

# Employee Handbook India



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## I. Introduction

### I.A About Capgemini FS GBU

Capgemini FS GBU is a global IT consulting company which helps financial services firms transform their business today to meet the challenges of tomorrow. We help our clients meet industry challenges, streamline operations and remain competitive by making their core business systems more efficient and effective.

Balancing deep industry and business process expertise, a single global culture and strong governance, Capgemini FS GBU mobilizes highly talented global resources to collaborate seamlessly across the world. We put together the right people, skills and technologies to help clients transform their enterprises.

Capgemini FS GBU focuses on strategic solutions in the banking, securities and insurance industries and provides consulting, development, testing and maintenance services.

Our seven values are:

- Honesty
- Boldness
- Trust
- Freedom
- Team Spirit
- Modesty
- Fun

### History

#### Our 40 years of History

1967	SoGETI founded by Serge Kampf in Grenoble, France on October 1.	'60s
1973	Sogeti, Gemini Computer Systems and CAP merged as Cap Gemini Sogeti.	'70s
1975	First Annual Report published.	
1985	Cap Gemini Sogeti listed on the Paris stock exchange.	'80s
1989	Opening of the Group University in France (Béhoust)	
1991	Creation of Gemini Consulting resulting from the merger of five management consulting firms.	'90s
1993	First transformation of the Group's organization, sales approach, methods and culture, called "Genesis."	
1996	The Group reorganized its shareholding and management structure and adopts a new name and a new logo: Cap Gemini.  Opening of a flagship office in Singapore, marking the first steps into Asia.	
2000	Acquisition and merger with Ernst & Young to form Cap Gemini Ernst & Young.	'00s

2002	<p>Sogeti name revived in some countries and expanded to others for local professional services.</p> <p>The Board of Directors name Paul Hermelin CEO.</p> <p>The second major transformation of the Group's organization and a move to a simpler model built around CS, TS, OS and LPS.</p> <p>Opening of a new international training and conference center in France at Les Fontaines.</p>	
2004	Name and logo changed to Capgemini coinciding with global ad campaign to position "The Collaborative Business Experience."	
2007	Capgemini acquires Kanbay and Indigo (Financial Services), expanding its offshore capabilities in India	

## I.B About This Handbook

This Employee Handbook (the "Handbook") has been prepared to inform you of Capgemini FS GBU'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 GBU. 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 [KM 2.0 People Care community](#). If you need further clarification on any topic please contact your manager, and if necessary a representative of People Process.

AS CAPGEMINI FS GBU 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 20 FOR THE MOST UP-TO-DATE VERSION OF THE HANDBOOK ANY TIME YOU HAVE A QUESTION CONCERNING CAPGEMINI FS GBU 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 GBU 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 GBU 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 GBU, 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 20. NO STATEMENT OR PROMISE BY MANAGEMENT OR ANY OTHER REPRESENTATIVE OF CAPGEMINI FS GBU, 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 GBU Employee Handbooks, as well as all other Capgemini FS GBU policies, rules and provisions in conflict with this Handbook, whether written or oral. However, Capgemini FS GBU recognizes that internal Capgemini

FS GBU 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 GBU Employees. Capgemini FS GBU 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 GBU 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.

## II. India – Workplace Policies

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### II.A Conducting When Obtaining Business

#### Overview

This policy aims to set certain standards of behavior 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 favorable 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 counseling
- Withholding of a promotion based on behavioral issues
- Termination of employment

## II.B 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

- In the course of 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 counseling
- Withholding of a promotion based on behavioral issues
- Termination of employment

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

## II.C 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 being in conflict 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

- I. Significant ownership interest in any client, supplier or competitor

- II. Any independent employment relationship, directly or indirectly, with any client, supplier or competitor
- III. 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

- I. 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).
- II. 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.
- III. 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 favored 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 People Care 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

## II.C.1 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 making arrangements 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 GBU resources should be used to provide such information if a Capgemini FS GBU office is located 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 dependent 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 People Care 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 Counseling, available on telephone, online and face-to-face modes.
- Availability of medical help:

- The following centers don't have any major hospitals close by, so we have a doctor available on the company premises, all through the week.

Talawade, Pune	Monday to Friday from 11:00 am to 5:00 pm
Hyderabad	Monday to Friday from 2:30 pm to 4:30 pm

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

## II.D 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, color, 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, color, 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 favorably 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, color, creed, religion, gender, marital status, national origin, age, handicap, disability or other protected status. Here are some examples of behavior which violates this policy such as epithets, slurs, quips, or negative stereotyping that relate to race, color, creed, religion, gender, national origin, marital status, age, disability or other protected status

## Harassment/Bullying

- Harassment can be described as unwanted behavior, 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 behavior. The impact of harassment and bullying on the individual who is being harassed can be significant and detrimental to their behavior, morale, health and performance
- Harassment can take a number of 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, color, 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 "humor"
  - Physical: Unnecessary and deliberate bodily contact, touching, indecent exposure, assault, jostling
- The type of behavior 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 behavior include:
  - Public humiliation, put-downs or ridiculing
  - Personal insults and name calling
  - Persistent criticism
  - Aggressive behavior 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 counseling
- Withholding of a promotion based on behavioral 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 People Care Head

## II.E 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.

## II.F 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 center. 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 Collared 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	SAME AS BUSINESS CASUALS ( Should be tucked in ) T - SHIRT - COLLARED	SLEEVELESS , T SHIRT WITH SLOGANS ( Except Capgemini), PICTURES, COLLARLESS T



	( Should be tucked in )	ONLY	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.

## II.G 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 counseling
- Withholding of a promotion based on behavioral issues

- Termination of employment

## II.H 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 on the basis of 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 behavioral issues
- Termination of employment

## II.I 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 behavior 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 labor
- Ensuring that none of our practices involve child labor
- 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 with regard to 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 People Care 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 counseling
- Withholding of a promotion based on behavioral issues
- Termination of employment

## II.J Equal Employment Opportunity

Capgemini FS GBU is an equal employment opportunity and affirmative action employer. Capgemini FS GBU provides equal employment opportunities to all employees and applicant's regardless of race, religion, national origin, color, 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 GBU management is primarily responsible for seeing that Capgemini FS GBU'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 GBU'S ANTI-HARRASSMENT POLICY.

## **II.K 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 GBU People Care 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 employees 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 of 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 terminates 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 People Care 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 counseling
- Withholding of a promotion based on behavioral issues
- Termination of employment

## II.L Prevention of Sexual Harassment

### Overview

Capgemini is committed to providing a work environment that is free from any kind of sexual harassment or intimidation, of either a verbal or physical nature. This policy documents the procedure for redressal of complaints relating to sexual harassment at the workplace.

### Scope

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

### Policy Statement

**Definition:** Sexual harassment includes unwelcome or unwanted conduct of sexual nature when (1) an employee's submission to or rejection of this conduct affects decisions regarding hiring,

evaluation, promotion or other aspects of employment, or (2) this conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

- Sexual harassment events are exhaustive. However Capgemini has provided below some examples of behavior which violate this policy and may constitute sexual harassment, including, but not limited to:
- Physical contact and advances, for example staring or touching or assaulting an individual's body
- A demand or request for sexual favors affecting decisions regarding hiring, evaluation, promotion, or other aspects of employment
- Sexually colored remarks
- Display in workplace of graphic and sexually suggestive objects, pictures of graffiti
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature, for example:
  - Verbal commentary about an individual's body or sexuality
  - Repeated sexual jokes, language, epithets, gossip, comments, flirtations, advances, propositions or questions
  - Repeatedly asking the employee for a date after the employee has clearly indicated that he/she is not interested
  - Retaliation against an employee for complaining about the type of behavior described above

The type of behavior 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.

## Violation

There would be a formal disciplinary process for employees who violate Capgemini policy and procedures. Any employee found to have violated this policy would be subject to disciplinary action, up to and including termination of employment.

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.

## Redressal Authority

If you are a victim of sexual harassment:

- Confront the individual if you are comfortable doing so
- Report the situation immediately to your People Partner/Reporting Manager/BU Head
- If you observe sexual harassment around you:
- Speak to the offender as an impartial observer and try to counsel him/her
- Report the situation immediately to your People Partner/Reporting Manager/BU Head

## II.M 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 counseling
- Withholding of a promotion based on behavioral issues
- Termination of employment

## II.N 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 GBU India.

## Disciplinary Process

### Performance

If an employee receives an unsatisfactory performance review rating or when supervisor raises concerns about his/her performance and/or behaviors 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 behavior which are unacceptable to Capgemini and include:

- Persistent unpunctual behavior
- 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 counseling
  - Withholding of a promotion based on behavioral 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.

## II.O 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 GBU rolls globally
- All employees on contract or engaged through external sub-contractors working for Capgemini FS GBU 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 GBU 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 GBU 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.

## III. India – Relocation Policy

### III.A Deputation and Domestic Transfer Policy

#### Type of Transfer

- Temporary Duty – any travel for duration of 1- 15 days
- Short term transfer (STT) – any transfer beyond 15days and up to the duration of 3 months will be termed as short term transfer.
- Long term transfer (LTT) – any transfer beyond 3 months on permanent relocation will be termed as LTT.

**Note:** STT and LTT terminology will not be used while employee is transferred to different payroll. It will be termed as permanent transfer.

#### Applicability of Policies

Deputation and relocation policy will be applicable for FS employees getting transferred with in any of Capgemini or client locations in India and for TS/ OS (Non FS) employees getting transferred to FS payroll. This policy will not be applicable for FS employee getting transferred to TS/ OS (Non FS) payroll.

#### Temporary Duty

Any Transfer of Capgemini FS employee for duration of 1 day to 15 days within Capgemini locations in India is termed as Temporary Duty. Employee will be authorized to allowance as per India Travel and expense policy.

The following related expenses are reimbursed:

- **Travel** – employees up to Senior Consultant will be authorized for AC II Tier and Lead Consultant and above Economic Airfare ticket.
- **Accommodation** – for entire duration of stay will be provided by company.
- **Daily Meals** – Daily Meals limits are as follows:

Expense Type	Up to Manager	Sr. Manager & above
Meals	INR 800 per day	INR 2500 per day

- **Laundry & Incidental expenses** - Up to 200 INR per day. Laundry bills will be reimbursed only for where the duration of stay is above 5 days.
- **Telephone** – Only official calls will be reimbursed on approval of project manager.

#### Short Term Transfer

Any Transfer of Capgemini FS GBU employee for duration of 15 days to 3 months within Capgemini locations in India is termed as STT. This period will be treated as deputation and employee will be applicable for deputation allowance.

The deputation policy provides financial assistance to FS GBU India employees during the deputation period.

The following Deputation related expenses are reimbursed:

- **Travel** – Employees up to Senior Consultant will be authorized for AC II Tier and Lead Consultant and above Economic Airfare ticket.
- **Accommodation** – For entire duration of stay will be provided by company. In case employee is staying in self arranged accommodation expenses up to INR 5000 per month will be reimbursed on production of receipts.
- **Deputation Allowance** – Employee will be authorized INR 300 per day as deputation allowance. It includes expenses incurred towards commute and daily living.
- **Dependents Travel** – Dependents of the employee are not authorized to travel with employee.

In case employee intends to travel with dependents, the cost of dependents travel has to be borne by employee individually. No additional allowance is applicable for dependents.

## Long Term Transfer

Any transfer of Capgemini FS employee for duration of more than 3 months with in Capgemini locations in India is termed as LTT. The Relocation policy provides financial assistance to FS GBU India employees during the relocation to new location.

The following Relocation related expenses are reimbursed:

- **Travel** – Travel fare for employees and their family will be reimbursed. Designations up to Senior Consultant and their family are authorized for AC II Tier travel. Lead Consultants and above and their family are authorized for economy class air travel.  
**Family is defined as the spouse and dependent children.** This travel coverage is for the shortest distance between Capgemini FS GBU office location and the place from where the employee is relocating.
- **Accommodation** - The Company makes reservations for accommodation at a hotel for a period of 7 days for a single person and 10 days for family. The Company reconciles the employee's lodging bills with the hotel directly. All expenses incurred on liquor, cigarettes, personal telephone calls and entertainment must be settled by the employee and are not reimbursed by the Company.
- **Food expenses** – for employees up to Senior Managers are reimbursed on production of bills subject to a maximum amount of Rs.350/- if single for initial 7 days and a total of Rs. 750/- per day, if accompanied by the family for initial 10 days. Vice President and above will be on actuals.
- **Incidental expenses** - towards laundry, portorage, etc. are reimbursed on production of bills subject to a maximum of Rs. 150/- per day for initial 7 days if single and 10 days if married and accompanied by family.
- **Relocation expenses** – Company will reimburse expenses incurred on relocation up to the following limits. These expenses will be one-time expenses incurred during relocation and will need to be claimed within 3 months of relocation. These limits are as follows :

Designation	Family	Single
Up to Consultant	15000	15000
Senior Consultant	35000	25000
Lead Consultant / Manager	45000	35000
Senior Manager / VP	65000	55000

Relocation expenses are applicable for the following:

- Shifting of House hold articles (packer and movers)
- Transit Insurance
- **Vehicle Transportation:** Expenses incurred on transporting one four wheeler and one two wheeler by road from earlier city of posting to the city of relocation will be reimbursed on

production of receipts. Expenses incurred toward change in registration number will also be reimbursed. This will be able as per Income tax rules.

- **School related expenses:** Employees will be reimbursed admission fees, for up to a maximum of two children, up to INR 50,000 on production of receipts. Reimbursement amount is toward admission fees only. Tuition fees will not be included.
- **Lease breakage expense** This is applicable only if the company provides a notice of less than one month to the employee for relocation due to which the employee incurs loss of monthly rental due to breaking of lease. An amount up to a maximum of two month's rental will be reimbursed by the Company. Employees need to submit
  - Lease Agreement copy with the exit clause
  - PAN Card details of the Landlord
  - Receipt from Landlord stating deduction of Lease breakage amount

All claims made by an employee needs to be supported by the equivalent amount pertaining to the employee's and not for a bulk sum for everyone sharing the accommodation

- **Brokerage for house** — The Company will reimburse brokerage up to 1 month's rent for the house taken on rent during the relocation. The following documentation will be required:
  - Invoice and payment receipt from the broker.
  - Original Lease Agreement copy signed by employee and the landlord
  - Photocopy of the cheque written by them favoring the broker
  - Bank statement showing the same cheque having been encashed
  - Photocopy of the PAN Card of the Landlord

All claims made by an employee needs to be supported by the equivalent amount pertaining to the employees and not for a bulk sum for everyone sharing the accommodation.

