

A group of four business professionals (three women and one man) standing in front of a blurred city skyline. They are all smiling and giving a thumbs-up gesture. The man on the left is wearing a dark suit and glasses. The three women are wearing light-colored blazers. A blue line graphic curves around the text.

BENEFITS AT **CAPGEMINI**



DISCLAIMER

This guidebook “Benefits at Capgemini” is an endeavour to provide an easy reference and comprehensive summary of the policies / initiatives taken by Capgemini India. Please note that the said guidebook is only for ready reference, for detailed terms & conditions please refer to the policy document available on the Company’s [Talent page](#). In case of any discrepancy in understanding or interpretation between this guidebook and the policy, the policy document shall prevail. Employees to connect with the respective HR for any clarification. The decision of the management shall be binding on the employees.





IMPORTANT POINT OF CONTACTS

Insurance related queries

- employeeinsurance.in@capgemini.com
- capgemini@mediassistindia.com
- Call at 9620009413
- [Click here](#) for information on Escalation matrix details

NPS related queries

- Level 1
 - Email : nagavamshim@hdfclife.in
 - Contact no. : 8073039869
- Level 2
 - Email : mathewss@hdfcpension.com
- [Click here](#) to join Help desk link - 11:30 AM - 12:15 PM
- [Click here](#) to join Help desk link - 05:30 PM - 06:15 PM

Employee Financial Assistance Program/ Corporate Buffer related queries

- DL : efap@Capgemini.com

Sodexo related queries

- DL : capgeminisupport@india.sodexo.com
- SPOC id : vikas.tiwari@sodexo.com

PF/Gratuity/Retirals related queries

- DL : cgretirals@allsectech.com

Employee Health Check-up related queries

- All queries :
 - Email : help@ekincare.com
 - Contact : 040 6817 4274

Car lease related queries

- Email id : trishul.kinagi@orixindia.com
- [Click here](#) to join helpdesk link on every Monday and Thursday – 05.00 PM to 06.00 PM

Leave related queries

- Email id : hrssams.ig@capgemini.com
- [Click here](#) to raise a ticket

Finance expense/ reimbursement related queries

- Email id : financeexp-reimburse.in@capgemini.com
- [Click here](#) to raise a ticket

Maternity Bonus related queries

- Email id : financeexp-reimburse.in@capgemini.com
- [Click here](#) to know more

Employee Share Ownership Plans related queries

- DL : esopindia.in@capgemini.com
- Access share holding account : <https://www.amundi-ee.com/account>



YOUR BENEFITS

AT A GLANCE



CLICK ON TITLES TO JUMP TO TOPIC

FINANCIAL WELLNESS BENEFITS

1

Allowances

1. Shift Allowance Policy
2. On-Call Allowance Policy
3. Wedding Gift and Maternity Bonus

Tax Saving Options

1. Other Allowances And Reimbursement
2. Car Lease Program

Additional Financial Assistance

1. Ex-gratia Financial Assistance
2. Employee Financial Assistance Program
3. Salary Advance

Discount Benefits

1. Employee Discount Offers

WORKPLACE BENEFITS

2

Travel Policy

1. Deputation Policy
2. Transfer Policy- Existing Employees
3. Relocation Policy- New Joinee

Non Travel Expenses

1. Non Travel Expense Policy

Role Mobility

1. Internal Job Posting (IJP) Policy

Leave Benefits

1. Leave Policy

Rewards and Recognition

1. R&R Program

WELLNESS AND INCLUSION BENEFITS

3

Insurance

1. Group Medical Insurance
2. Group Personal Accident Policy
3. Group Term Life Insurance
4. Voluntary Parents Medical Insurance
5. Voluntary Corona Kavach Plan
6. Voluntary Medical Top-up Coverage

Wellness

1. Health Check Plan
2. Employee Assistance Program
3. Primary Wellness Interventions
4. Family Engagement Programs
5. Well being Hub

