Capgemini Technology Services India Limited Employee Volunteering Policy

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Version Control

Document Name	Capgemini Technology Services India Limited, Employee Volunteering Policy
Version No	1.1
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Version	Date	Description
1.0	April 20, 2017	First Draft Shared
1.1	April 24, 2017	Added Child Protection Policy
1.1	March 05, 2018	Approved by ILT

Description

Distribution List

The policy will be shared with all the employees of Capgemini Technology Services India Limited. ("Capgemini"), partner organizations, clients, and to public and others by disclosing content of such policy in its report and other forums as requested

Version History

1.1 Added Child Protection Policy

1.1 Approved by ILT

Objective

The objective is to provide a forum and encourage employees to volunteer for activities of Corporate Social Responsibility.

Scope

This policy would apply to all the employees of Capgemini Technology Services India Limited in India. All the volunteering activities should be secular and apolitical. While every Volunteer brings in time, skills and other resources during the act of volunteering, the intent is also to demonstrate Capgemini's values of Honesty, Boldness, Trust, Freedom, Solidarity, Team Spirit, Modesty and Fun in the process.

The volunteering activity should not go against the interest of the company's present and future agenda and project. All volunteers (individual and company) need to follow the Code of Conduct of Capgemini while carrying out volunteering activities. Corporate CSR would facilitate to prepare volunteering platform, guideline, Standard Operating Procedure (SOP) and revise as per requirement of the Capgemini

Policy Details and Guidelines

Concept

Short Title and Applicability

This policy lays down the guidelines and mechanism for employee volunteering for CSR activities of Capgemini Technology Services India Limited and is titled as the 'Capgemini

Technology Services India Limited, Employee Volunteering Policy' ("Employee Volunteering Policy").

This policy shall apply to everyone working for or associated with Capgemini Technology Services India Limited. It encompasses and includes without limitation:

1.0.0.1   Capgemini Associates – these include board members (International and national Boards), volunteers, community volunteers, and consultants who wish to volunteer for CSR activities for or with Capgemini Technology Services India Limited.

1.0.0.2   Capgemini Visitors/ Guests – these include all those who wish to come into contact with CSR project beneficiaries through Capgemini are also bound by this policy.

All employees, clients, visitors and other stakeholders of Capgemini also have to sign Child Protection Policy if they wish to come into contact with children as part of CSR engagement. Refer attachment section.

Employee Volunteering Policy Mission Statement

The mission of the policy is to enhance culture of "giving" through Volunteering amongst employees for public good.

Concept of Volunteering

Introduction

Any action by an individual and informal group or an organization that is not prompted by external pressure or self-interest can be termed as "Voluntary Action". However, such action should have a purpose, goal, cause, concern and vision propelling it. Voluntary action is prompted by dissatisfaction with the prevailing social order or conditions of a specific group and is guided by an urge to improve it.

Volunteerism is one of the ways in which citizens can increase mutual support, thus making the democratic system work more effectively. The trends and changes emerging in the world of volunteerism indicate that it is becoming an important means of providing human services and responding to human needs. Volunteering enhances social sensitivity to human needs, which enables employees to understand and discover "the joy of giving".

Volunteering

Any action by an employee for public good by giving time, skill and other resources is known as "Volunteering."

Types of Volunteering

Individual Volunteering

Individuals are free to offer their services for public good according to their appetite and interest in giving. This is out of the purview of the policy.

Company Volunteering

Employees can voluntarily participate in Company driven programs on issues, geographic areas and institutions/ organizations that are identified by the Company.

Process for Volunteering

The SOP for Volunteering will be placed for all the employees. The Corporate CSR will decide proposed activities, geographic areas in the beginning of year through consultative process for the volunteering activities under company volunteering. This would be reflected in Volunteering Platform and would be used to source and allocate projects to employees who have registered them for the same

Facilities for Volunteers

Particulars	Company Volunteering
Decision taken by	Authorized by Location Head/CSR Head
Activities	As per plan of action/scope decided at the project level
Location	At the project implementation sites of NGOs who are supported by CSR/WeKare
Facilities	
Office Time	Shared personal time as decided by Business Head at the beginning of year – maximum of sixteen (16) hours in a year
Administrative Support (Vehicles etc.)	Eligible for agreed office support from Manager/Location Head. Minimum 4hr engagement and group of 4 associates traveling together is mandatory.
Training/ Capacity Building	Eligible for support from Location CSR
Tie-up with WeKare, NGOs including other organizations for volunteering	Eligible for support from Corporate CSR. Corporate CSR would support in creating a system for this
Generate opportunities for volunteering	Eligible for support from Corporate CSR. Corporate CSR would support in creating a system for this
Rewards & Recognitions	Eligible for reward and recognition

Rewards and Recognitions

Awards would be given to employee volunteers at location level where award would be given to best location at the corporate level. A jury will decide the awards based on performance, information provided by volunteers and locations and field visit to the site if required.

Location Level Award: Interested volunteers would need to apply for this through the location CSR as advised from time to time.

Types of Award	Presented by	Number	Details
Company Volunteering Champion	Location Lead	01	Best volunteer excluding CSR team member, who has led the company volunteering agenda on site as defined by the location. The effort of volunteers to be certified for leadership shown and impact on the communities.
Individual Giver	Center Head	02	Best among individual volunteers, excluding CSR team members, at locations, who has charted out his/her own course of giving for a cause and whose performance is certified by independent NGOs for resources brought in by employee and its impact on the communities volunteered for, especially SCs/ STs and other marginalized sections like persons with disabilities, elderly, orphans, etc
Corporate Supporter	Location Lead	03	Best volunteer who supports the Company volunteering agenda as defined by the CSR/WeKare. To be certified for resources and impact on the communities volunteered for.

Corporate Level Award: This would be decided by a jury at the corporate level and would be based on monthly data that flows to Corporate CSR from locations. It would be planned in December of each year co-terminus with the International Volunteering Day.

Types of Award	Presented by	Number	Details
Best Giving location	CEO/ CSR Board Committee Member	01	Best volunteering location in Capgemini in terms of number of individual employees and Company volunteers, volunteering hours and impact on communities. A unique requirement is the involvement of location leadership in going out into the communities for volunteering their time and skills.
Best Impact location	CEO/ CSR Board Committee Member	01	Best volunteering location in Capgemini in terms of impact on communities.
Best Mobilized location	CHRO	01	Best volunteering location in Capgemini in terms of number of individuals and Company volunteers and volunteering hours.

Attachments

Name	File
Child Protection Policy	Capgemini India - Child Protection Policy

About Capgemini

A global leader in consulting, technology services and digital transformation, Capgemini is at the forefront of innovation to address the entire breadth of clients' opportunities in the evolving world of cloud, digital and platforms. Building on its strong 50-year heritage and deep industry-specific expertise, Capgemini enables organizations to realize their business ambitions through an array of services from strategy to operations. Capgemini is driven by the conviction that the business value of technology comes from and through people. It is a multicultural company of 200,000 team members in over 40 countries. The Group reported 2017 global revenues of EUR 12.8 billion.

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