- **Housing Advance Loan** - Employees can avail of housing advance loan from the Company up to 50,000 INR or six times their gross monthly salary, whichever is lower, provided the employee is not already utilizing this facility. Employees located in Bangalore can avail of housing advance loan up to Rs.100, 000 INR or six times their gross monthly salary, whichever is lower. Grades up to (and including) Lead consultants are eligible for Housing Advance loans.
- **Dependents Travel** –Dependents of the employee are authorized to travel with employee. In case employee intends to travel with dependents, the cost of travel will be borne by company.

## Policy Notes

All expenses are reimbursed against production of receipts. The claims must be entered in the Expense system. Certain reimbursements may affect tax in which case the employee must pay tax on the reimbursed amount.

If the employee leaves the company within 3 months of relocation, all relocation expenses that were reimbursed have to be paid back to company.

In case of any extension from STT to LTT, employee will not be applicable for initial settlement allowance with respect to travel, accommodation, food and incidental expenses. The rest of the benefits applicable under LTT category will be provided. The Deputation allowance will be stopped from the date of extension to LTT from STT.

Any exception to provisions or limits in this policy document will require exception approval from the appropriate approvers listed in the India Travel & Expense policy.

### III.B Relocation Policy — Locations Outside India

#### APPLICABLE FOR CANDIDATES RETURNING TO CAPGEMINI FS GBU

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 GBU 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 expenses 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 KM2 regarding reimbursements of expenses incurred on relocation of household good when traveling back to India.
- Transit Insurance – Employees are expected to notify India Mobility in order to get transit insurance for themselves and their dependents (wherever applicable) for fly backs or return travel. Please refer to country specific policies on KM2 for further details.
- For International Transfer Policies please access the People Care's KM2.0 community (<http://km20.capgemini.com/book/317507>).

## IV. Benefits

### IV.A 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 GBU.
- 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

#### Sum Insured

Death Cover is 36 times of the monthly Total Fixed Cost of the employee subject to a maximum limit of INR 50 Lakhs.

Permanent Total/Permanent Partial Disability Cover is 36 times of the monthly Total Fixed Cost of the employee subject to a maximum limit of INR 25 Lakhs.

#### 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 as mentioned in the annexure.

Loss of the Body Part	Compensation
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 above elbow joint	70%

A hand at 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/her with 1 % of the sum insured every week limited up to 104 weeks or INR 10,000 whichever is less. (E.g. for a policy of INR 1 Lakh a weekly compensation of INR 1,000/- will be available.)
- **Medical Expenses** incurred on account of an accidental injury will be reimbursed subject to INR 5,000/- or actual whichever is lower. Reimbursement will be subject to submission of certificate from treating doctor and medical bills.

## 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 on account 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 air force operations whether in the form of military exercises or war games or actual engagement with the enemy, whether foreign or domestic.
- For detailed list of exclusion, please refer to the Employee Insurance Benefit Program (<http://km20.capgemini.com/book/308562>).

## Conditions of Membership

- This cover will be extended to all Capgemini FS GBU employees as per the policy guidelines.
- The employee will stop being eligible for this cover after his last day of work at Capgemini FS GBU.
- 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 GBU 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.

## IV.B Hospitalization Insurance (Medicclaim)

### General Information

- This policy is designed to ensure that employees and their dependants are provided with medical care. All employees who are covered under the insurance program receive cover for their medical expenses.
- Capgemini FS GBU provides financial assistance to all employees, for medical expenses that one incurs in case of hospitalization for self and his/her dependants. The Group Medicclaim 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 on account 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 dependants, of Capgemini Financial Services Global Business Unit (hereinafter referred to as Company or Capgemini FS GBU) 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 GBU.

## Coverage Extended

For married employees the coverage is extended to include spouse and two dependent children as a family unit. Hence the coverage will be for the employee, spouse and children. The sum insured for this unit is Rs. 3 Lakhs per annum.

For unmarried employees the coverage is extended to only the employee and will not extend to cover any other member in the family. The sum insured for this unit is Rs. 1.5 Lakhs per annum.

## 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, 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 considered to 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 subsequent to 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 sum insured (Rs. 3 Lakhs) for a family unit in case of Married Family Unit (including cover for spouse and two children) or up to the individual sum insured (Rs. 1.5 Lakhs) for an unmarried employee.

## Maternity Benefit

The Maternity Benefit ensures that female members of the group are covered for medical expenses relating to pregnancy. This benefit will ensure that pregnancy related expenses up to an amount of Rs. 50,000/-, will be borne by the insurance Company. There is no waiting period for a new member in the group for a Maternity Claim.

Please note for Maternity claim the pre and post hospitalization clause is not applicable (30 days prior and 60 days post hospitalization expenses cannot be claimed under this benefit). Only the hospitalization expenses will be reimbursed.

### **Infertility Treatment Benefit**

This benefit enables a member to get coverage for infertility treatment. Infertility treatment is covered subject to 24 hrs hospitalization. This benefit has a limit of Rs. 5,000/- per family unit per annum and with a corporate Cap of Rs. 50,000/- per annum.

### **Ayurvedic Treatment Benefit**

This benefit enables a member to get coverage for Ayurvedic treatment. Ayurvedic treatment is covered subject to 24 hours hospitalization in a Registered Ayurvedic hospital. This benefit has a limit of Rs. 5,000/- per family unit per annum and with a corporate Cap of Rs. 50,000/- per annum.

### **Ambulance charges Benefit**

Ambulance charges are covered up to an amount of Rs. 2,000/- for carrying the patient to the hospital.

### **Infant Insurance**

Employees are required to intimate about the new addition in the family 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 Rs. 3,000/-. The charges due to over and above the limited amount will be borne by the employee.

### **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.
- 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 or test cure, congenital external diseases or defects or anomalies, sterility, 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.
- Injury or disease directly or indirectly caused by or contributed to by nuclear weapons/materials.
- Naturopathy treatment/Ayurvedic treatment.
- Medical expenses for an Organ donor.
- Vitamins and tonics unless forming part of treatment for disease, illness or injury as certified by the Medical Practitioner.

- Medical treatment following use of intoxicating drugs and alcohol or drug abuse, solvent abuse or any addiction or medical condition resulting from or relating to such abuse or addiction.
- Sex change or treatment, which results from, or is in any way related to, sex change.
- Vaccination and inoculation of any kind unless necessitated due to an accident.
- Treatment by a family member and self-medication or any treatment that is not scientifically recognized.
- Medical treatment required following any criminal act of the Insured Person.
- Any stay in Hospital without undertaking any treatment or where there is no active regular treatment by the Medical Practitioner.
- Treatment of mental disease / illness, stress, psychiatric or psychological disorders.
- Experimental and unproven treatment.
- Charges incurred 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 disease, illness or injury, for which confinement is required at a Hospital/Nursing Home or at home under domiciliary hospitalization as defined.
- Any treatment received outside India.

## Cashless Transaction

The policy will 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 3000 hospitals on the panel across India. This service will ensure that the employees and their family members get treatment at the hospital empanelled 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 year 2012-13 has been renewed with **Bharti Axa General Insurance Co. Ltd.** facilitated by United Healthcare (UHC), as the Third Party Administrator (TPA).

## Conditions of Membership

- Employees will be required to provide necessary information regarding their family members 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 has to 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 dependant details in iConnect for spouse and children as and when there are additions to the family.
- Failure to do so will result in the employee's spouse or the child not being covered.

## 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 GBU 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.

## Queries

- For any queries on the policy please raise a ticket in BMC Service Request Management through iConnect.
- Location wise Vantage Helpdesk representatives and their contact numbers are mentioned below.
- Vantage Helpdesk Support contacts:

Location	Vantage Helpdesk Representative	Contact No.
Pune	Jaysheel Barker	+91-9922009752
Mumbai	Jitendra Berde	+91-9833806337
Hyderabad	Madhulika M	+91-9966200396
Chennai - MIPL	Singaram T	+91-9884813688
Chennai - RMZ	Singaram T	+91-9884813688
Chennai - Teynampet	G.Santhosh	+91-9884818689
Bangalore	Jeevan Jain	+91-9986712537
Gurgaon	Gulshan Lohiya	+91-9873660274

**Overall contact for any issues or concerns:** Soma B

**Mobile:** +91 9881199579; **E-mail:** [customerfirst@vantageindia.co.in](mailto:customerfirst@vantageindia.co.in)

**Escalation Contact:** Parul Jain

**Mobile:** +91 9850950058

**For all Claims related queries –** [capgemini.pune@vantageindia.co.in](mailto:capgemini.pune@vantageindia.co.in)

## Process

### Cashless transaction process

The employee has to 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, 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 has to be duly filled up, signed and stamped by the Treating Doctor. Once the pre authorization form is filled, 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 empanelled with the TPA the claim will be settled on a reimbursement basis. All papers related to such claims will be routed through **Vantage 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.**

For any assistance on Cashless Claim Processing, you may reach **UHC Representatives on - 022-30657331/32/33/34/35, 1800-22- 4545 (toll free).**

**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 20 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 favor of employee which the employee can collect from Vantage helpdesk once intimated of the same.

**Queries on the Policy Document**

For any queries on the Hospitalization Insurance (Mediclaime) 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 GBU Helpdesk**.
- Under **FSGBU Helpdesk** click on **Browse Subcategories**.
- Click on **People Process** and **People Process Helpdesk**.

## **IV.C 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 Global Business Unit (hereinafter referred to as Company or Capgemini FS GBU) 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 GBU for a sum assured of 18 times the monthly TFC or INR 600,000 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 honored.
- 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 GBU 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 GBU.

## 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 favor of Capgemini FS GBU which is immediately transferred to the nominees account.

## IV.D Dependent Parent Mediclaim Policy

### General Information

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

### 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 Rs. 50,000 per person, 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 enrollment 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, list of which is available on KM2 Portal at <http://km20.capgemini.com/book/308562> 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)

Mediclaim Policy for year 2012-13 has been renewed with **Bharti Axa General Insurance Co. Ltd.** facilitated by United Healthcare (UHC), as the Third Party Administrator (TPA).

## Premium Rate Card

Sum insured is Rs.1, 00, 000/- per annum, per member.

Per Member Rate (2012-13)							
Age Band	36-40	41-45	46-55	56-65	66-70	71-75	76-80
Premium Amount in Rs. (Per Annum Per Member)	5,180	6,063	7,753	9,800	9,983	10,070	10,501

### Note:

- The Premium quoted is inclusive of Service Tax @ 12.36%
- Tax Benefit available under Sec 80 D for dependent parents covered in the policy.

## Enrolment Process

- For enrolling parents employee needs to fill the **Dependant Parent Declaration Form**, available on KM2 Portal at <http://km20.capgemini.com/book/310121> and email the same to [customerfirst@vantageindia.co.in](mailto:customerfirst@vantageindia.co.in) with a subject line – “Dependent Parents Declaration for 2012-13 Policy”
- Employee will receive a confirmation mail on enrollment from Vantage Insurance Representative within 48 hours.
- In case the confirmation is not received contact Vantage representative Soma B. (Contact number +91 9881199579)

## Enrolment Dates

All employees, part of Capgemini FS GBU as of July 20, 2012 have a onetime option of enrolling their dependent parents latest by July 31, 2012, for the policy period August 1 2012 to July 31 2013.

All new employees joining Capgemini FS GBU after July 20, 2012 will have an option to enroll their parents 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 31, 2012, the yearly premium depending on the age of the member(s) will be deducted in two equal installments from August and September payroll.
- For new employees the total premium will be payable through a cheque in favor of "Vantage Wealth Management Solutions Pvt. Ltd."
- Employees at the time of enrollment will be briefed about the same.
- Employees who enroll in this policy can 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 annual policy.
- Tax Benefit available under Sec 80 D for dependent parents 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 on account 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 or not 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.

## IV.E Leave Policy

Capgemini FS GBU believes that employees should have opportunities to enjoy time away from work to help balance their professional and personal lives. The Company encourages all employees to spend time with family for leisure, taking care of personal work, or rest due to medical reasons. Every Employee should plan to take at least few days of annual leave every year.

Capgemini FS GBU also follows all local, regional, and/or country rules regarding leave and holidays as specified under various legislations, acts, and/or practices.

The leave policy outlines the employee eligibility requirements for each type of leave, and the rules and procedures to schedule a leave.

This policy is applicable for all permanent employees of Capgemini Financial Services (India) Inc. (hereinafter referred to as Company or Capgemini FS GBU).

### Types of Leaves

#### Annual Leave

- Permanent employees are eligible for an annual leave of 22 working days in a calendar year. Annual leave includes casual and sick leave.
- Employees can use their annual leave from day one of their joining.
- Less than 15 days service in a month does not qualify for leave calculation
- An employee is entitled to prorated annual leave (earned leave) – 1.8 days credited to the leave balance at the end of each month.
- If an employee joins on the 1<sup>st</sup> of a month they will get full 1.8 days of leave credit at the end of month , if an employee joins after the 1<sup>st</sup> or on/ before the 15<sup>th</sup> of the month they will receive a leave credit of 0.9 days for the month and if an employee joins after the 15<sup>th</sup> of the month then they will not get any leave credits for that month
- Employees' leave balance can be negative with manager's approval but will be loss of pay if employee leaves the company without earning the availed leave.

If an employee separates from the organization within the year (after utilization of leaves) negative leave settlement will be given in final settlement.

- Company holidays and weekly offs occurring during a period of annual leave are not included as part of leave, if such leave is prefixed and suffixed to holidays or weekly offs. Annual leave can be taken in conjunction with any other leave.

## Maternity Leave

- Eligible women employees are entitled to maximum of 90 days of maternity leave. Maternity leave can be used a maximum of two (2) occasions during an employee's tenure with the Company. All intervening holidays and weekends falling during this period of maternity leave are counted.
- Employee is only eligible for maternity leave if they have completed 80 days in Capgemini as permanent employee.
- Employees are allowed to use annual leave in continuation with maternity leave, after first having completed the 90 days of maternity leave, subject to approval by Supervisor.
- Employees undergoing medical termination of pregnancy (MTP) under medical advice or miscarriage are entitled to 45 days of maternity leave. A duly registered attending medical practitioner should certify this.
- Employees suffering from illness arising out of pregnancy, delivery, premature birth, stillbirth or miscarriage are entitled to additional leave, against her annual leave entitlement, subject to available balance. Any additional leave is applied to leave without pay. This leave is granted based on circumstances of each case and should necessarily be recommended by the sanctioning authority / Supervisor and approved by the - People Processes head.
- Maternity leave is not cashable in any manner, under any circumstance. It cannot be accumulated or used in installments.

Before proceeding for maternity leave employee has to fulfill statutory requirement by submitting maternity form duly filled personally to the People Process Representative.

## Paternity Leave

- Male employees are entitled to a maximum of five (5) working days of paternity leave. Paternity leave can be used a maximum of two (2) occasions during an employee's tenure with the Company. All intervening holidays and weekends during this period of paternity leave are not counted as leave. Paternity leave must be used within 90 days of the birth of the child or it will lapse automatically.
- Paternity leave is not cashable in any manner, under any circumstance. It cannot be accumulated or used in installments.

