant Parent Mediclaim Policy
	October 25, 2012	Kalpee Ambi	Learning & Culture	Aarti Gupta	Updates in the Certification Reimbursement Policy
2.3	March 20, 2013	Ignatius Kumar	Finance	Karine Marchat	Updates in the Travel & Expense Policy
	March 20, 2013	Paresh Chauhan	People Processes	Kripashankar Rajappa	Addition of Raising Concern Procedure (Whistleblower Policy)
2.4	March 28, 2013	Aditya Vig	People Processes	Kripashankar Rajappa	Updates in the Shift Policy



2.5	April 5, 2013	Aditya Vig	People Processes	Kripashankar Rajappa	Added Employee Health and Safety Policy Updates in the Diversity and Inclusion Policy Updates in the Shift Policy
		Burzin Katki	People Processes	Anupal Banerjee	Updates in the Group Personal Accident Policy
2.6	June 24, 2013	Burzin Katki	People Processes	Anupal Banerjee	Updates in the Hospitalization Insurance (Mediclaime) Policy Updates in the Dependent Parent Mediclaime Policy
2.7	August 23	Aditya Vig	People Processes	Kripashankar Rajappa	Out Of Hours Policy – included ITICS in scope. Shift Policy – in Supervisor approvals of Shift Allowance requests, mentioned additional point that ‘allowance amounts’ should not be updated/edited
2.8	March 6, 2014	Burzin Katki	People Processes	Naveen Chilla	Added Annual Performance Bonus Guideline
2.9	May 20, 2014	Paresh Chauhan, Sudhansu Sarangi, Burzin Katki	People Process & Compensation & Benefits	Kripashankar Rajappa, Naveen Chilla	Addition of Retirement Policy Modified Policy Notes under Deputation & Domestic Transfer Policy Modified Disciplinary Policy to mention consequences of being absent from duty for 10 or more days, without prior authorization. Addition of new “Miscellaneous” section, which includes payroll processing dates for new joinees Modified “Maternity Leave” policy Modified Shift Allowance Policy to add clause on shift allowance amounts mandated by Client Contracts



3.0	July 03, 2014	Burzin Katki	People Processes	Naveen Chilla	Updates to Employee Insurances - Group Personal Accident (GPA) Policy, Group Medi-claim (GMC) Policy, Dependent Parent Mediclaim Policy
3.1	July 28, 2014	Burzin Katki	People Processes	Naveen Chilla	Added OAAR & Wellness Policies
		Paresh Chauhan	People Processes	Paresh Chauhan	Added Wedding Gift Policy
3.2	January 5, 2015	Burzin Katki	People Processes	Naveen Chilla	Updates to Employee Insurances - Group Personal Accident (GPA) Policy, Group Mediclaim (GMC) Policy, Group Term Life Policy and Dependent Parent Mediclaim Policy
3.3	June 2, 2015	Rakesh Nagar	Finance	Amit Choudhary	Updates in the Travel & Expense Policy
3.4	July 15, 2015	Burzin Katki	People Processes	Naveen Chilla	Updates to Dependent Parent Mediclaim Policy
3.5	October 30, 2015	Sabyasachi Dash	People Processes	Paresh Chauhan	Updates in Leave Policy
3.6	January 28, 2016	Burzin Katki	People Processes	Naveen Chilla	Updates to Employee Insurances - Group Personal Accident (GPA) Policy, Group Mediclaim (GMC) Policy and Group Term Life Policy Added Voluntary Top-Up Mediclaim Policy and Voluntary Top-Up Term Life Policy
3.7	January 28, 2016	Manish Agrawal	People Processes	Naveen Chilla	Updates to Doctor On Call
3.8	March 17, 2016	Paresh Chouhan Burzin Katki	People Processes	Ekta Singh	Updates in Leave Policy



3.9	March 23, 2016	Burzin Katki	People Processes	Ekta Singh, Naveen Chilla	Updates to the Annual Performance Bonus Guideline
4.0	May 6, 2016	Burzin Katki	People Processes	Ekta Singh	The Travel & Expense Policy is owned by the Finance Team and was updated effective May 1 2016. The Employee Handbook is updated with the link to the Policy on Finance KM Portal.
4.1	Jun 17, 2016	Manish Agrawal	People Processes	Naveen Chilla	Updates to Dependent Parent Mediciam Policy
4.2	August 3, 2016	Manish Agrawal	People Processes	Naveen Chilla	Updates to Healthy Pregnancy Program (HPP) Section
4.3	August 29, 2016	Ramesh Puram	Learning & Development	Amar Shetty	Updates to Certification Reimbursement Policy
4.4	November 4, 2016	Manish Agrawal	People Processes	Burzin Katki	Updates to contact details of Insurance vendor
4.5	November 22, 2016	Manish Agrawal	People Processes	Burzin Katki	Updates to contact details of Wellness vendor



4.6	January 3, 2017	Manish Agrawal	People Processes	Ekta Singh	<p>Updates to the following policies to point to the latest harmonized policies on Talent –</p> <p>India – Relocation Policy Deputation Policy Employee Transfer and Relocation Policy</p> <p>Office Hours and Attendance Policy Leave Policy Shift Allowance Policy On-Call Allowance Policy</p> <p>Addition of the following policies in Employee Handbook pointing to the latest harmonized policies on Talent –</p> <p>Rewards & Recognition Policy Performance</p>
4.7	January 27, 2017	Burzin Katki	People Processes	Ekta Singh	Updated the OAAR Limits
4.8	April 11, 2017	Burzin Katki	People Processes	Ekta Singh	Updated for Office Hours and Attendance Policy
4.9	June 22, 2017	Manish Agrawal	People Processes	Burzin Katki	<p>Updates to the following sections –</p> <p>Voluntary Parent Mediclaim Policy OAAR Policy Interest Subsidy / Processing Fees Policy Removed Voluntary Top-up Term Life Policy Removed Wellness Policy as it has now been taken up by ICRES</p>
4.10	August 30, 2017	Burzin Katki	People Processes	Ekta Singh	Updated the POPSH policy
4.11	December 19, 2017	Manish Agrawal	People Processes	Ekta Singh	Removed Housing Advance Policy



4.12	February 12, 2018	Manish Agrawal	People Processes	Burzin Katki	Updates to the following sections – Updated Group Term Life Policy Updated TPA Details from UHC to Medi Assist Removed Voluntary Top-up Medial Insurance Policy.
4.13	April 12, 2018	Manish Agrawal	People Processes	Burzin Katki	Removed Medical Reimbursement from OAAR Section Updated the OAAR Limits
4.14	April 19, 2018	Manish Agrawal	People Processes	Burzin Katki	Renamed the Annual Performance Bonus Guideline section to Variable Compensation Guideline section
4.15	May 16, 2018	Manish Agrawal	People Processes	Burzin Katki Ekta Singh	Updates to following sections – <ul style="list-style-type: none">• Contact details of Global Insurance Team• Removed reference to Conveyance Allowance under OAAR• Removed Picnic Policy

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A global leader in consulting, technology services and digital transformation, Capgemini 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. It is a multicultural company of 200,000 team members in over 40 countries. The Group reported 2016 global revenues of EUR 12.5 billion.

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People matter, results count.

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