D&I Initiatives and Programs

1. D&I Benefits
2. D&I Initiatives
3. D&I Policies





1

FINANCIAL WELLNESS BENEFITS





ALLOWANCES

[CLICK HERE](#) TO CHECK FOR MORE DETAILS

Shift Allowance Policy

On-Call Allowance Policy

Wedding Gift Policy

OAAR Policy

Car Lease Program

Ex-gratia Financial Assistance

Benevolent Fund

Salary Advance

Employee Discount Offers

SHIFT ALLOWANCE POLICY

- **Eligibility:** Applicable to all employees of Capgemini in Grades A, B and C
- **Allowance:** Different Allowance basis location of work (office/ working from home) and shift time

SHIFT CODE	NON BSV		BSV	
	OFFICE	HOME	OFFICE	HOME
Shift 1	INR 125	INR 100	INR 150	INR 100
Shift 2	INR 200	INR 125	INR 150	INR 100
Shift 3	INR 400	INR 400	INR 200	INR 200

ON - CALL ALLOWANCE POLICY

- **Eligibility:**
 - Applicable to employees in Grade A,B and C
 - Employees being available on specific client request on weekend / off work hours
- **Allowance:** Calculated as (On-call Days) * (On-call daily allowance)

DAY	ON-CALL DAILY ALLOWANCE
Weekdays	INR 350 per day
Weekends/Holidays	INR 500 per day



[CLICK HERE](#) TO CHECK FOR MORE DETAILSShift Allowance
PolicyOn-Call Allowance
PolicyWedding Gift
Policy

OAR Policy

Car Lease Program

Ex-gratia Financial
Assistance

Benevolent Fund

Salary Advance

Employee
Discount Offers

WEDDING GIFT POLICY

WHAT IS THE POLICY?

- A Wedding Gift Voucher (**worth INR. 2000**) for the Employees who get married during their tenure in Capgemini

MATERNITY BONUS

WHAT IS THE POLICY?

- All woman employees will get a bonus as per law on delivery of a child for **INR. 3500**

WHAT ARE THE STEPS?

- Employee to claim Wedding Gift Voucher by updating Spouse details in MyConnect Portal within 90 days from the date of marriage
- Post update, within 30-45 days the eligible Employee will receive the virtual gift card from vendor team on the Employee's official email address.

[CLICK HERE](#) TO CHECK FOR MORE DETAILS

WHAT ARE THE STEPS?

Documents require to claim Medical Bonus:

- [Form 3](#) duly attested by treating doctor(with seal and signature)
- Marriage or Name change Certificate(if change in name)
- Documents need to be scanned and submitted to **central SPOC within 30 days post delivery** of child to claim Medical Bonus





OTHER ALLOWANCES AND REIMBURSEMENT POLICY

[CLICK HERE](#) TO ACCESS PAYROLL PORTAL[CLICK HERE](#) TO CHECK FOR MORE DETAILS

OAAR 1

1

Remote Working Allowance

- Allowance paid in lieu of WFH with tax benefits for landline, mobile bills and internet bills

2

Books and Journal Allowance

- Tax Benefits for books / journals both online/offline relevant to the professional nature of work in Capgemini

3

Professional Pursuit Allowance

- Tax Benefits for any fee paid for any course/certification, both online and offline for enabling professional development of an employee

4

Conveyance Allowance

- Tax Benefits for cost of conveyance for employees between office and home. Tax saving is only applicable for differently-abled employees

OAAR 2

5

Leave Travel Assistance

- Tax Savings for 2 vacation travel fare in a block of 4 years as defined by India law

6

Meal Cards

- Save tax while buying food, groceries & non-alcoholic beverages via Meal Card provided by Organization

7

National Pension Scheme

- Grade C and above employees can save upto 10% of Basic via NPS account aligned to CG

8

Vehicle & Driver Reimbursement

- Save taxes via fuel, maintenance, insurance and driver salary costs for personal vehicle and additional savings via Company Car Lease Program





CAR LEASE PROGRAM

[CLICK HERE](#) TO CHECK FOR MORE DETAILSShift Allowance
PolicyOn-Call Allowance
PolicyWedding Gift
Policy

OAAR Policy

Car Lease ProgramEx-gratia Financial
Assistance

Benevolent Fund

Salary Advance

Employee
Discount Offers

WHAT IS THE POLICY?

- The Company will provide a vehicle of Employee's choice through dedicated leasing vendor, subject to the financial limit and other conditions prescribed under the car lease policy

WHO ALL CAN ACCESS?