## Adoption Leave

Parenthood is a happy and major change in an individual's life. To ensure that our employees have the time to complete legal formalities related to adoption and make a comfortable move into parenthood, we have increased the leave available for our employees who have identified a child for adoption.

Women employees can avail leave up to 2 calendar months for adopting infant (less than one year old) and up to 1 calendar month for adopting a child. (More than one year old) Eligible male Employees are entitled to a maximum of five (5) working days of Adoption leave. All intervening holidays and weekends falling during this period of maternity leave are counted.

## Compensatory Leave

Employees may be required to work on public holidays and / or during weekly off days. If such work is officially mandated in writing by either the Supervisor of the employee and or by the Delivery Manager, then the employee may be compensated with compensatory leave for those days.

**Please note:** Employees are eligible for compensatory leave only if he/she works for the full day (8 hours or more). Compensatory off means employees put in extra day of work and in lieu of extra day of work they get a comp off.

## Compassionate Leave

In the event of an unfortunate death in the immediate family, employees are eligible for five (5) working days of compassionate leave. Immediate family is parents, spouse, children and siblings. If an employee is onsite (overseas), company will bear the travel expenses (to and fro from onsite to Capgemini FS GBU location from where he left).

## Public Holidays

Employees are entitled to customary paid festival and national holidays as outlined by the Company and displayed at the beginning of each year.

The Capgemini FS GBU work week is from Monday through Friday.

- Employees stationed at client sites should follow the public holiday policy as applicable in their respective client organizations.

## Leave without Pay

Leave without pay must be applied for exceptional circumstances. An employee can apply for leave without pay only when there is no leave remaining to the employee's credit. All such leaves must be sanctioned by the Practice/BU head, in agreement with the regional People Process head.

Leave without pay for an employee is authorized based on exceptional circumstances and attentive to the business impact.

No components of the employee's salary and/or benefits are paid during this period, and the employee is not granted any benefit linked to attendance during the duration of unpaid leave.

Bonus will not be applicable for the period the employee was on Leave without Pay

All intervening holidays and weekends falling during this period of leave without pay are counted.

## Unutilized Leave

Employees are allowed to carry forward to the following year the unutilized portion of their annual leave, subject to a maximum of 20 days each calendar year.

The maximum leave balance which an employee can have including previous years balance at any given point of time is 42 days.

**Please note:** Any leave balance over and above this limit automatically lapses.

## Extension of Leave

If the employee wishes to extend an annual leave, he/she is required to complete an application in writing or email. The employee may also inform the sanctioning authority via telephone or by any other methods, but prior to the expiration of the current leave period. The sanctioning authority sends a reply in writing to the employee indicating whether the extension is approved or rejected. An additional copy is sent to People Processes.

**Please note:** If the employee does not receive any such reply in writing, the application for the extension of leave is treated as rejected and the employee is required to resume duties on completion of leave originally granted.

## Leave 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.

## Leave Encashment

An employee who is no longer employed with the Company is permitted to cash the unutilized annual leave standing to his/her credit, subject to maximum accumulation of 30 days, as on date of the severance of service.

The formula for encashment is the following:

**(Current month's base salary X Number of days of actual annual leave balance) / 30(Subject to maximum of 30 days)**

All or any tax liability from this payment is the responsibility of the employee. This includes current, as well as future legislation.

## Transferees

- Employees traveling on long term assignments (more than 180 days) are governed by the leave / vacation policy of the host location / region. However, employees stationed at client sites should follow the public holiday policy as applicable in their respective client organizations.
- Employees transferred on long-term assignments are required to settle their leave dues, as per policy.
- Employees traveling on short term assignments (up to 30 days) are governed by the home country leave / vacation policy. However, employees visiting / stationed at client sites should follow the public holiday policy as applicable in their respective client organizations.
- Employees traveling on short term assignments (more than 30 days up to 180 days), except for US and Singapore, are governed by the home country leave / vacation policy. Employees traveling to US and Singapore are governed by the respective location / region leave policy. However, employees stationed at client sites should follow the public holiday policy as applicable in their respective client organizations.
- Person going as STT will go with zero leaves and will come back with zero leaves, if there is any balance of leaves during his or her tenure as STT it has to be cashed at the STT location.

To access the Leave Policy for UK LTT transferees please refer the link on KM 2.0:

<http://km20.capgemini.com/book/319827>.

## Responsibility of the Employee

- Employees are required to apply well in advance for approval of long annual leave.
- Employees have to keep his/her Supervisor informed in case of any extension of leave. An act of proceeding on leave without approval in writing will be treated as an act of misconduct and the employee will be liable to disciplinary action, if deemed necessary.
- In cases of approved leave without pay on medical grounds, the employee has to provide all the relevant medical documents to People Processes within 7 days from the start of such leave.

## Responsibility of the Supervisor

- Supervisor has to inform the People Processes Team in case of leave without pay and absconding cases within three (3) days from the start of such leave.
- It is the responsibility of the Supervisor to inform the People Processes Team, if an employee does not report to office, after using the sanctioned leave within three (3) days from the end of such leave.

## Additional Leave Details

- While the Company does not mandate any minimum annual leave that an employee must take each year, it encourages all its employees to take at least seven (7) days of annual leave each year to enjoy with family and recuperate from work stress, if any.
- All applications, recommendations, approvals and refusals must be in writing / and on record.
- If an employee remains absent without approved leave or overstays without approval from the sanctioning authority for a period of three (3) consecutive days or more, disciplinary action including termination from service, may be initiated against the employee by the Company.
- Natural calamity or emergency holiday during the week to be compensated by working on Weekend.
- For leave balance log on to iConnect→My Information→Professional Info→Leave details
- Completion of 15 days or more of service in a month is considered as a completed month of service. Less than 15 days service in a month does not qualify for leave calculation.

## IV.F Shift Policy

### Overview

Capgemini FS GBU offers continuous services to external, as well as internal clients around the world. Because of this global dynamic, the Company provides continual access to Capgemini FS GBU facilities and benefits for employees who work in shifts. The shift policy outlines the standards, benefits, and procedures.

This policy is applicable to employees employed by Capgemini Financial Services (India) Inc. (hereinafter referred to as Company or Capgemini FS GBU).

### Eligibility

- All employees and contractors who work in shifts, to provide production support and carry out work, which necessarily has to be done in shifts, would be governed by the respective norms and benefits specified in this policy.
- Employees identified to work in shifts, but due to specific reasons work during regular work period are not eligible for the benefits under this policy for those regular days worked during regular work period.

### Transportation

- Capgemini FS GBU provides transportation services for employees. Employees have to procure a bus pass to use the transportation services. Employees who obtain the regular bus pass are not charged additional costs for use of Company transportation service while working in shifts. The additional cost incurred for the transportation service provided by the Company to the employees working in shifts is charged to the project.
- Employees who do not have a bus pass, but use the transportation service while working must pay daily charges as per the existing Transport Policy. For more details please refer to the Transport Policy available in KM2.0 under GFM community.

### Cafeteria

The company cafeteria operates from 8:00 am to 6:00 pm (please contact your local GFM for exact timings) serving breakfast, lunch & evening snacks. Between 6:00 pm and 10:30 pm limited services are given on prior demand like biscuits, wafers and cold beverage through counters at specific



units/buildings. All costs toward food during regular work hours on weekdays will be borne by the employees.

## Dormitory Facilities

The Company provides dormitory facilities inside the campus premises for the employees.

## Security

- The Company provides adequate security to ensure the safety of employees working during the night shifts.
- The Company ensures that no woman employee is asked to work in night shift alone.
- All women employee, using company provided transport, leaving the office premises after 9:00pm are escorted by security personnel.
- However, if there are other teams working the night shift on the same Unit/Floor, there are emergency contact numbers with names that are made available at the security gate and other areas of each unit for quick and easy access to employees working the night shift.

## Responsibility of the Employee

- Employees are required to apply for shift request using the shift allowance application available in [iConnect](#) under Finance tab.
- Employees need carry out regular activities assigned to him/her during the shift.
- Employees working in shifts should attend all necessary meetings/training scheduled during the regular work period. Employees are responsible for discussing and planning their schedule during the shift with the Manager/Supervisor, if required.
- Employees must inform security of their contact numbers, while working in the night shift.
- Employees should carry a list of emergency contact numbers provided by the Global Facilities Management Team for any help required during the shift.

## Shift Allowance System

- Employees who plan to work in the morning, afternoon and / or night shifts should apply for shift allowances using the Shift Allowance application available in iConnect (<https://iconnect.fs.capgemini.com/>) under Finance tab.
- Employee would be able to enter shift details for previous three months and current month (provided shift details are entered before the cut-off date). The current month shift roster will be available after the 25<sup>th</sup>.
- Employee would be able to enter shift details only against those project codes to which he/she is allocated during that month. Employee cannot apply for shift request on expired project code and task codes.
- The shift details become read-only for the entire month once the employee submits the shift details. Employee would be able to modify submitted shift details for a month ONLY when all entered shift details for that month get rejected by the Supervisor / Project Manager.
- The data entered in shift allowance application will be validated with the Leave Management System, and if the employee has applied for shift allowance on a leave date the system will automatically cancel the shift request for that leave date. If an employee applies for leave after the shift allowances process then all conflict case amount will be recovered in the subsequent month's payroll.



- Shift allowance should be selected as billable only if the same is to be invoiced to the Client.
- Shift Selection Guidelines for entering a claim in the Shift Allowance application:
  - Employees should select the shift in which his or her work shift's timing lies, as per the Shift Types table shown below.
  - In case an employee's work shift timings span across two shifts, then he or she should choose the shift in which he/she has spent most of his/her time at work.
  - On any given day, an employee can work in, and therefore claim allowance for, only one single shift.
  - Shift Types Table

Shift Type	Shift Timings
Morning Shift	6:00 AM – 3:00 PM
Afternoon Shift	2:00 PM – 11:00 PM
Night Shift	10:00 PM – 7:00 AM

- Shift allowance requires two levels of approvals before the cut-off date. First-level approval from Supervisor and second-level approval from Project Manager.
- Supervisor / Project Manager, while approving shift allowance requests, should check and confirm that the following (1). Shift (Morning, Evening, Night) has been correctly selected, (2). Dates are correct, and (3). Billability has been correctly entered.
- Supervisor / Project Manager should approve the submitted shift request on or before the 10<sup>th</sup> of every month. If the 10<sup>th</sup> falls on a weekend or a holiday it should be approved on previous working day. Current month's approved shift allowance compensation will be paid in the subsequent month's payroll.
- Approved shift allowance before the cut-off will be processed through the regular payroll and will be paid along with the monthly salary subject to income tax deductions as applicable.
- Supervisor / Project Manager would be able to approve/reject submitted shift details of previous three months and current month (provided approvals are done before the cut-off date). Supervisor / Project Manager can approve/reject the shift details by clicking the 'Shift Request' queue, under 'My Approvals Notifications' section.
- Supervisor / Project Manager can edit the submitted shift details before approval (except project details) however once approved he/she cannot make any modifications. Before approving, Supervisor needs to specify whether the shift entry is billable/non-billable. Project owner can override the billability specified by the Supervisor before approving the request pending in his/her approval queue.
- All allowances that are wrongly approved as billable in the system and are later required to be treated as non billable at the time of Client invoicing, additional approval from the BU Head would have to be obtained and provided to Finance team.

For any issues/questions, please refer to the process document or FAQ document in iConnect.

For any technical questions raise a request from Helpdesk. iConnect > Facilities > Capgemini FS GBU Helpdesk > FS GBU Helpdesk > People Process Helpdesk > Shift Allowances issue

## Compensation

The amount of compensation for work in shifts is based on the following:

- Designation and or type of employment

- Type of shift worked in

### **Designation Software Associates and above and Contractors in similar positions:**

An employee and/or contractor who works a shift is paid a shift allowance of:

- INR 400 per Night Shift
- INR 250 per Afternoon or Morning Shift

The Supervisor should clearly specify the role of the contractors to ensure proper payment of shift allowance.

### **Calculations**

Shift allowance Payable = No of day(s) worked in shift(s) X Appropriate shift allowance per day

### **Tax**

All or any tax liability arising out of this payment is on the employee's account. This includes current, as well as future legislations.

Compensation for working in shifts on weekends and or holidays:

- An employee who works in shifts either on a weekend or a holiday will be eligible to claim a compensatory off for such days worked in addition to the shift allowance as mentioned above. The compensatory off has to be claimed within a month of becoming eligible for the same else it will lapse and not be approved.

## **IV.G 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.

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

## **IV.H Out of Hours Policy**

### **Introduction**

This document details the out-of-hours payments policy for employees at Capgemini Financial Services (India) Inc.

### **Scope**

#### **Employees**

Employees, for the purpose of this policy, would mean all Capgemini India CSS employees up to and including Manager Levels.

## Types of Allowances

The Policy comprises of the following allowances:

### On-call

#### Definition

On-call is defined as “Time when an employee is not at work but is available to provide remote support and assistance, and attend his/ her place of work, if required.”

For e.g. when an individual is required to be available to provide remote support over a weekend, when he or she is not normally required to work, he or she is “on-call” for two days.

Inherently, being “on-call” places employees under particular obligations, notably the need to be contactable, fit for the purpose of work and where necessary, able to attend work to provide direct operational support.

#### Qualification

Employees will qualify for On-call payments providing:

- They are identified as being part of a rota providing operational support outside their normal working hours, as defined in their terms and conditions.
- The on-call requirement is authorized by an appropriate manager prior to being worked.

#### Calculation

On-call payment is calculated as:

##### **On-Call Days x On-Call Daily Allowance**

Where

**On-call days** are the number of days an individual is designated to provide On-call support.

**On-Call Daily Allowance** is:

- Rs. 425 per day on weekdays, and
- Rs. 650 per day on weekends and holidays.

#### Public Holidays

Employees covered under this policy will follow client's list of public holidays, as applicable. In case the number of public holidays as per the client is less than the 10 public holidays granted by Capgemini India, such employees can avail the differential number of days as optional holidays to be taken during those days declared as public holidays by Capgemini India.

#### Transport Arrangements

Capgemini India's Transport Policy will be applicable to employees on “On-call” duty.

#### Authorization of Allowances

The Project head (or any other senior person designated by the BU Head for this purpose) will be authorized to approve payment of allowances. The cost will be charged to the BU.

## Mode of Payment

For payment of all the above allowances, the payment claims in the prescribed formats must be approved by the authorized signatory and submitted to Payroll by the 10th of every month. The payments will be made through Salary, subject to income tax deductions as applicable.

## IV.I Picnic Policy

Capgemini FS GBU believes that team chemistry is an important ingredient to the success of projects and the Company as a whole. The Company encourages employees to plan activities outside of work and enjoy time together as a team.

