

Code of Conduct

Introduction

You are nominated for an assignment in The Netherlands. Before Capgemini NL will apply for your WP this document needs to be read and signed by you and your Dutch inviting manager.

Housing

As the way of living in India differs from the way of living in NL, it is important that you are aware of the behaviour Capgemini NL expects of their inpats. Therefore Capgemini NL will hold you responsible for compliance with the regulations as stated in this code of conduct. Not following the instructions in the code of conduct will lead to extra costs like special cleaning, repair of damages, completing of missing items in the apartment's inventory and extra bills as a result of excessive use of electricity, gas and water. The observations will be irrevocably judged by Capgemini NL, with e.g. meter readings beginning and end, and are beyond discussion. The costs will be charged to your Business Unit. The Business Unit can decide to charge you personally.

Departure

One week before leaving the Netherlands you are expected to send an email to internationalmobility.nl@capgemini.com informing the team of the same. The team needs to inform the authorities of your departure and not doing so might lead to high fines and administrative problems which will ultimately lead to Capgemini not being allowed to bring Indian colleague to NL anymore.

Seen and approved:

Date: 29/01/2018
Name Inpat:
Shivalingam Narsanolla

Date: 29-01-2018
Name Dutch inviting manager:
Leonie Diderich

Signature:



Signature:



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The apartment

It is a privately owned apartment rented for you by Capgemini NL.

To safeguard our good name, you are expected to maintain the apartment and keep it clean according to Dutch standards. Note that cleaning of the apartment is provided by Capgemini, however, we expect you to treat the apartment with respect.

When you leave the property, even for a short time, lock all doors and windows.

Note the following:

a. HEATING

On average a Dutch home is heated up to 21°C.

There is a thermostat that you can use to operate the system.

Whilst you are not at home, and during bedtime, lower the heating to 16°C.

Keep the windows closed when the heating is on. However, a house needs to be aired regularly. Preferably do this when the heating is turned off.

The central heating system and interior of Dutch homes are not built to withstand long periods of extreme heat. This may lead to irreparable damage, f.i. to wooden floors.

b. CLEANING & MAINTENANCE

Please buy and replace your own cleaning materials, obtainable at any supermarket. They are not provided by Capgemini or the landlord. Examples are listed in the attached document.

• Kitchen

Exhaust fan: When cooking, always switch the cooking hood to the highest level. Otherwise the entire house will get very greasy!

Work top: NEVER put a hot pan directly on to the work top. Please place a hot pot mat (iron or wooden) under hot pans. Clean the hob (stove) after every use.

Kitchen sink: Don't throw anything fat, such as grease, gravy or oil through the kitchen sink. This will clog up the drainage pipes, which can only be fixed by a plumber – at considerable costs.

Microwave: Do not put plates or other things with gold or silver decoration on them; nor anything else metallic. This will destroy the microwave.

Dishwasher: (if available) There are special tablets or powder for dishwashers, which need to be placed in the destined part in the inside of the door. Put pots, pans, cups etc. upside down otherwise they fill with water. Use the machine only when it is filled for more than 75%. Clean the filter at least once a week. If no dishwasher is available, you are expected to clean the dishes manually after use.

Kitchen towels/ dishcloths: Wash these frequently in your washing machine. These items are not for one time uses so don't throw them away.

Kitchen floor:

Also regularly sweep and mop the floor.

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- **Bathroom**

Clean the bathroom and take out hairs and other residue from the shower floor after every use. Sweep the floor, wipe and/or scrub the bath tub, wash basin and shower twice a week. *Ventilate as much as possible to avoid fungus on the walls and ceiling.*

- **Toilet**

Clean the toilet by using the designated brush after every use. There are special toilet cleaning materials available in every grocery store. Also pay attention to the floor of the toilet and clean this as regularly as the toilet itself. *Don't throw anything other than toilet paper and water trough the toilet.*

- **Linen, towels/ bedding**

These are also part of the inventory and are not for one time use only. So wash them on a regular basis and don't forget to hang them up to dry (if you don't hang it up there will be mould and you'd have to replace the linen). In case of worn or damaged linen or towels, make sure to replace them directly by an item of the same quality. This is your responsibility as a tenant.

- **Walls**

It is forbidden to make holes in the walls.

- **Vacuum cleaner/ Hoover**

To avoid dust and bugs please vacuum once a week. Do not forget to check the Hoover bag in the vacuum cleaner, if it is full you have to throw it away and put in a new bag. Please take the name and number of the bag of the vacuum cleaner with you when you buy new ones.

- **Window washing, dusting**

Dusting should be carried out once a week; windows need to be cleaned regularly.

- **Garbage disposal**

Please make sure that you put the garbage out on the designated days. Please check with your neighbours which days the municipality comes to collect the garbage. Garbage bags can be bought at any supermarket. *Garbage is not to be placed outside on any other than the designated days.*

- **Washing machine, dryer (i.a.), microwave**

If you are unsure how to work those machines please first check if there are English manuals. If not, or if you need help, contact your buddy.

- **Stain removal**

Stains in carpets, mattresses or furniture, should be removed instantly, otherwise they will settle and will have to be cleaned professionally at extra costs.

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c. MAINTENANCE

As the tenant you are responsible for minor repairs and replacements (such as batteries and light bulbs) to an amount of € 115,00 for each separate repair or replacement regardless of the cause. On top of this, you are also responsible for all items in the apartment, such as: Linen and towels, broken kitchenware etc.

Should glass windows break, you need to replace them at your own costs.

Should you have a garden, you are expected to maintain it!

Remember, all furniture, curtains, coverings, general furnishings and accessories are the owner's property and therefore to be handled with care.

d. NOISE

Please be aware that we have strict rules regarding noise pollution in the Netherlands.

Loud music is not allowed after 10 pm and before 10 am.

e. SMOKING

Smoking is not allowed inside the apartment. When smoking in the garden or on the balcony make sure to clean up the cigarette butts.

Upon departure:

1. Clean the apartment thoroughly.
2. Don't leave any personal belongings behind (including clothes and shoes).
3. Make sure the refrigerator and cupboards are empty and clean. Make sure the utensils and the insides of the cabinets are cleaned as well! Don't leave any food of any kind in the apartment.
4. Check the kitchen and its contents; please be sure that all items as mentioned on the inventory list are present.
5. If you have removed furniture from its original place, please move it back to its original place.
6. Check carpets and curtains; if they need to be cleaned, bring them to the dry-cleaner. (Don't put curtains in the washing machine, as they might shrink.)
7. Check for damages and if applicable have them repaired.
8. If you have the use of a garden, please be sure it is properly maintained.
9. Make sure you put all your garbage in the designated bin bags and close them.
10. Follow the instructions regarding the keys, any key lost or brought back to India might lead to a fine of € 100 for you personally.