- All Employees from grade C and above are eligible regardless of tenure with Capgemini

HIGHLIGHTS TO KNOW?

- Total Car Lease Benefit eligibility : As per individual salary limit. **Limited to Personal Allowance + OAAR1 + OAAR2 + 20% of House Rent Allowance**
- Tax benefit :
 - **Car lease rental** (total amount)
 - **Driver allowance** (Upto 2.4 lac)
 - **Maintenance** (Upto 60K)
 - **Fuel allowance** (Upto 1.5lac for Non-Electric Vehicle and 69.6K for Electric Vehicle)





EX-GRATIA FINANCIAL ASSISTANCE

[CLICK HERE](#) TO CHECK FOR MORE DETAILS

Shift Allowance
Policy

On-Call Allowance
Policy

Wedding Gift
Policy

OAAR Policy

Car Lease Program

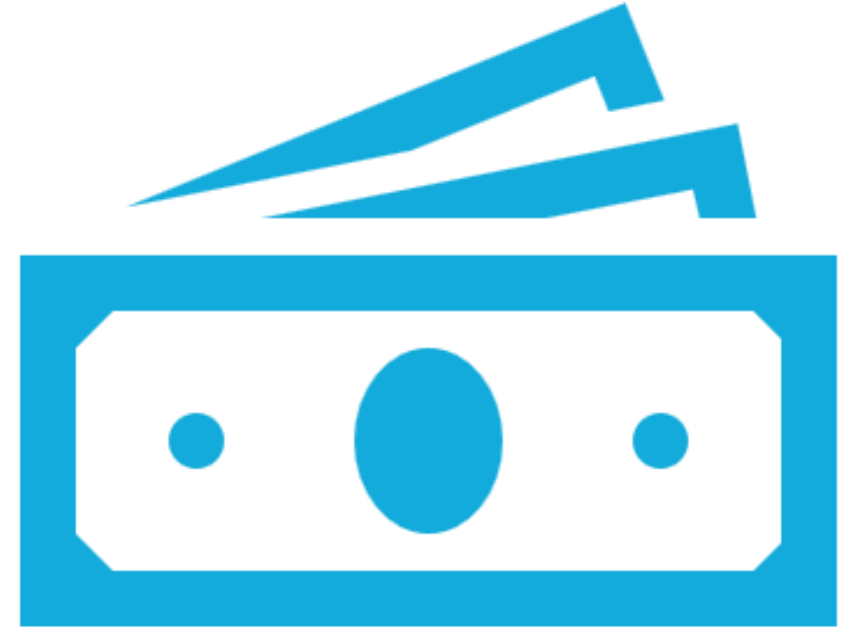
**Ex-gratia Financial
Assistance**

Benevolent Fund

Salary Advance

Employee
Discount Offers

Amount of INR 10 lac that will be paid to the colleague's family in the event of death (of colleague) due to COVID-19





EMPLOYEE FINANCIAL ASSISTANCE PROGRAM (BENEVOLENT FUND/CORPORATE BUFFER)

Shift Allowance
Policy

On-Call Allowance
Policy

Wedding Gift
Policy

OAAR Policy

Car Lease Program

Ex-gratia Financial
Assistance

Benevolent Fund

Salary Advance

Employee
Discount Offers

- Benevolent Fund is exclusively for India colleagues and family members and is provided over and above the existing Group Medical Insurance and Voluntary Parental Insurance Benefits
- Financial support is provided on a case to case basis if our colleagues need financial assistance to meet large medical exigencies
- To raise a request for financial assistance, please send an email to EFAP@capgemini.com with a CC to your HR Business Partner