### Procedure

- Every employee in the support functions is entitled to Rs. 500/- once every quarter.
- For accounts and practices, it is discretionary spending based on the approval of Account/BU heads and Practice heads respectively.
- Different projects get together as a team and plan a picnic / outing once in a quarter. Based on the number of employees in a particular team, an amount of Rs. 500/- per employee is sanctioned for this purpose regardless of whether an employee belonged to another team before the time he/she joined this particular project.
- Cash is advanced against an IOU to one of the team members who take the responsibility of accounting for the cash availed. Documents in the form of hotel bills / transport bills to cover the cash availed should be handed over to Finance along with a list of employees who are on the team. Company can also settle food bills directly with the vendor if employees submit the bills with details like project number, number of employees etc. Company will settle bills only to the extent of eligibility.

### Process

- If a team decides to go for a picnic, one of the team members who take the responsibility has to take a count of the number of members. Based on the total count of the team, Finance provides the advance amount.
- Documents in the form of hotel bills/transport bills to cover the cash availed should be handed over to finance along with a list of employees who are on the team.

### Time Line

- Expenses for the quarter should be claimed within the quarter or in the subsequent quarter.
- Expenses more than two quarters old will not be reimbursed
- Since determining the number of employees in the team could be a constraint, payment will be made considering the latest head count of the team
- Employees need to claim the team party reimbursements within 15 days after incurring the expenses

### Attendance

For any team party, a minimum of 50% participation is required. The team manager must submit the attendance record while submitting the bills for clearance.

## General

- Budget to guide the expenses
- Any exception to the above policy will have to be recommended by the department Manager and approved by the Head of People Processes
- If advance taken is not settled within 15 days of incurring expenses, the same will be recovered from the salary of the respective recipient
- Submission of forged bills/gross misappropriation of funds taken for such activity can lead to termination from the service of Capgemini FS GBU India

## V. Recruitment

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### V.A Employee Referral Policy

#### RECRUIT – REFER – Earn a REWARD

Are you aware that nearly 50% of hires across Capgemini come from Employee Referrals? And nearly 33% of our India Hiring comes from referrals? It's true.

#### Intent of the Program

The intent of this policy is to continue to stress on our networking with our Employees.

As in the past, we encourage all Employees to be a part of the **Capgemini FS-GBU Employee Referral Program**, to enable us, strengthen Capgemini FS GBU with qualified candidates, and help them earn the extra buck.

#### Scope of the Program

This policy is applicable to all Permanent and Contractual Employees of Capgemini FS GBU.

In addition to the specified technical profiles, we would be seeking strong communication skills; ability to work in a team, and people who are eager to learn.

**Above all we look out for the cultural fitment of the candidate with Capgemini FS GBU.**

#### Referral Process Overview

##### Steps to make a referral:

- Log on to [recruitment.in.capgemini.com/friendslikeyou.in.capgemini.com](http://recruitment.in.capgemini.com/friendslikeyou.in.capgemini.com) and you will find the employee referral program.
- Fill in the details given in the form. Please be sure that you fill in the mandatory fields correctly so that we don't miss out on your referral.
- Attach the resume without fail.
- You will get regular update about the status of your referral through the system. At any point in time you can check the status of your referral on the site.

#### Participant Eligibility

- On Rolls & Contractual Employees are eligible for claiming Referral Bonus.
- Any reference of the Employees joining on Contractual position will be paid a amount of Rs.5000/- only
- To claim the referral fee your referral must be taken on Contractual / Capgemini FS GBU rolls. If she or he is taken on as a trainee, software Engineer/employees, IT employees or as Executive then you are not eligible to claim the referral fee.
- The referral fee will be paid to you only if your referral is on board for a minimum of three months. Employees who have resigned will not be eligible to claim the referral fee. **After three months of stay with Capgemini FS GBU, the referral is paid the eligible Referral Bonus automatically by the recruitment team.** The Employees don't have to fill any forms or application to claim for referral bonus.

- **Both the referrer and the referral have to be on Capgemini FS GBU rolls, after the referral completes three months with the organization, for the referrer to claim the referral bonus.**
- If your referral is placed outside Capgemini FS GBU India locations, then you are eligible to get the referral fee as per that region's referral policy. For e.g. if you are a Capgemini FS GBU Employees and your referral is taken on Capgemini FS GBU Inc rolls, then you become eligible to claim the referral fee as per the Capgemini FS GBU Inc referral policy.
- Members of Employees Partners team will not be eligible to claim the referral fee. The employee who uploads the referred candidates profile first into the internal referral system gets the referral fee. Any profile in the referral system is valid for 6 months from the date of its submission. After that it becomes open for resubmission or modification. Employees who first resubmits the profile becomes eligible for referral fee.
- If any information that you provide of your referral is incorrect then you are not eligible to claim for the referral fee.
- No referral fee will be given for any referral whose profile is not on the recruitment.in.capgemini.com>>Employee referral. Also no referral fee will be paid for any candidate whose profile is directly forwarded to the recruiter.

The following employees are not eligible to receive the referral fees but are strongly encouraged to participate in this program:

- Trainee Employees
- PRM - Recruitment Employees
- Direct managers of the referred candidate
- Vice Presidents and above
- Business Development and Service and Support Leaders

Members of the interview panel

## Cash Awards – Based on Level of Hire

If your referral joins and if s/he is with Capgemini FS GBU for a minimum of **3 months**, then you become eligible for the referral fee. The referral fee is paid as per the designation offered to your referral on the date of joining.

REFERRED POST	REFERRAL FEE
Contract	5,000
Associate Consultant	10,000
Consultant	20,000
Senior Consultant	30,000
Lead Consultant	40,000
Managerial and above to VP	50,000

\* Subject to applicable tax withholdings

**Connect with the team through:** [FSGBU](#), [Friendslikeyou](#) ([gaurav.dalvi@capgemini.com](mailto:gaurav.dalvi@capgemini.com)).

## V.B Relocation Policy - New Hires

### Objective

This policy is aimed at defining suitable reimbursement limits to compensate new hire candidates who are required to relocate from their base- or pre-hire location to another location within India as per business requirements. This policy is the guideline for every recruiter and there is no exception of the below mentioned policy.

### Applicability

This policy is applicable for candidates joining Capgemini India Pvt. Ltd, Financial Services across all levels with in India.

### Eligibility

- New hires relocating from any location within India are eligible for relocation expenses.
- Candidate joining India from overseas will not be eligible for this policy.
- If pre-hire location and joining location are same, the candidate is not eligible for reimbursements.
- Fresher's joining from campus /training institutes will not be entitled to claim any relocation expenses.
- Candidate joining at the level of Software Engineer/Software Associate (only Lateral Hire)

### Entitlements

The Company will reimburse to the employee expenses incurred toward relocation (subject to provision of bills) up to a maximum limit as under, with prior approval of the Recruitment Lead or his / her representative.

Designation	Married	Single
Software Engineer / Software Associate / Senior Software Engineer	Rs. 30,000	Rs. 20,000
Associate Consultant	Rs. 45,000	Rs. 30,000
Consultant to Lead Consultant	Rs. 60,000	Rs. 30,000
Manager to Principal	Rs. 95,000	Rs. 50,000
Vice President and Above	Rs. 97,000	Rs. 52,000

The above limit will be inclusive of the following categories in which the employee might incur expenditure during relocation:

### Travel

- The Company will reimburse travel (one-way ticket only) expenses for the candidate and his/ her spouse and dependent children only.
- Reimbursement of travel expenses will be up to the limit defined by the policy or actual amount, whichever is less, on production of actual receipts / tickets / boarding pass.
- The mode of travel is economy class airfare or AC II tier train.



## Accommodation

- Company will provide accommodation for initial 7 days only effective from date of joining. Company will directly settle the lodging bills with the, service provider. Individuals will be responsible for expenses incurred on liquor, cigarettes, personal telephone calls, food and entertainment prior to checking out of the company-provided accommodation.
- Cost of company-arranged accommodation will be governed by the policy. Any additional cost as mentioned in the policy will be covered by the recruitment budget.
- In case of self-arranged accommodation, reimbursement will be according to the limit defined by the policy.
- Any extension beyond 7 days will be employees' responsibility.

## Relocation Expenses

Relocation expenses will include below mentioned expenses and will be reimbursed on production of actual receipts.

- Transportation of household goods –
  - Cost Incurred on Packing and moving(P&M) of personal goods and effects(excluding vehicle) arranged through any Vendor will be reimbursed subject to the submission of the following:-
  - Original payment receipt on the vendor's letter head/bill mentioning the vendor's PAN No and Service Tax No. This should be duly attested by vendor.
  - Original list of items transported and signed by the candidate and acknowledged by the vendor. This should also mention the starting location and destination
  - Original Insurance premium receipt (if claimed)
  - Original Octroi receipts across locations
  - Original Good Receipt Note /Delivery Challan on the Vendor Letter head – countersigned by the candidate.

## Note –

- Capgemini will not be held liable for any loss or damage or delay in delivery of goods during transit.
- The reimbursement of P&M of personal goods and effects is non-taxable
- Transportation / registration of vehicle, including No Objection Certificate (NOC).
- Authorized number of vehicles – one Four wheeler and two 2 wheeler either in name of candidate or his/ her spouse
- Alternatively, if the employee wishes to drive down, expenses will be reimbursed at actual. Reasonable fuel expenses as defined by Capgemini Finance team will be reimbursed considering the distance travelled from the City of Origin to the city of relocation.
- Housing brokerage against invoice, payment receipt of broker and agreement copy
- Non-refundable school donation (for up to a maximum of two children) against receipt from school

## Payment Procedure

Relocation expenses must be claimed by the employee within 30 days from the date of joining.

## Recovery of Relocation Expenses

If the employee resigns within a period of one year from the date of joining, the entire amount of relocation expenses reimbursed to that employee must be returned to the Company as part of the final settlement.

## Ownership of the Policy

The Recruitment team owns and administers this policy. Any exception to the above will have to be sanctioned by the Recruitment Head.

## Effective Date

This revised policy is applicable effective August 23, 2010

## Categorization of Expenses

### Software Engineer / Software Associate / Senior Software Engineer (Only for Lateral Hires)

Entitlements		
	Married	Single
Travel	6000	3000
Accommodation	15000	12000
Relocation Expenses	9000	5000
<b>TOTAL</b>	<b>30000</b>	<b>20000</b>

### Associate Consultant

Entitlements		
	Married	Single
Travel	9000	3000
Accommodation	15000	12000
Relocation Expenses	21000	15000
<b>TOTAL</b>	<b>45000</b>	<b>30000</b>

### Consultant to Lead Consultant

Entitlements		
	Married	Single
Travel	11000	3500
Accommodation	15000	12000
Relocation Expenses	34000	14500
<b>TOTAL</b>	<b>60000</b>	<b>30000</b>

### Manager to Principal

Entitlements		
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	Married	Single
Travel	16000	4000
Accommodation	15000	12000
Relocation Expenses	64000	34000
<b>TOTAL</b>	<b>95000</b>	<b>50000</b>

#### Vice President and Above

Entitlements		
	Married	Single
Travel	18000	5000
Accommodation	15000	12000
Relocation Expenses	64000	35000
<b>TOTAL</b>	<b>97000</b>	<b>52000</b>

**\*\* Note – For candidates hired at VP and above, the limit of relocation expenses can differ from case to case, and any deviation from the policy needs to be approved by Recruitment Head**

#### Business Rules

- All expenses will be reimbursed on production of actual receipts.
- Total expenses on travel, accommodation and relocation should not exceed above mentioned limits.
- All expenses needs to be approved by the respective recruitment lead.
- It is the Finance team's responsibility to ensure that employees' adhere to overall limits defined by policy.
- All exception cases needs to be approved by the India Recruitment head.
- If the candidate is single and wants to be accompanied by his or her parents, the Company will provide help in booking accommodations. Additional costs will be taken care of by the candidate.
- As per the company's definition, dependents are the candidate's spouse and children (up to 2 children and below the age of 18 yrs).
- Married – Candidate is married and accompanied by his spouse and dependents when joining the company.
- Single – Candidate is either married or unmarried and travelling alone when joining the company.

## VI. Other Policies

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### VI.A Certification Fee Reimbursement Policy

#### Intent

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

#### Purpose

The purpose of this document is to provide a policy that outlines the certifications eligible for reimbursement and the process to claim reimbursement of certification exam fee.

#### Scope

This policy is applicable to all FS GBU employees globally. Currently FS GBU 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

1. Review the certifications in the global list on KM2.0 (<http://km20.capgemini.com/book/311085>) and select the certification of your interest.
2. Review the certification goals, prerequisites, and information on certification examination.
3. On achieving the certification, follow the reimbursement process to claim reimbursement of the certification exam fee.

#### Eligibility for Reimbursements

1. Employees are eligible to seek reimbursement for any of the certification exams listed in the approved list of certifications available at <http://km20.capgemini.com/book/311085>.

**Please note that the certification fee can be reimbursed after ONE month of achieving the certification.**

2. Employees should achieve the passing score as prescribed by the certifying institute.
3. The certification exam fee will be reimbursed to only those employees who achieve the certification. However the charges toward 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.
4. Employees can refer to the existing certification support material available in the Online Library Catalog available through iConnect (<https://iconnect.fs.capgemini.com> > Facilities > Online Library Catalog]. Or send an email to [library.fsgbu@capgemini.com](mailto: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.

**5. PMI Specific Reimbursement Process:** Reimbursement of the following will be given to only those employees who contribute to the PMP Chapter by facilitating PMP sessions irrespective of the location they are based in:

- PMP Certification Exam and PMI Membership (together)
- PMI Membership Renewal
- PMI Certification Renewal

Employees seeking PMP Certification need to pass the exam and attain the PMP Certification. They can get reimbursement of certification fee in two equal parts as follows:

- The first 50% of the certification fee will be reimbursed only after one month of achieving the certification
- The remaining 50% of the certification fee will be reimbursed after one month of claiming the first 50% of exam fee subject to facilitating at least one PMP session. Please note that the PMP session does not require any specific faculty rating for the certification fee to be reimbursed.

**6. Reimbursement of any Certification fee that is more than \$200 USD:** Employees will get reimbursement of certification fee in two equal parts as follows:

- The first 50% of the certification fee will be reimbursed only after one month of achieving the certification
- The remaining 50% of the certification exam fee will be reimbursed after one month of claiming the first 50% of certification exam fee.

**NOTE: For certification reimbursement cost above \$300 USD, please submit a business case with an approval from your Manager and Practice Head.**

**Any exception to the above policy can be recommended through the Global Certifications Coordinator to the approver [Aarti Gupta](#), Global Head, FS GBU Learning & Culture.**

## Process for Reimbursements

The employees will have to upload documents on Team Forge one month 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 Kalpee Ambi ([kalpee.ambi@capgemini.com](mailto:kalpee.ambi@capgemini.com)).