SALARY ADVANCE

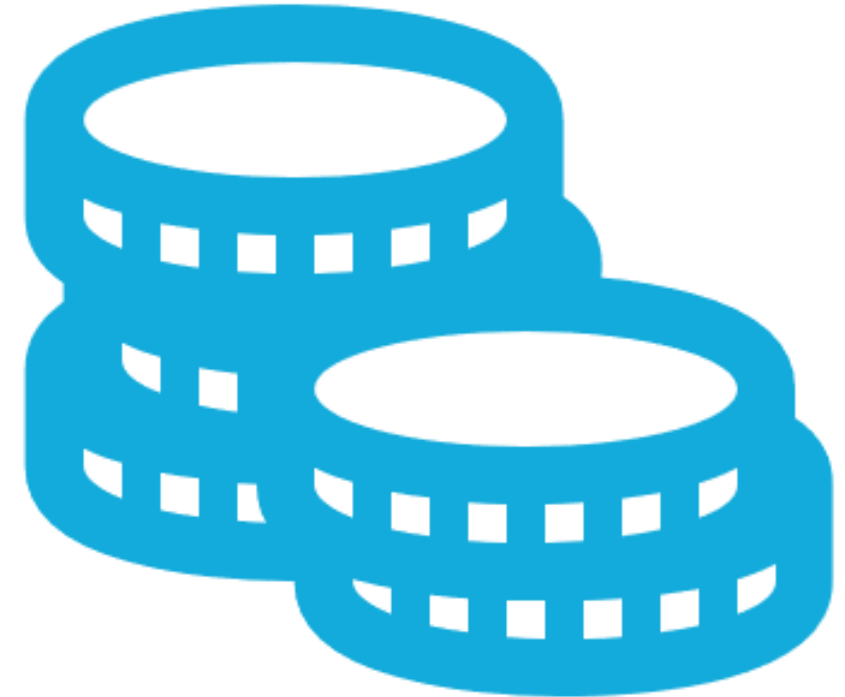
[CLICK HERE](#) TO CHECK FOR MORE DETAILS[Shift Allowance
Policy](#)[On-Call Allowance
Policy](#)[Wedding Gift
Policy](#)[OAR Policy](#)[Car Lease Program](#)[Ex-gratia Financial
Assistance](#)[Benevolent Fund](#)[Salary Advance](#)[Employee
Discount Offers](#)

All regular employees of Capgemini India are eligible for 70% of one month's Total Base Cost

- The salary advance provided to an employee will be recovered in the upcoming payroll cycle in single instalment.
- Only in case of medical issues or family exigencies, if requested by employee, an option to recover in maximum 6 monthly instalments will be approved. This will be evaluated on a case-to-case basis

Process

- The employee to reach out to the respective N+1 and HR Business Partner for support and availing the benefits





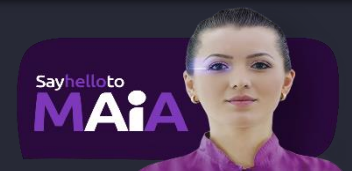
EMPLOYEE DISCOUNT OFFERS

[CLICK HERE](#) TO CHECK FOR MORE DISCOUNTS

Shift Allowance Policy
On-Call Allowance Policy
Wedding Gift Policy
OAAR Policy
Car Lease Program
Ex-gratia Financial Assistance
Benevolent Fund
Salary Advance
Employee Discount Offers

VENDOR NAME	DISCOUNT
	<ul style="list-style-type: none">OPD Consultation(on doctor consultation) – 15% discountOPD Diagnostics (on in house investigation only) – 15% discountIPD (on cash only excluding drug, consumables, implants &packages) – 10% discountPHC (only on Fortis standard preventive health check up packages) – 15% discount
	<ul style="list-style-type: none">International & domestic group tours – additional 2% discountInternational & domestic customized holidays – 4% discount only on land packages
	<ul style="list-style-type: none">Please refer the website for offers
	<ul style="list-style-type: none">Flat 20% discount +5% cash back

Note : The discounts change from month to month. Please click on the above link to check the latest offerings





2

WORKPLACE BENEFITS





RELOCATION AND TRANSFER POLICY

[CLICK HERE](#) TO CHECK TRAVEL PORTAL

[CLICK HERE](#) TO CHECK FOR MORE DETAILS

Deputation policy

Employee
Transfer Policy

Relocation Policy

Non Travel
expense Benefits

Internal Job Posting
(IJP) policy

Leave Policy

Rewards and
Recognition



DEPUTATION POLICY

WHEN DOES THIS APPLY

- In case you travel due to business reasons beyond 30 and less than 180 days in India

WHAT ARE THE BENEFITS

- Travel to location either via train or flight
- Accommodation for the duration
- Allowance of INR 500 per day to cover any local conveyance expenses, food, laundry, portorage, personal telephone expenses and other incidental expenses

PROCESS FLOW

- Identification of the role/requirement by the BU
- Share role/requirement with the RMG Team to process
- RMG team to initiate short term transfer request on EDC portal
- HRSS team will process deputation allowances for eligible employees as per payroll cycle



TRANSFER POLICY

WHEN DOES THIS APPLY

- For Assignments within India beyond 180 days

WHAT ARE THE BENEFITS

- Travel to location either via train or flight
- Accomodation: 7 days for single and 10 days for married
- Leave : 5 - Married with children , 2 - Single/Married with spouse
- Settling Allowance : 1 month pay
- Food Allowance/ per day - INR 500 - Single, INR 750 - Married
- Relocation Allowance : Movement of house hold & vehicle, lease, brokerage, school admission
- In case of Employee Initiated Transfer, cost of the employee travel (excluding family) will be borne by the organisation and no other allowance will be applicable



RELOCATION POLICY

WHEN DOES THIS APPLY

- For New Joiners moving to a new location within India

WHAT ARE THE BENEFITS

- Travel to location either via train or flight
- Accommodation in the location for 7 days
- Relocation Reimbursement for expenses on Transport of household goods, vehicles, Housing Brokerage, School admission fees





SUMMARY OF NON TRAVEL EXPENSES BENEFITS

[CLICK HERE](#) TO CHECK MYEXPENSE PORTAL[CLICK HERE](#) TO CHECK FOR MORE DETAILS

Deputation policy

Employee
Transfer Policy

Relocation Policy

**Non Travel
expense Benefits**Internal Job Posting
(IJP) policy

Leave Policy

Rewards and
Recognition

Mobile and Internet Expense

Mobile: All the employees from Grade A to F basis respective grades.

Internet: All the employees from Grade A to F can claim up to INR 500 (Inclusive of taxes) per month

Roaming: All employees traveling abroad for short duration (i.e., those who are not seconded onshore) are eligible for claiming International Roaming expense reimbursement upto the permissible limit associated to the number of travel days

Weekend work

Food expense : Employees can claim food expense upto INR 150, without bills or up to INR 300 with bills

Conveyance : Metered taxi (with bills) or auto fare will be reimbursed. Bills are not required to be produced for Auto

Entertainment expense

Main purpose of incurring entertainment expenses should be only for enhancement of business. Entertainment expenses can be incurred for levels E1 and above with prior approval of India BU head





INTERNAL JOB POSTING (IJP) POLICY

[CLICK HERE](#) TO CHECK FOR MORE DETAILS

Deputation policy

Employee
Transfer Policy

Relocation Policy

Non Travel
expense Benefits

**Internal Job Posting
(IJP) policy**

Leave Policy

Rewards and
Recognition

- **Eligibility:** 18 continuous months in the current role + successful competition of PIP (if applicable)
- **Application:**
 - An employee can apply to same grade or one grade higher posts and to more than one IJP
 - Jobs can be viewed on MyMobility portal
- **Selection:** Employee will be notified and can move within 45 days to the new role