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

- Payment Receipt/Email Confirmation about the Payment
- Score Sheet/Certificate

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.

Employees must raise an expense report pertaining to the region they are based in. The codes required to fill the expense reports are mentioned below. They will have to refer to the name column in the following table and use the codes pertaining to their region.

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.

Project Number	Project Name	Task Number	Project/ Task code Description
100124982	IN10 L&D-Certi. Leadership	001	IN10 L&D - Certification Leadership
100124985	IN10 L&D - Certi. Technology	001	IN10 L&D - Certification Technology
100124986	IN10 L&D - Certi. Industry	001	IN10 L&D - Certification Industry
100125064	IN11 L&D - Certi. Leadership	001	IN11 L&D - Certification Leadership
100125066	IN11 L&D - Certi. Technology	001	IN11 L&D - Certification Technology
100125067	IN11 L&D - Certi. Industry	001	IN11 L&D - Certification Industry
100125167	IN12 L&D - Certi. Leadership	001	IN12 L&D - Certification Leadership
100125168	IN12 L&D - Certi. Technology	001	IN12 L&D - Certification Technology
100125169	IN12 L&D - Certi. Industry	001	IN12 L&D - Certification Industry
100125226	IN13 L&D - Certi. Leadership	001	IN13 L&D - Certification Leadership
100125229	IN13 L&D - Certi. Technology	001	IN13 L&D - Certification Technology
100125231	IN13 L&D - Certi. Industry	001	IN13 L&D - Certification Industry
100125324	IN14 L&D - Certi. Leadership	001	IN14 L&D - Certification Leadership
100125326	IN14 L&D - Certi. Technology	001	IN14 L&D - Certification Technology
100125328	IN14 L&D - Certi. Industry	001	IN14 L&D - Certification Industry
100125393	IN17 L&D - Certi. Leadership	001	IN17 L&D - Certification Leadership
100125398	IN17 L&D - Certi. Technology	001	IN17 L&D - Certification Technology
100125401	IN17 L&D - Certi. Industry	001	IN17 L&D - Certification Industry
100125347	IN20 L&D - Certi. Leadership	001	IN20 L&D - Certification Leadership
100125351	IN20 L&D - Certi. Technology	001	IN20 L&D - Certification Technology
100125353	IN20 L&D - Certi. Industry	001	IN20 L&D - Certification Industry
100125272	IN21 L&D - Certi. Leadership	001	IN21 L&D - Certification Leadership
100125273	IN21 L&D - Certi. Technology	001	IN21 L&D - Certification Technology
100125275	IN21 L&D - Certi. Industry	001	IN21 L&D - Certification Industry
100125205	IN23 L&D - Certi. Leadership	001	IN23 L&D - Certification Leadership
100125207	IN23 L&D - Certi. Technology	001	IN23 L&D - Certification Technology
100125211	IN23 L&D - Certi. Industry	001	IN23 L&D - Certification Industry
100125021	IN24 L&D - Certi. Leadership	001	IN24 L&D - Certification Leadership
100125027	IN24 L&D - Certi. Technology	001	IN24 L&D - Certification Technology
100125029	IN24 L&D - Certi. Industry	001	IN24 L&D - Certification Industry
100124723	US05 L&D - Certi. Leadership	001	US05 L&D - Certification Leadership
100124725	US05 L&D - Certi. Technology	001	US05 L&D - Certification Technology

100124727	US05 L&D - Certi. Industry	001	US05 L&D - Certification Industry
100124655	US06 L&D - Certi. Leadership	001	US06 L&D - Certification Leadership
100124657	US06 L&D - Certi. Technology	001	US06 L&D - Certification Technology
100124660	US06 L&D - Certi. Industry	001	US06 L&D - Certification Industry
100124647	CA02 L&D - Certi. Leadership	001	CA02 L&D - Certification Leadership
100124648	CA02 L&D - Certi. Technology	001	CA02 L&D - Certification Technology
100124649	CA02 L&D - Certi. Industry	001	CA02 L&D - Certification Industry
100124770	GB01 L&D - Certi. Leadership	001	GB01 L&D - Certification Leadership
100124772	GB01 L&D - Certi. Technology	001	GB01 L&D - Certification Technology
100124774	GB01 L&D - Certi. Industry	001	GB01 L&D - Certification Industry
100124832	HK01 L&D - Certi. Leadership	001	HK01 L&D - Certification Leadership
100124836	HK01 L&D - Certi. Technology	001	HK01 L&D - Certification Technology
100124838	HK01 L&D - Certi. Industry	001	HK01 L&D - Certification Industry
100124871	SG02 L&D - Certi. Leadership	001	SG02 L&D - Certification Leadership
100124873	SG02 L&D - Certi. Technology	001	SG02 L&D - Certification Technology
100124874	SG02 L&D - Certi. Industry	001	SG02 L&D - Certification Industry
100124921	IE01 L&D - Certi. Leadership	001	IE01 L&D - Certification Leadership
100124923	IE01 L&D - Certi. Technology	001	IE01 L&D - Certification Technology
100124925	IE01 L&D - Certi. Industry	001	IE01 L&D - Certification Industry
100124794	TW01 L&D - Certi. Leadership	001	TW01 L&D - Certification Leadership
100124799	TW01 L&D - Certi. Technology	001	TW01 L&D - Certification Technology
100124802	TW01 L&D - Certi. Industry	001	TW01 L&D - Certification Industry
100124581	AU01 L&D - Certi. Leadership	001	AU01 L&D - Certification Leadership
100124582	AU01 L&D - Certi. Technology	001	AU01 L&D - Certification Technology
100124583	AU01 L&D - Certi. Industry	001	AU01 L&D - Certification Industry
100124548	AE02 L&D - Certi. Leadership	001	AE02 L&D - Certification Leadership
100124549	AE02 L&D - Certi. Technology	001	AE02 L&D - Certification Technology
100124550	AE02 L&D - Certi. Industry	001	AE02 L&D - Certification Industry
100124706	CH01 L&D - Certi. Leadership	001	CH01 L&D - Certification Leadership
100124708	CH01 L&D - Certi. Technology	001	CH01 L&D - Certification Technology
100124709	CH01 L&D - Certi. Industry	001	CH01 L&D - Certification Industry
100124585	VN01 L&D - Certi. Leadership	001	VN01 L&D - Certification Leadership
100124586	VN01 L&D - Certi. Technology	001	VN01 L&D - Certification Technology
100124587	VN01 L&D - Certi. Industry	001	VN01 L&D - Certification Industry
100124944	PH01 L&D - Certi. Leadership	001	PH01 L&D - Certification Leadership
100124946	PH01 L&D - Certi. Technology	001	PH01 L&D - Certification Technology
100124948	PH01 L&D - Certi. Industry	001	PH01 L&D - Certification Industry

## VI.B Resignation Policy

### Overview

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

### Resignation Process

- An employee who decides to leave Capgemini FS GBU 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 has to 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.



## VII. Finance Policy

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### VII.A Capgemini FS GBU Travel and Expense Policy

#### Introduction

The purpose of the Financial Services GBU Travel Policy is to provide travel guidelines and procedures to its employees. Our goal is to provide each business traveler with a clear set of criteria to act as a guide toward obtaining approvals, scheduling, and utilizing cost-effective travel policies.

The process of cost-effective travel scheduling becomes more self-managed once travel policies and procedures are defined, reimbursable expenditures are described, and employees and expense report approvers are aware of their responsibilities in managing and reporting business travel-related costs.

All employees are responsible for understanding and complying with the Company's policy regarding expense reimbursement.

The expense report control procedure consists of a minimum of two stages:

- A hierarchical control to validate the relevance of the expense, the necessity of the expense and its conformity to the employee's function and the interests of the Company.
- A financial control, handled by the Accounting department, to verify the existence of the documentation, respect for procedures and conformity with the rates and regulations in the policy.

#### Non Compliance

Employees who do not comply with this policy may find their expense claims subject to a delay, or potential capping of the claim at the cheapest price proposed by TA. Repeated non compliance by an individual may lead to non reimbursement and/or disciplinary action.

#### Policy

Financial Services GBU will reimburse, within policy guidelines, an employee who travels as a Capgemini FS GBU representative for the reasonable and necessary costs directly related to authorized domestic and international travel.

This policy covers travel and related expenditures encountered in normal business situations. The intent, however, is not to describe every situation. Management judgment will be necessary in certain situations which are not addressed or where special consideration is required.

- This policy applies to both non-billable and billable travel expenses. Therefore, expenses billable to client will also have to be within Capgemini policy limits.
- In the case of negotiated contracts with clients that cover travel for Financial Services employees, if the contract guidelines are stricter, those guidelines prevail, not the Financial Services GBU Travel Policy.

Example: For instance, if the meal limit per day is INR800 and the meal limit as per the SOW / MSA which is signed between the client and Capgemini is INR500, FS GBU employees are requested to follow the client specified limit (in this example it would be INR500).

- Travel to meet client needs will sometimes require more flexibility than this policy allows.
- This policy applies to employees who are not receiving a per diem payment. For per diem policy please refer Mobility policies.

- FS GBU Management reserves the right to change this policy at any time and has the right to set whatever guidelines seem most appropriate.
- The most current version of this policy, available on KM2.0 (<http://km20.capgemini.com/book/317730>), is the policy that must be followed. It is the employee's responsibility to be aware of the most current version and abide by the terms of that policy.
- Charges incurred after the new policy is in effect will be subject to the guidelines of that new version and will be expensed under the same guidelines.
- Using common sense in applying this policy is necessary, as all possible conditions or situations cannot be predicted. The overarching principle is to look at the total impact of expenses relative to our cost control objectives, and make a smart business decision that includes all relevant factors.
- Travel arrangements should be started as soon as it is learned that a trip would be necessary. Wherever possible, multiple business trips should be combined.

## Guidelines

Travel costs represent a significant expenditure for Capgemini and must be effectively managed. It is the intent of management that an employee should neither gain nor lose financially as a result of business travel. Accordingly, Capgemini will reimburse employees for expenses incurred for the benefit of the company provided that the expenses are:

- Reasonable
- In compliance with the group policy and India Income Tax rules
- Properly reported and substantiated
- Approved by a manager who is authorized to approve travel related expenses

**Capgemini will reimburse appropriate costs provided the trip has been approved in advance. The appropriate manager must approve requests for travel before the trip is actually booked. In no case may employees approve their own travel.**

Each manager level employee and above is fully accountable for the administration of and the compliance with this policy and related guidelines. Each traveling employee is accountable for actively assisting in the control of the cost of business travel. Each traveler and his/her approving manager are jointly responsible for determining that:

- A legitimate business purpose is being served
- Travel is essential to the business to be transacted
- More economical alternatives are not readily available

The company assumes no obligation to reimburse employees for expenses that are not in compliance with this policy.

Travelers who do not comply with this travel policy will be subject to:

- delay or withholding of reimbursement and/or
- disciplinary action

When a traveler does not book the lowest airfare, preferred hotel or car rental vendor, the travel administrator will note the policy exception which will be reported to the appropriate exception approver.

The mode of travel selected should be based on availability, timing, and cost. Generally, the most cost-effective manner that meets business needs should be selected.

Preferred vendors (carriers, hotels, car rental companies) must be used whenever possible. Selection of an airline, car rental agency, hotel/motel must be without consideration for personal benefit from promotional incentive awards offered, or personal dislikes for certain companies.

The CFO makes the final decision regarding travel expense allowances.

**Expense reports for 2011 and prior should be approved by CFO for reimbursement.**

## Exceptions

Any deviation from the policy, principles or rules must be formally approved prior to the expenditure. The list of exception approvers is available in Annexure 1.

External, billable projects that wish to employ a 'Per Diem' amount for meals must demonstrate that this approach has been reviewed and approved as part of the bid review process consistent with the terms and conditions of the contract. In addition, written approval must be obtained from the CPO / CFO. In all circumstances the per diem amount must be less than the limit amounts for meals on a per day basis. If approved, the details of the per diem management including the Project Manager's name must be provided to the Expense Reporting Team.

## Review Procedures

Expense Reports are reviewed to ensure compliance with company policies. The review is done in two phases:

- The employee's Expense report approving Manager reviews the expense to ensure the appropriateness, legitimacy of the claim and compliance with FS GBU policy. The review and approval is completed online using the Expense application. The employee must submit adjustments if asked by his/her Manager after review. For more information on the Approval process please refer 'Chapter 9 Approval Matrix'
- The second review is performed by the India Expense Reporting Team to verify the documentation, adherence to the policy and procedures and conformity with the rates and regulation in place.

## Supporting Documents

- Employees should request receipts from suppliers for all chargeable items to be reclaimed
- When claiming your expenses please ensure all the supporting documents needs to be arranged in the same chronological order the way it is appearing in the Expense Application expense approval notification sheet and attach them (using cello tape, glue or staples) to A4 paper without any overlaps
- Employees are responsible for submitting explanations and original receipts or other documentations that clearly support the business purpose and reimbursable nature of the expense.
- Employees must submit their own expenses and their own receipts. Employees are not to purchase and submit expenses on behalf of another employee who is actually incurring an expense (e.g.: airfare and hotel costs) unless it is authorized or approved by the Project Manager. Limited exceptions include events such as dinner. In these cases, the most senior Capgemini employee must pay and submit the expense.
- Credit card statements are not a valid form of receipt.
- Receipts or paid invoices are required to substantiate all railroad tickets, auto rental fees, hotel charges, meals, and client entertainment expenses.
- If receipts include expenses for the spouse or other person not previously authorized for a business purpose, only those expenses that apply to the employee will be reimbursed.

### Why do we require supporting documents?

- To satisfy internal controls on proof of purchase
- To satisfy Income Tax Department that it is a legitimate business expense

### What constitutes a claimable business travel

All journeys between your private address and permanent workplace ('base location') are regarded as private, other than where your private address is your contractual work base. The cost of these journeys cannot be claimed through expenses. All journeys away from your base office may be regarded as business travel, irrespective of whether the journey begins and/or ends at home.

### Travel Approvals

- All employees undertaking Billable and non-billable international travel will need pre-approval from the respective Function/BU Head.
- All employees, *with the exception of Principals and Vice Presidents*, undertaking Billable and non-billable domestic travel, will need pre-approval from the respective Function/BU Head.

Therefore, only domestic Travel and Hotel requests for Principals and Vice Presidents made through the Travel Desk System will be auto approved.

- Upon authorization, the traveler must contact the travel provider for travel options. Employees not obtaining approval will not be reimbursed for their costs.