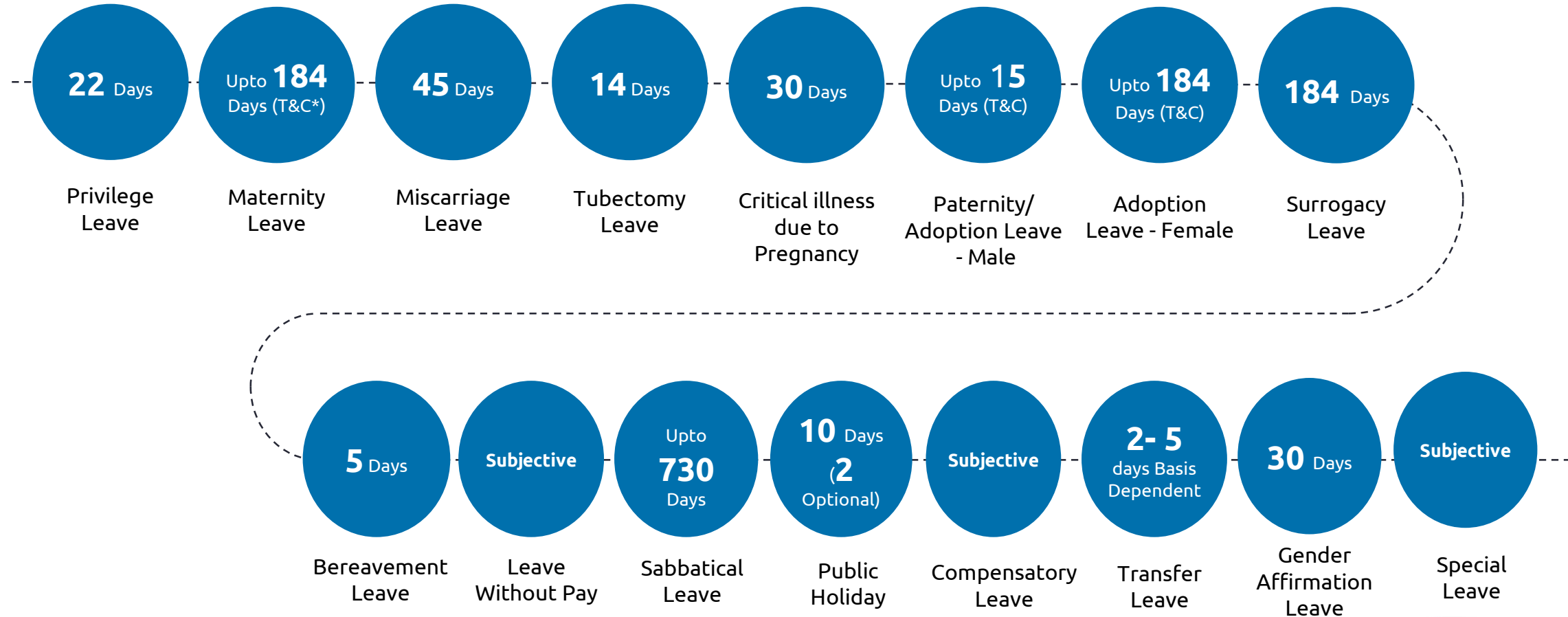
LEAVE POLICY

[CLICK HERE](#) TO CHECK FOR MORE DETAILS

Deputation policy

Employee
Transfer Policy

Relocation Policy

Non Travel
expense BenefitsInternal Job Posting
(IJP) policy**Leave Policy**Rewards and
Recognition



REWARDS AND RECOGNITION

[CLICK HERE](#) TO CHECK FOR MORE DETAILS

CENTRAL REWARDS

- Project Star award
- Technology / Functional COE award
- Innovation award
- Long Service Award
- Excellence in people leadership award



BU SPECIFIC REWARD TYPES

- Excellence in Customer delivery
- Engagement Profitability
- People Leadership
- Innovation
- Growth and Winning new Business

Note : For Awards applicable for your business and grade please reach out to your BUHR



Deputation policy

Employee
Transfer Policy

Relocation Policy

Non Travel
expense BenefitsInternal Job Posting
(IJP) policy

Leave Policy

**Rewards and
Recognition**



3

WELLNESS AND INCLUSION BENEFITS



[CLICK HERE](#) TO CHECK FOR MORE DETAILS[CLICK HERE](#) TO VISIT MEDIBUDDY PORTALGroup Medical
InsuranceGroup Term Life
InsuranceGroup Personal
Accident Policy

Health Check Plan

Voluntary Parents
Medical InsuranceVoluntary Corona
Kavach PlanVoluntary Medical
Top up CoverageEmployee Assistance
ProgramPrimary Wellness
interventionsFamily engagement
programs

Wellbeing Hub

D&I Benefits

D&I Initiatives

D&I Policies

GROUP INSURANCE PLANS



GROUP MEDICAL COVERAGE

- **Coverage:** Self, Spouse / Partner and Children (up to the age of 25, No limit in case of disability) in case of hospitalization
- **Sum Insurance:**
 - Age 18 to 30 years – **3 Lac**
 - Age 31 to 40 years – **5 Lac**
 - Age 41 and above - **8 Lac**
- **Co-Pay:** 5%