### Steps to submit an Expense Report via the Expense Application

- You may access the Expense application via I-connect SSO Service login ([https://sso.capgemini.com/authent/authent\\_form.asp](https://sso.capgemini.com/authent/authent_form.asp)) by selecting Expense application in SSO service tab or use <http://expense.in.capgemini.com>.
- The Expense Application can be accessed only through Internet Explorer and not Mozilla & Firefox web browsers.
- Expense application is integrated with SSO hence you can use your Corp domain User id and Password to login.
- The application will automatically log you out if there is no activity for a specific period.
- We have created an [e-learning course](#) that will enable you to understand how the application works and the inherent process flows.
- Employees must submit their expenses in the Expense Tool within 30 days from the expenditure date.
- After the expense report has been approved by your Manager the original receipts along with the approval screen shot must be submitted at the drop boxes provided.
- Employees with Billable expenses should submit their expenses weekly in Expense Tool.
- Any expense report over thirty (30) days old requires approval for reimbursement. Delayed expense reports are to be approved as per the following matrix:

Designation	
Below VP	VP
Benoy Nambiar	Mukund Singh

## Approval Matrix

The expense application has an in-built approval matrix that is different for billable and non-billable expenses. Each project now has three levels of approvers defined. The following are the features of the approval matrix:

### Non-billable Expenses

- The approver needs to have the authority to approve the amount and should be of a designation equal to or higher than the person submitting the expense. Level 1 (L1) approvers have an approval threshold defined as follows:
  - USA: 1,000 USD
  - UK: 600 GBP
  - Singapore: 1,400 SGD
  - India: 20,000 INR
  - Hong Kong: 3,500 HKD
  - Canada: 1,000 CAD
  - Australia: 1,000 AUD
  - China: 3000 CNY
- If your expense amount is higher than these thresholds, the L1 approver will 'Recommend' your expense report to the Level 2 (L2) approver. Level 2 and Level 3 (L3) approvers do not have an approval amount limit.
- If your designation is higher than that of an L1 approver, your expense report will be directed to the queue of the appropriate L2 or L3 approver, depending on whether they are equal to or higher than your designation.

### Billable Expenses

The L1 approver can approve an expense report irrespective of the amount and designation of the Submitter.

## Travel Expenses

### American Express Corporate Card

The Group has signed a global corporate card agreement with American Express (AMEX). The card is available free of charge with payment deferred. Each corporate cardholder is responsible for paying all the expenses charged to his or her corporate card. It is the only corporate card authorized by the Group.

[Only business expenses are to be charged to the employee's American express corporate charge card. Do not allow anyone else to use your corporate charge card.](#)

All employees are required to apply for a corporate AMEX credit card. It must be returned and cancelled when the employee leaves the Company.

Capgemini will usually only reimburse those expenses charged to the AMEX corporate card. But, where a merchant does not accept AMEX, please use another credit card and note on the receipt "AMEX not accepted".

Employees need to wait for the statement to be generated to be reimbursed. They can claim reimbursement on the basis of supporting bills as soon as they return from the trip. The employees will be responsible for any late payment charges that may be incurred due to delinquent payments.

To assist you with your expense claims, you can now view your AMEX statements online at <https://home.americanexpress.com> (enter your login and password, select “card check & pay bill” option). In any cases of late payment/default, or where the employee leaves and defaults on payment, Capgemini reserves the right to check the debt position of the employee, and to take the appropriate measures.

For expenses paid with an American Express card, please use the exchange rate mentioned in your statement. For all other expenses, the applicable exchange rate for conversion must be the average monthly rate for travel, or the rate shown on your credit card statement. You can refer [www.oanda.com](http://www.oanda.com) for exchange rates.

### Exchange Rate

For expenses paid with an American Express card, please use the exchange rate as per your Statement. For all other expenses, the exchange rate is automated in the expense application

### Total Travel Cost

- Capgemini FS GBU's travel agencies have been instructed to obtain the lowest cost travel arrangements available. Employees need to consider all costs associated with the trip when making travel plans. (i.e. hotel, meals, transportation, etc.)
- The most economical arrangement must be chosen provided it fulfills business needs
- When multiple airports/carriers are available the most economical ones could be chosen taking into consideration total trip costs

### Example

An employee needs to travel to Pune from Hyderabad

Option A: Flight to Pune from Hyderabad		Option B: Travel to Pune via Mumbai from Hyderabad	
Flight fare	Rs. 7000	Flight fare to Mumbai	Rs.3000
Cab cost	Rs. 700	Cab cost (Mum to Pune)	Rs.2000
Total cost	Rs. 7700	Total cost	Rs.5000

Option B may be chosen, providing the flight times are workable.

### Employees Traveling Together

If you are traveling with a colleague at a more senior grade, you can claim the levels of expenditure associated with him/her subject to prior Approvals (as set out in Annexure 1), although in most cases this will be the same as your own allowances.

If an expense is incurred by a group of employees, the cost must be paid for, and claimed by, the most senior member of the group.

### Mode of Travel (Domestic)

Designation	Mode of Travel
Lead Consultant and above	Economy Class air travel with lowest airfare
Up to Senior Consultants	II AC Train / Bus

No exceptions for specific request of airline will be entertained. Exceptions, if any, need to be approved by the Approver specified in the Approval Matrix (Annexure 1) before the travel.

If employees have an option of booking a cheaper air fare through some other source they can do so and subsequently get their expenses reimbursed by submitting Expense reports. However, a travel desk request must be raised so that a quote will be provided by the travel desk team. This quote can be used to compare with other fare options. Approval from the travel desk and Project Manager needs to be obtained and attached along with the expense report to claim reimbursement.

The detailed airfare guidance is given under the section on 'Air Travel.'

### Intra City & Mumbai – Pune Travel

For Intra-city and Mumbai-Pune travel the following will apply:

Designation	Mode	Type of Car	Price Range (Rates for 8Hrs/80 kms)
Software Associate – Sr. Consultant	Call/Metered Taxi (Economy)	Indica, Hyundai Santro	Meter Rates
Lead Consultant to Manager	Economy	Indica,	Rs.800 to Rs.900
Senior Manager to Vice President	Intermediate	Ford Fiesta / Ikon /Tata Indigo/ Hyundai Accent / Innova	Rs.1400 to Rs.2000
CFO/CEO/CPO	Premium	Toyota Corolla, Skoda	Rs.3000 to Rs.4600

**Note: Airport transfers should be complimentary from hotel, if available.**

**For Hyderabad and Chennai travels, Sr. Managers and above will be required to use their AMEX credit card / cash to settle the cab payment and then claim reimbursement through expense reports.**

**For Intra-city travel Metered taxis like 'Meru' and 'Easy cabs' etc., are preferred where these are higher than those provided by the Company preferred supplier.**

Capgemini has rate contracts with Transport Service providers across the locations in India. The current contracts are with Sixt, Trimurti and Hertz for providing cab facilities for Intra city travel. There are few routes within a city where using a prepaid taxi would be more economical compared to the company contracted rates and hence we expect the employee to exhibit due care and diligence in choosing the right mode without compromising the safety and security. An example of this is airport transfers where the hiring a pre-paid taxi is lower.

All vehicles provided will have seat belts to ensure all our employees travel safely.

No exceptions will be made for specific request of type of car. GFM will book as per admissibility. Female employees traveling beyond working hours may get in touch with GFM and arrange for a rented vehicle for travel. Exceptions, if any, need to be approved by the Approver as per the Approval Matrix (Annexure 1) before the Travel.

### Reasonable Adjustment for Employees with Disability

As per the Diversity Policy, Capgemini, as an organization, would provide reasonable adjustments to an employee with disability so that she/he can effectively do her/his work. An employee with disability could seek reasonable adjustment for travelling. Reasonable adjustment for travelling could include, but not limited to:

- Air Travel in case travelling by train is difficult due to her/his disability



- Accessible/disabled-friendly accommodation (Request for increase in the sanctioned limit, in case accessible hotel room is not available within the sanctioned limit for the position)
- Personal assistance
- Accessible road transport (for example, taxi instead of auto, low floor cabs, cabs with bigger boot space, modified cabs, etc.

Approval for reasonable adjustment should be taken from the immediate Manager prior to making the bookings for the travel. The Manager while deciding the 'reasonableness of the request' can consult with the concerned HR or Lead, Persons with Disabilities Program.

Documentation of the approval should be attached while submitting bills for approval of the claim and reimbursement.

## Air Travel

- In order to ensure effective management of the travel budget, and maximize the benefit of all air, hotel, car and train discount programs, Capgemini has appointed specific Travel Agencies (TA) and implemented. The TA is instructed to only propose Capgemini's preferred partners. This approach will help you to organize your travel according to both Global and Local travel policies. The use of the Capgemini appointed TA is mandatory for both safety and economic reasons
- The cheapest travel option (including low cost carriers) proposed by the TA should always be chosen. Should a different option to the cheapest be required, a formal pre-approval will be needed from your local travel manager.
- Before booking a trip, it is your responsibility to verify the security status of a country on the ISOS website [http://talent.capgemini.com/Infocenter/people/global\\_mobility/travel\\_safety\\_advice/](http://talent.capgemini.com/Infocenter/people/global_mobility/travel_safety_advice/). For countries with a "Moderate", "High" or "Extreme" status, you should first contact your local mobility team.
- You are encouraged to book as early as possible – at least 2 weeks in advance - to take advantage of the best deals. Employees must book flights as soon as they are aware of the need to travel.
- In countries where the air tickets are bought directly by Capgemini, air travel should be pre-approved by your manager prior to booking. Currently in place partly or in total for The Netherlands, Belgium, Spain, Germany, Austria, India, Sweden and France TME.
- "Economy" fares for all flights, regardless of the flight duration or carrier preference (low cost included). Non-direct itineraries will be proposed.
- Lowest available "Economy" fare tickets should be selected for training - without any exception
- Restricted (non refundable) air tickets are mandatory. These tickets are far cheaper than flexible fares. Flexible tickets may only be requested in exceptional circumstances. Any exceptions will be tracked by the travel manager and reported to BU managers and Finance
- The lowest logical priced option available will be based firstly on your requested route and time of travel, but will take into account alternative times within a reasonable tolerance-> 2 Hours +/- for Domestic and 4 Hours +/- for International, as well as suitable alternative airports where the overall cost of travel will be reduced.
- A Window of 2 Hours + / - for Domestic and 4 Hours +/- for international will be considered to provide the best Lowest Logical Airfare option.
- An employee must book his or her flight and plan travel in conjunction with client needs. However, if an employee's family is traveling at Capgemini FS GBU's expense due to a company requested transfer or relocation, Capgemini FS GBU reserves the right to ticket the employee's family on a later flight based on cost considerations.



- Final approval of itinerary choices will be accepted by the traveler. Employees cannot approve itinerary choices for the other employees.
- Some airlines will charge a service fee to guarantee a seat on an earlier flight the same day you were scheduled to travel. This will be reimbursed by Expense Reports only if you have the receipt. Without a receipt this charge cannot be expensed
- All boarding passes and the travel invoice should be provided if you are claiming the air fare through the Expense Application Expense reports. In the case of “non-exchangeable” – “non-refundable” tickets purchased but not used, explanation of the non usage of these tickets should be provided with the travel agency invoice.
- Make sure that the boarding pass is the coupon where the seat number is mentioned, together with your name, date, flight number and time.
- If you submit your travel for reimbursement prior to the trip a boarding pass must be sent to expense reports after the trip is taken.
- If you travel on the same flight as a client with whom you are directly working, then care should be taken to ensure that any differences in travel policy between Capgemini FS GBU and the client are considered carefully. In the event that the Capgemini FS GBU policy allows a higher level of travel than that of your client, you are generally expected to travel in the same class as your client. You are requested to use the same airline for both outbound and inbound flights
- The Group has negotiated contracts with preferred airline carriers. The TA is responsible for proposing the best available air fare through these preferred carriers. You will not be able to specify an airline, unless the request is for a low cost carrier.
- Using a suitable alternative airport (departure or destination) can be significantly more cost effective, particularly with low cost carriers.

### International Flights

- All international travel requires pre-approval. Travel must be booked through the Travel desk at least 2 weeks in advance so as to keep travel costs low.
- If you are a transferee returning to India and need to purchase a ticket for your family you can purchase a ticket at company expense for your infant under the age of 2. In most cases, the cost is 10% of the adult fare
- Any business class ticket over INR 200,000 for travel to US and INR 140,000 for Europe will require prior approval from appropriate Approver as set out in Annexure 1

### Domestic Flights

- All domestic travel must be booked at least 7 days in advance so as to keep travel costs low.
- Domestic trips over INR10, 000 need prior approval. For a listing of your exception approver please see the approvals section (Annexure 1).

### Air Travel Exceptions

- Very frequent Vice President (VP) travelers' may at their discretion choose to fly business for transatlantic flights and flights exceeding 8 hours. However, the cheapest logical business class option is to be used.
- First class is prohibited.
- Vice President and above are eligible to fly Business class when -
  - The Departure to Final destination (one way), on a direct flight exceeds 8 hours OR
  - The cumulative time of the (via) flights, excluding the transit time exceeds 8 hours
- No business class tickets will be allowed for designations below VP.

- All the bookings should be routed only through the GFM (regional) Travel coordinator / Corporate Travel Agent. Any exceptions have to be approved by the CFO.

#### **Example:**

- A 4 hour flight, a 3 hour stop over and another 3 hour flight to final destination will not be eligible for Business Class travel. (Total scheduled flight time here is only 7 hours)
- A 4 hour flight, a 3 hour stop over and another 5 hour flight will be eligible for Business Class travel.
- Any fare options that are higher than the lowest option by 10% for domestic and international travel should have exception approval from the appropriate approver (Annexure 1). The traveler will own the responsibility to get the required approvals. Fare differences within the above limits do not require exception approvals.

#### **Penalty Payments**

- In the event a non-refundable ticket is used and the reservation is changed for the traveler's convenience, any penalty payment due is the responsibility of the employee. However, for non refundable tickets, an explanation of why the ticket wasn't used should be provided.
- For changes required by the client, Capgemini FS GBU will pay the penalty payment.
- You are required to notify the company designated travel agency within a week for all unused airline tickets. A note must be made on the expense report indicating which coupons were returned for credit.

#### **Lost or Excess Baggage**

The ultimate responsibility for retrieving and compensating for lost baggage lies with the airlines.

Capgemini FS GBU will not reimburse an employee for lost baggage.

Employees will be reimbursed for excess baggage charges only in the following circumstances:

- When traveling with heavy or bulky materials or equipment necessary for business.
- In case of Long term Transferees returning to their respective home locations, the reimbursement limits for LTT returnees are specified by Mobility team.
- Travel Tip: Always put a business card inside of your checked luggage and carry on, so if bag is lost and the outside tag falls off, your contact information is inside the bag as well.

#### **Denied Boarding Compensation**

Airlines occasionally offer free tickets or cash allowances to compensate travelers for delays and inconveniences due to overbooking, flight cancellations, changes of equipment etc. Travelers may not volunteer for denied boarding compensation unless traveling outside of normal business hours and when there is no additional cost to the company. Any such exception has to be informed to Travel Coordinator. Also any cash allowance received from the airline has to be handed over to the Travel Desk.

#### **Overnight Delays**

Should an airline delay necessitate an overnight stay, the traveler must attempt to secure complimentary lodging from the airline. (For weather delays, airlines will not provide travelers with any compensation).

#### **Travel Safety**

- 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 traveling

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 GBU resources should be used to provide such information if a Capgemini FS GBU office is located 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 traveling
  - When you are expected to arrive
  - When you are expected to return
  - Emergency contact numbers at your destination
  - Once you arrive, let them know and relate any changes to your schedule
  - Let them know when you leave for your return trip

### **FS GBU Senior Leadership Team**

No more than fifteen (15) employees are permitted to travel together. No more than four (4) executives from the same BU/SBU/Group shall travel together.

### **Frequent Flyer & Other Benefits**

Any discount/frequent flyer coupons accumulated by an employee on business travel will remain the property of the employee. Employees are not to arrange a more expensive flight in order to accumulate points.

### **Accommodation**

If you are required to stay away from home or to work during the day away from your normal place of work, maximum rates for hotel and meal charges apply. Reimbursement will be limited to actual expenditure or maximum rates specified (whichever is less), which must be supported by original receipts. These rates do not apply when entertaining clients.

### **Guest Houses, Service Apartments and Hotels**

All accommodation requirements must be routed through the GFM travel desk. Employees are recommended to use the guest houses that are signed up by Capgemini across all business locations. These guest houses provide economic and secure accommodation.

Where there are no guesthouses available the travel Coordinator will facilitate appropriate accommodation through our preferred partners.

Capgemini has set up dedicated GFM Coordinators to handle the hotel booking for all travelers staying in India. Preference shall be given to Guest houses. GFM will select the accommodation based on availability and cost considerations. The following are the designation-wise limits set for accommodation

City	Up to Sr. Consultant	Lead Consultant to Manager	Senior Manager & Principal	Vice President
Pune	2,500	3,500	5,000	6,500
Hyderabad	2,500	3,500	5,000	6,500
Chennai	2,500	3,500	5,500	6,500
Mumbai	3,000	4,500	6,000	7,500
Bangalore	2,500	4,500	6,000	7,500
Kolkata	2,500	3,500	5,000	6,500
NCR*	3,000	4,500	6,500	7,500
Other Cities	2,500	3,500	5,000	6,500

*Amount in INR, per day excluding taxes*

**Disclaimer: Employees may stay at an accommodation exceeding the monetary limits specified in the above table if the Group has issued an advisory to stay at preferred hotels due to security reasons.**

**NOTE:**

- Leadership team travelling outside India may choose to stay in a 5 star hotel accommodation.
- NCR\*-Denotes New Delhi, Gurgaon and Noida
- Above slabs are excluding taxes
- The above board and lodging entitlements apply to employees returning from onsite assignments as well.
- Exceptions to be approved as per the Approval Matrix (see Annexure 1).
- Employees are required to pay for their own hotel bills through their Corporate American Express card and get it reimbursed through expense reports.
- *A copy of the approved iConnect request or GFM Travel desk booking confirmation should be submitted along with the claim for the hotel bill.*

**Incidental Hotel Expenses**

- The following are never reimbursed - hotel videos, cigars and cigarettes. Claims for mini bar (this should only be used when traveling late as a meal replacement.) and newspapers must be authorized by the appropriate approver as set out in Annexure 1 along with the business reason being documented on your claim.
- Other incidental expenses on the hotel bill, e.g. telephone calls home, can be claimed to the maximum amounts as per the Per Diem policy published by the Mobility Team. These rates are inclusive of other taxes and must be supported by receipts. You can only claim these amount if the expenditure has been incurred.
- When staying away for more than five consecutive nights the reasonable cost of laundry will be reimbursed provided a receipt is obtained. The limit for reimbursement is INR200 per day. Exceptionally and where client requirements demand it, laundry may be claimed for less than six nights stay provided it is authorized by the appropriate approver as per Annexure 1 along with the business reason being documented on your claim.

**Hotel cancellation**

- All rooms will be guaranteed for late arrival. Employees must cancel the room to avoid a “no-show” charge. Cancellations may be made by calling your travel Coordinator. If the cancellation is

made directly with the hotel, employees are advised to request and retain a “cancellation number” as documentation of the transaction. “No-show” charges will be reimbursed after GFM approval.

## Meals

### Domestic

When employees travel within India on a business trip, reasonable meal costs will be reimbursed. Detailed receipts showing items purchased will be required for claiming all meal expenses. Please refer to the below table for reimbursable meal limits across designations in India.

Expense Type	Up to Manager	Sr. Manager & above
Meals	INR800 per day	INR2500 per day

### International

- The eligibility of meals for different countries is as per the limits set (See Annexure 2)
- Capgemini reserves the right to disallow meals that are considered extravagant or lavish.
- Reimbursement is for an employee's meals ONLY. If you need to pay for someone else's meal on your meal expense report, prior written approval must be obtained from the appropriate manager (Annexure 1), and the names of **ALL** attendees must be indicated on the expense report.
- Employees should obtain prior approval for all non business development expenses with these guidelines in mind. Business meals with clients and prospective clients must have a clear business purpose documented.

### Invitation to Visitors from Abroad

- The restaurant bill is reimbursed at its real value, with a ceiling rate for “invitation” as indicated in the Annexure 2. The list of guests (with the names of their companies) must appear.
- Note that in the case where other group members besides yourself participate in this meal, two rules must be strictly observed:
  - The number of guests from outside the group must be at least equal to the number of participants from within the group; the exception being a meal involving three people, intended to present another group member to the invited guest.
  - The request for reimbursement for the meal must be presented by the most senior person present or, all things being equal, by the person with the longest seniority in the Group.

### Weekend / Night Shift Meals

Employees are eligible to claim a maximum of INR150 as meal expenses per day per person if they work in the weekends or night shifts due to business requirement or on ad-hoc deliverables. For night shift production support, the account will work with GFM for meal arrangements.

## Telephone Expenses

- While working in Capgemini or client offices you are required to use the fixed line (this applies to incoming calls if working abroad).
- As a general principal when travelling abroad try to avoid using a mobile phone. You should always use fixed lines from the Capgemini, or client's offices for outgoing calls. For incoming calls on your mobile phone, please minimize the call time and propose to the other person that you call them back from a fixed line.

- Due to roaming fees, using a mobile phone abroad can be 50 times more expensive than a fixed line. Below are example costs:

From India to Europe	2,35 € per minute
From India to USA	2,99 € per minute

- When calling another Capgemini employee GIMS (<https://gims.capgemini.com/>) should always be used.
- Before proceeding on International travel, an International SIM card needs to be obtained through the GFM travel desk by the employee concerned. This SIM card should be used for all international calls made while in the visiting country (as well as to call back the home country)
- The bill for the usage should be settled through Travel expense settlement process
- Employees will only be reimbursed for personal phone calls while traveling on business as per the limits published by the Mobility Team. Management (even if they fall within the limit) will review excessively long or expensive phone calls
- Personal calls made while not on business travel should be identified and deducted from the total
- Professional calls; for fiscal requirements and upon exceptional request, you should be able to give the reason for the call and the name of the person being phoned.

### Mobile Phone, Internet and Blackberry Reimbursement

Capgemini reimburses expenses incurred for official usage of internet, cell phone and Blackberry to employees to improve their productivity and deliver business objectives as per their roles and responsibilities.

*As a general rule, the below category of users will be provided these facilities. However, it is the employees' BUH who will take the final decision on whether these facilities need to be provided or not.*

All employees using corporate SIM cards will now claim reimbursement for SIM usage amount for official portion instead of automatic payment by Capgemini. Only exception is employees who are on call / production support.

Any exceptions will need to be approved by the appropriate exception approver listed in Annexure 1.

### Entitlements

The table below lists when an employee is entitled to a company reimbursement for internet and Blackberry usage only. Please note that Mobile phone and Blackberry instruments are not reimbursable. Only employees working on Production Support will be reimbursed for cell phone instrument not exceeding INR 5,000.

Facility	Entitlement
Mobile phone usage	On-call support resource Critical Support function personnel
Internet usage	Up to and including Managers On-call support resource Critical Support function personnel
Blackberry usage	Sr. Manager and above Role based requirement – These will require exception approval from Exception approver

- Employees are to make arrangements for the mobile phone / Blackberry instrument on their own. The company will not reimburse the employee for the cost of the instrument except for employees working on Production Support.
- Only internet usage charges will be reimbursed. Installation (dongle, set-up etc) costs will have to be borne by the employee.
- An eligible employee can claim usage for only ONE mobile SIM (including Blackberry where applicable) and data card / broadband at any given time.
- Employees are requested to minimize usage of Blackberry data services while on international travel to avoid download charges.
- Employees will have to claim reimbursement for SIM usage amount for official purposes. Personal calls are must be deducted from the total bill before submitting the claim.
- *Employees who have been reimbursed for the Blackberry instrument will be required to return the Blackberry to the Asset Management department in good condition on leaving the company.*

### Monthly Bill Limits – Cell Phone / Blackberry & Internet

Monthly Internet and official calls are reimbursed with ceilings defined for each designation as follows. Above this ceiling, formal approval by the exception approver as listed in Annexure 1 is needed. A detailed bill is requested.

#### Cell Phone / Blackberry Limits

Designation	Limits (INR)
Up to Lead Consultant*	1000
Manager to Principal	2000
VP	5000

*If employees below Sr. Manager have been approved for reimbursement of Blackberry expenses, then the limit for this will be INR2000 (as is applicable for Sr. Managers to Principal)*

#### Internet Limits

Designation	Limits (INR)
Up to and including Managers	1000
Sr. Manager and above	Non-reimbursable

*The above slab includes onetime charges, Rent, Official calls, and all applicable taxes.*

### In Room Telephones

Employees should check with the hotel to determine their charging policy before using a room phone. In many cases calls can be made with cell phones or using a company issued calling card with significant savings.

### Winter Clothing Reimbursement

- Employees up to and including Lead Consultant are entitled to a one-time winter allowance reimbursement of INR 15000 (USD 300) which is applicable once in 2 years for employees traveling to cold regions.
- This is to help defray expenses incurred for purchasing winter clothing, applicable in winter months only.



- Purchases can be made either in the home country prior to their departure or in the host country after their arrival but purchases made in the home country during the period of stay overseas as well as purchases made after completing the assignment will not be accepted.

### Period of Winter in Various Countries

November to March (only assignments located in the states mentioned below are eligible for reimbursement).

- United States:
  - Northeast Region - Rhode Island, Massachusetts, Connecticut, Vermont, New Hampshire, Maine, Delaware, Maryland, New Jersey, New York, Pennsylvania.
  - Midwest Region - Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, Wisconsin, Kansas, Missouri, Nebraska, North Dakota, South Dakota.
  - Northwestern Region – Oregon, Washington, Utah, Idaho, Montana, Colorado, Nevada, Wyoming.
- Period of winter in UK, Ireland, Finland, France, Germany, Belgium, Denmark, Netherland, Sweden, Norway, Switzerland, Poland, Hungary, Czech, Iceland, Slovakia, Romania, Austria– November to March.
- Period of winter in Spain, Greece, Cyprus, Turkey, Italy, Portugal – November to February.
- Period of winter in Australia – June to August.
- Period of winter in Japan – November to March.

### Entertainment Expenses

- Entertainment expenses necessary to the conduct of business must be ordinary, appropriate and necessary. For all entertainment expenses, employees must document the general expectation of receiving income or some other specific company benefit at some future time. Employees must additionally document that the employee did, in fact, engage in business with the person(s) being entertained and that the primary purpose of the combined business/entertainment is the business transaction, or the on-going business relationship.
- Any expense over INR20, 000 must have prior approval from the appropriate approver (Annexure 1).
- Expenses for a “hospitality room” at a business convention or trade show may be used if a clear business purpose is being served and prior approval is obtained from the approver as set out in Annexure 1.
- An email statement of explanation must support expenditures for client entertainment as follows:
  - Business purpose or benefit derived from the event
  - City/State, place, and date
  - All attendees including person(s) entertained
  - Job title or other designation sufficient to establish a business relationship with the client company

### Personal Entertainment/Vacation

In general, Capgemini will not reimburse travelers for personal entertainment expenses that are incurred while traveling.

Occasionally, while on a business trip, an employee may desire to combine personal travel/vacation with the business trip. This is permissible provided:

- The primary reason for the trip is business.



- No extra expense to Capgemini is incurred.
- Personal travel does not interfere with the business objectives.

The Company will not reimburse travel and entertainment expenses incurred by a spouse or other individual accompanying an employee on business unless there is a bona fide business purpose for taking a spouse or other individual along.

Spouse/travel companion, at the company's expense, must be approved in writing by the appropriate approver as set out in Annexure 1. A spouse or other individual may accompany an employee on a business trip at the employee's expense without special approval.

## Other Policies

### Meetings and Events

Internal meetings in country/GBU– the number of attendees for non-client related meetings should be reduced to a minimum.

- International internal meetings with more than 10 attendees require approval of your N+1
- International internal meetings with more than 20 attendees require Thierry Delaporte's approval
- International internal meetings with more than 30 attendees require SBU approval
- International internal meetings with more than 50 attendees require Paul Hermelin's approval.
- The organization of meetings and events should be managed through the GFM – Travel Coordinator
- The Capgemini referenced suppliers (airlines, hotels, etc.) should be used.
- The option of holding the meeting within a Capgemini building should be fully evaluated before incurring the cost of an external facility.
- Consider lowest total cost of holding the meeting in a particular country/venue. Consult your Travel coordinator.

### Gifts and Extraordinary Expenses

Year end / Client gifts will require Exception approval as per listing in Annexure 1. Any extraordinary expenses are to be approved by CFO.

## Non Reimbursable Expenses/ Other Exclusions

Capgemini reserves the right to deny expenses not expressly named in this document.