GROUP TERM LIFE

- **Coverage:** Self in case of demise (natural / accidental)
- **Sum Insurance:** 24 times the monthly fixed compensation (CTC minus Variable, ESIC and Medical)
 - Minimum – **9 Lac**
 - Maximum – **No capping**



GROUP PERSONAL ACCIDENT

- **Coverage:** Self in case of accident
- **Sum Insurance:** 36 times the monthly fixed compensation (CTC minus Variable, ESIC and Medical)
 - Maximum – **5 Cr**



Employee Health Check

Plan Information



[CLICK HERE](#) TO CHECK FOR MORE DETAILS FOR GRADE C2/D1 AND D2

[CLICK HERE](#) TO CHECK FOR MORE DETAILS FOR GRADE E1 AND ABOVE

Group Medical Insurance

Group Term Life Insurance

Group Personal Accident Policy

Health Check Plan

Voluntary Parents Medical Insurance

Voluntary Corona Kavach Plan

Voluntary Medical Top up Coverage

Employee Assistance Program

Primary Wellness interventions

Family engagement programs

Wellbeing Hub

D&I Benefits

D&I Initiatives

D&I Policies



What is Covered

Annual Health Check can be availed once in a calendar year within India Geography



Who are Covered

- Grade C2 and above
- Employees should have completed One year of service in Capgemini in India
- Permanent employees of Capgemini in India

Exclusion:

- Employees who are not on India payroll/ are Seconded





VOLUNTARY MEDICAL TOP UP COVERAGE

- **Coverage:** Self, Spouse / Partner and Children (up to the age of 25, No limit in case of disability)
- **Sum Insurance:** Additional Coverage of 1 lac, 2 lac, 4 lac, 6 lac and 8 lac in addition to company sponsored benefit
- **Added Benefits:** Additional room rent of INR 1000 for 1 lac and INR 2000 from 2 to 8 Lacs Top up
- **Voluntary Medical insurance continuity for individual employee** can be opted under the following scenarios : Employee deputed for long term assignment (more than 1 year); Employee is planning to retire or in case employee death; Employee exit Capgemini; Family cover for an employee deceased during the policy year
- Employee will enjoy continuity benefit where **waiting period** as per retail will be **waived upto the tenure of employee in Capgemini India medical insurance plan.**



VOLUNTARY CORONA KAVACH PLAN

- **Coverage:** Covers 24 hours hospitalization for an active line of treatment. Up to INR 15K for doctor prescribed home treatment
- **Sum Insurance:** 1,2,3,4,5 Lac
- **Added Benefits:**
- Covers 24 hours hospitalization for an active line of treatment.
- Up to INR 15K for doctor prescribed home treatment
- Premium varies basis age and Sum Insured per member. Maximum entry age limit is 80 years



VOLUNTARY PARENTS MEDICAL INSURANCE

- **Coverage:** Parents and Parent In Laws
- **Sum Insurance:** Sum Insurance of INR 2 Lac , 3 Lac and 5 Lac.
- **Co-Pay: 20%**
- **Added Benefits: Room Rent Limits:** 2% of SI and as per actuals for ICU; **No Age Capping; No waiting period; No Ailment capping;** The policy covers expenses incurred on room rent, medicines, surgery etc
- Colleagues who have **enrolled for the voluntary parental plan in the previous 2 years** before exiting the organization can opt for retail plan and get **waiver on waiting period** as per the parental retail plan by the same insurer in case they exit the organisation.



VOLUNTARY INSURANCE PLANS

Group Medical
InsuranceGroup Term Life
InsuranceGroup Personal
Accident Policy

Health Check Plan

Voluntary
Parents Medical
InsuranceVoluntary Corona
Kavach PlanVoluntary
Medical Top up
CoverageEmployee Assistance
ProgramPrimary Wellness
interventionsFamily engagement
programs

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D&I Policies





EMPLOYEE ASSISTANCE PROGRAMME

WE'RE ALWAYS AVAILABLE, WHEREVER YOU ARE!