- Exclusions include, but are not limited to:
- Alcoholic beverages not part of a meal (which are not client-related)
- Alcoholic beverages/snacks in In-Room refrigerators or cabinets.
- Baby-sitters or child day care fees.
- Briefcases and planners
- Car washing
- Clothing
- Corporate card "rewards" membership fees
- Country club dues
- Entertainment (which is not client related)
- Adult Entertainment Venues
- Expenses related to vacation or personal days while on a business trip

- Golf fees (when not part of customer entertainment)
- Gum, candy, cigarettes, cigars
- Gift vouchers purchases for any reason whatsoever
- Haircuts or shoe shines
- Health club facilities, saunas, massages
- Laundry and dry-cleaning (unless trip is longer than one week without coming home)
- Loss or left of personal funds or property
- Personal Gifts
- Gifts for new born baby of a fellow colleague.
- Cards and Flowers for Farewells.
- Farewell Parties
- Event related expenses above INR 1,000
- Cards, Gifts and Flowers given to express Thanks and Good Wishes and Health
- Movies (In-room or theater)
- Newspapers, Magazines.
- No show charges for hotel, rental cars, car service etc.
- Non-compulsory insurance coverage (annual fee)
- Personal accident insurance
- Personal entertainment, including sporting events
- Personal property insurance
- Personal telegrams
- Personal toiletries
- Pet kennels or pet storage fees
- Repairs due to accidents
- Routine Vehicle maintenance and tune-ups
- Souvenirs and personal gifts
- Traffic, parking, towing, or other tickets, fees, or fines.
- Transportation to and from office
- Videos, CDs, cassette tapes
- Any expense deemed excessive or unusual unless written prior approval has been obtained from the CFO.
- Airline, rental car, or hotel upgrades will not be reimbursed by the company.
- Insurance that is purchased by the employee for a specific trip is not reimbursable.

## Annexure

### Annexure 1: Exception Approvers List

The table below lists out the names of the Exception Approvers for each Business Unit / Practice / Function. You will need to reach out to the respective exception approver based on the particular BU / Practice / Function to which you have booked your expense.

*Example:* If you have used a Banking BU project code, you will need to reach out to the approver listed under Banking. Similarly, if you have used a PRM code, you will need to reach out to the

exception approver listed under PRM. If you are not sure whom to reach out to, please discuss with your PM / Expense approver.

Department Description	Exception Approvers - 2013	Exception Approvers - 2013
Business Continuity Planning	Dave Nesom	
Facilities & Accommodation	Bheemi Reddy, Dayakar Reddy	Jagadeesh Kuncham
India Physical Security	Bheemi Reddy, Dayakar Reddy	Jagadeesh Kuncham
India Operations	Bheemi Reddy, Dayakar Reddy	Jagadeesh Kuncham
India Communications	Bheemi Reddy, Dayakar Reddy	Jagadeesh Kuncham
India Resource Management Group	Bheemi Reddy, Dayakar Reddy	Jagadeesh Kuncham
India Recruitment	Bheemi Reddy, Dayakar Reddy	Jagadeesh Kuncham
India People Care	Kripashankar Rajappa	
ROW People Care	TP Deo	
Global Delivery Centre	Kishor Wikhe	
General Management	Thierry Delaporte	
Learning & Development	Aarti Gupta	
PRM Management	Roy Stansbury	
Immigration	TP Deo	
Field Marketing	Jean Lassignardie	
FS Market Intelligence Group	Jean Lassignardie	
World Reports and Product Marketing	Jean Lassignardie	
Executive Leadership Market Development	Jean Lassignardie	
GSO	Jean Lassignardie	
Corporate Communication	Jean Lassignardie	
Global Accounting	Mukund Singh	
CFO Organization	Karine Marchat	
Treasury, SFC, SS, B&C	Mukund Singh	
BU Controllers & Analytics	Amit Choudhary	
BU Controllers & Analytics - APAC & Delivery Centres	Ludovic Baudet	
Group Reporting	Amit Choudhary	
Procurement	Mukund Singh	
Practice Control	Amit Choudhary	
Finance - Netherlands & Belgium	Akash Khandelwal	
Legal	Kelly Jones	
Customer Satisfaction	Susan Melgaard	
Knowledge Management	Davidson Devavaram	
Engagement and Project Management	Bill Arbuckle	

Delivery Assurance Group	Sivan Ammamuthu	
Risk Management	Hubrecht Buys	
Delivery Excellence Management	Robert Whinery Jr	
Industrialization	Davidson Devavaram	
Process Engineering Group	Anil Makhija	
Global Security & Compliance	Dave Nesom	
OEIT	William Schreiner	
ITICS	Seshaiah Amisagadda	
<b>BU Expenses</b>		
Banking	Arul Paramanandam	
Capital Markets	Ravi Pichan	
NA Insurance	Reghupathi Hariharan	Shane Cassidy
UK	Garry Kay	
Asia / Middle East	Shinichi (Shin) Tonomura	
Continental Europe	Olivier le Henaff	
Benelux (Netherlands & Belgium)	Sivakumar Nuti	Yogesh Sikotara
Spain	Jorge Sobrino	
France	Maxime Truchard	
Switzerland	Joe Thomas	
Australia	Manoj Khera	
Non-FS SEA	Deepak Nangia	
<b>Practice Related Expenses</b>		
Global Practices	Andre Cichowlas	
Global Delivery Centre (Practices)	Kishore Wikhe	
GP-BIM	Vaibhav Shringarpure	
GP-Core Banking	Michael Leyva	
GP-Capital Markets	Shekhar Mukherjee	
GP – Payments	Pareesh Madani	
GP-Channels	Pierre-Yves Glever	
GP – Insurance	Ian Campos	
GP – Cards	Prashanth Perumparabil	
GP – Finance Transformation	Simon Gates	
GP – TDI	Ashish Patharkar	
GP – Testing	Anuradha Amudalapalli	
ANZ (Testing)	Kunal Jadhav	
FS – Others	Gopi Krishna Gangavalli	

## Annexure 2: International Hotel, Meal & Invitation Limits

The rates below apply for business travel in to the countries mentioned and are the maximum limits recommended. However each entity may choose to use different limits as long as they are within these guidance limits.

REIMBURSEMENT OF TRAVEL EXPENSES				
Ceilings are with taxes and tips included and can be amended at any time				
COUNTRY	Currency	Meals (per person)	Hotel incl. Breakfast	MEAL INVITATION (per person)
Australia (Dollar)	AUD	50	230	135
Argentina	EUR	25	140	50
Austria (Euro)	EUR	25	125	75
Bahrein	BHD	15	88	38
Belgium (Euro)	EUR	30	150	90
Brazil	BRL	80	310	200
Canada (Dollar)				
Calgary/Montreal/Toronto/Vancouver	CAD	48	180	144
Other Cities	CAD	48	150	144
Chile	CLP	18 000	78 000	30 000
China (Renminbi)	CNY	250	1 250	450
Czech Republic	CZK / EUR	600/25	3000/120	1900/ 75
Denmark (Kron)	DKK	300	1 450	810
Finland (Euro)	EUR	50	160	90
France (Euro)				
Province	EUR	25	90	75
Paris & "Paris area"	EUR	30	150	90
Toulouse	EUR	25	125	
Germany (Euro)	EUR	30	140	90
Hong Kong (Dollar)	HKD	200	1 600	600
India (Rupee)				
Mumbai / Delhi / Bangalore	INR	2 500	9500	4 500
Other cities	INR	2 500	8500	4 500
Ireland (Euro)	EUR	37	120	110
Italy (Euro)	EUR			
Rome, Milan, Turin		30	145	90
Other cities		30	130	90
Japan (Yen)	JPY	5 000	31 500	15 000
Malaysia (Ringgit)	MYR	40	285	120
Morocco	MAD	300	1280	500

Netherlands (Euro)	EUR	30	130	90
New Zealand (Dollar)	NZD	45	225	135
Norway (Kron)	NOK	430	1600	900
Poland	PLN	70	500	150
Portugal (Euro)	EUR	25	125	75
Romania	EUR	30	135	75
Russia (roubles)	RUB	1100	10 800	2 700
Singapore (Dollar)	SGD	40	190	120
Slovakia	EUR	7	126	75
Spain (Euro) Madrid, Barcelona	EUR	26	125	75
Other Cities	EUR	26	115	75
Sweden (Kron)				
Stockholm	SEK	350	1 800	1 050
Other cities	SEK	350	1 400	1 050
Switzerland (Franc)	CHF	50	275	150
Taiwan ( Dollar)	TWD	475	4 300	1 425
UK (Pound)				
London	GBP	30	145	75
Birmingham	GBP	30	80	75
Telford	GBP	30	100	75
Bristol	GBP	30	115	75
Woking	GBP	30	127	75
Other cities	GBP	25	125	60
United Arab Emirates	AED	160	750	400
USA (Dollar)				
Burbank	USD	50	180	100
New York	USD	50	365	100
Jersey City	USD	50	230	
Newark	USD	50	200	
Dallas	USD	40	140	100
Chicago	USD	50	180	100
Atlanta	USD	50	140	100
San Francisco	USD	50	240	100
Los Angeles	USD	50	200	100
Others USA	USD	40	200	100
Others countries	EUR	30	150	75

### Annexure 3: Contact Information–Capgemini FS GBU Travel

United States	<p>Ilona Vida  <a href="mailto:ilona.vida@capgemini.com">ilona.vida@capgemini.com</a>          6400 Shafer Court          Rosemont, IL 60018 USA          Ph: (847) 384 - 6156          Fax: (847) 384 - 4755</p>
Hong Kong	<p>Wendy Hui  <a href="mailto:wendy.hui@capgemini.com">wendy.hui@capgemini.com</a>          Unit 1205, 12/F, Sino Plaza,          255-257 Gloucester Road,          Causeway Bay, Hong Kong</p>
Singapore	<p>Marina De Rozario  <a href="mailto:marina.de-rozario@capgemini.com">marina.de-rozario@capgemini.com</a>          Ph: (65) 6512 2706          6 Battery Road #11-02          Singapore 049909</p>
United Kingdom	<p>Umut Tarin  <a href="mailto:umut.tarin@capgemini.com">umut.tarin@capgemini.com</a>          Capgemini Financial Services UK Ltd.          5<sup>th</sup> Floor, 40 Holborn Viaduct          London EC1N 2PB          Ph: 44 (0) 20 3202 3328</p>
Australia	<p>Valentina Matthews  <a href="mailto:valentinamathews@capgemini.com">valentinamathews@capgemini.com</a>          477 Collins Street          Melbourne Vic 3000          Ph: 03 9605 3603</p>
India	<p>Swapna Prabhakar  <a href="mailto:swapna.prabhakar@capgemini.com">swapna.prabhakar@capgemini.com</a>          IT Park 1, Nanakramguda,          Gachibowli, Hyderabad - 32          Ph: 040-2312 5000 ext 4026749</p>
Domestic Air Travel	
International Air Travel	<p>Rahul Dimri  <a href="mailto:rahul.a.dimri@capgemini.com">rahul.a.dimri@capgemini.com</a>          IT Park 1, Nanakramguda,          Gachibowli, Hyderabad - 32          Ph: 040-2312 5000 ext 4021301</p>
Hotels	<p>Denise Stephen  <a href="mailto:denise.stephen@capgemini.com">denise.stephen@capgemini.com</a>          Mahindra World City, Natham Sub Post,          Chennai, Tamil Nadu          Ph:: 044 6633 1000 ext 4415808</p>

## VIII. Global Facilities Policies

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### VIII.A Housing Advance Policy

#### Objective

To define the process/policy for Rental House Security Deposit for all FS GBU India employees

#### Policy Usage

This document should be used by

- All FS GBU India employees
- Global Facilities Management (GFM)
- Finance

#### Scope

This policy is applicable for claiming Rental House Security Deposit advance by FS GBU India employees.

#### Policy Details

- Lead Consultant and below are eligible to claim Housing Advance.
- Employees can avail housing advance from the Company up to Rs. 50,000/- or six times their gross monthly salary, whichever is lower, provided the employee is not already utilizing this facility.
- The loan will be recovered from the employee's payroll in interest free EMI's to a maximum of 20 installments.
- New joiner or employees who are relocating from region other than the current location can avail this facility within 90 days or three months from the date of joining or relocation subject to the conditions met as mentioned in bullet point one stated above.
- Payment will be made in the name of the licensor through account payee cheques or NEFT only.
- Payment will be released within 15 working days from the submission of all the required documents as mentioned in mentioned in the housing advance form.
- In case, the licensed premises are shared between the employees then the facility can be availed by a single employees or by all the employees proportionately on a pro-rata basis. This amount will not exceed the deposit required individually or combined.
- Payment will be made in the name of the licensor through account payee cheque or NEFT only.

#### Process

Employees must follow the process below to avail this facility:

- Submit a leave and license copy along with the housing advance form available in KM2.0 (under GFM forms & policies) to the respective GFM SPOC
- Documents will be sent to Finance for payment after verification.
- Employees will receive a notification from Finance for collecting the cheque within 15 working days after the application is submitted.



## Role and Responsibility of GFM

- To authenticate the leave and license document from the employee.
- Forward / guide the employee to the Finance SPOC for submission of application.

## VIII.B Cafeteria Policy

Capgemini FS GBU provides cafeteria services to all employees of Capgemini FS GBU 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 GBU 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.

## IX. FS GBU Information Security Policies, Procedures and Templates

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FS GBU's information systems, and the information and data they contain, are fundamental for its daily operations and future success. FS GBU 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 GBU Information Security Policies, Procedures and templates (<http://km20.capgemini.com/book/325940>).

## X. FS GBU IT Policies and Procedures

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The FS GBU 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 in an effort to communicate the best approach for our customers to adopt when requesting service/support. Click here for more information on FS GBU IT Policies and Procedures (<http://km20.capgemini.com/book/482766>).

## XI. Contact Details

Category	Name of the Policy	Contact
<b>Work Place Policies</b>	Conducting when obtaining business	Sanjeeva Maithani
	Confidentiality of Information	Sanjeeva Maithani
	Conflict of Interest and Business Ethics	Sanjeeva Maithani
	Diversity Policy	Sanjeeva Maithani
	Dress Code Policy	Sanjeeva Maithani
	Drug and Alcohol free work place policy	Sanjeeva Maithani
	Insider Trading Policy	Sanjeeva Maithani
	Ethical Charter Policy	Sanjeeva Maithani
	Equal Employment Opportunity	Sanjeeva Maithani
	Personnel Information Security Policy	Sanjeeva Maithani
	Prevention of Sexual Harassment Policy	Sanjeeva Maithani
	Violence at Work Place Policy	Sanjeeva Maithani
	Missing Time Policy	Sanjeeva Maithani
<b>Relocation</b>	Domestic Transfer Policy	Meenu Singh
	Relocation Policy for Locations Outside India	Meenu Singh
<b>Benefits</b>	Group Personal Accident Policy	Burzin Katki
	Group Mediciam Policy	Burzin Katki
	Dependant Parents Mediciam 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
<b>Recruitment</b>	Employee Referral Policy	Gaurav Dalvi
	New Joinee Relocation Policy	Poonam Patil / Binita Dedhia
<b>Other Policies</b>	Certification Reimbursement Policy	Kalpee Ambi / Anjali Vaidya
	Resignation Policy	Paresh Chauhan
<b>Finance</b>	Capgemini FS GBU Travel and Expense Policy	Ignatius Kumar

<b>Global Facilities Policies</b>	Housing Advance	Harish Kurup/Khem Thappa
	Cafeteria Policy	Hemant Thorat/Khem Thappa

## XII. 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 Parent Dependant 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	Ashish Potdar	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

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