[CLICK HERE](#) TO CHECK FOR MORE DETAILS

Wellness at Capgemini

Employee Assistance Program



Responsibility at Work:

- Training
- Managing change
- Promotion
- Motivation



Personal Crisis:

- Divorce/separation
- Anxiety
- Depression
- Alcohol or drug abuse



Legal Information:

- Consumer law
- Landlord and tenant
- Wills and probates
- Motoring



Family Issues:

- Caring for relatives
- Disputes
- Parenting
- Relationships
- Loss of a loved one



Returning to Work:

- Relocation
- Maternity leave
- Disability leave
- Organisational changes



Managing Money:

- Budgeting
- Financial planning
- Managing debt
- Taxes



Download the myLiveWell app which helps you contact experts for a range of areas 24x7



Browse: www.livewell.optum.com
Access code: wellness@heart



Need assistance? Email us!
askanexpert@optum.in



1800 102 7293
1800 209 8424

**Counselling assistance
from Master's level
psychologists**

**24x7 Assistance
Dial 1800 102 7293
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WOMEN & MOTHERS – FOCUSED ASSISTANCE

- Psychological Counselling For expectant mothers
- Post Partum Counselling
- Marital & Relationship Counselling
- Counselling for Developmental Disorders
- Personalised Financial Counselling For Women
- LGBTQIA Counselling

CONFIDENTIAL, COMPLIMENTARY FAMILY COVERAGE

- 24x7 service
- Confidential and complimentary
- Colleague as well as immediate family covered
- Coverage for issues both professional and personal in nature
- Dedicated Financial & Legal Counselling helpdesks

MANAGER & HR REFERRAL PROCESS

- Managers/HR can refer team member they believe require EAP to Optum.
- Managers/HR then brief Optum about team member situation
- Manager/HR can encourage team member to establish contact and also explains benefits of EAP
- Do note, that contacting EAP is voluntary.

Sayhello to
MAiA





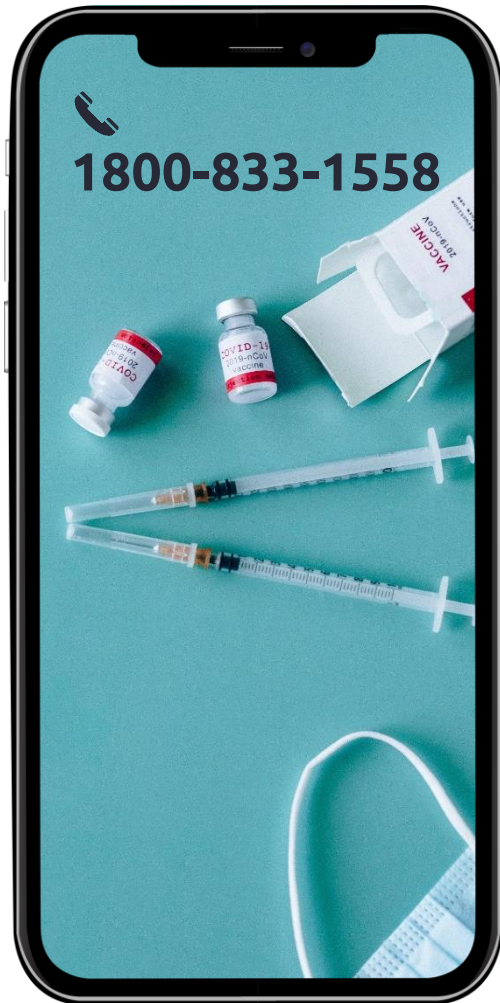
PRIMARY WELLNESS INTERVENTIONS



Stanplus 24x7 Medical Assistance Helpline



[CLICK HERE](#) TO CHECK FOR MORE DETAILS



Key Services Offered

- Teleconsultation
- Diagnostic Services
- Medicine Delivery
- Hospital Bed Availability
- Blood/Plasma Donor Request
- Health Set-Up at Home
- Equipment Arrangement
- Elderly Care and Support
- Nursing Support
- Physiotherapy
- Bereavement Service
- Ambulance Service
- COVID-19 Support

Specific women centric Services offered by StanPlus

- Breastfeeding tips
- Do's and don'ts during pregnancy
- Basic nutritional requirements
- Neo - natal care
- Diet and lifestyle management
- Hormonal imbalances including PCOD & many more

Onsite Medical Centers across locations Pan India

- Full coverage of doctors, nurses, ambulances deployed
- [Click here](#) to know in details e.g timings, contact no. etc.

Homecare – COVID Home Isolation

- Powered by Portea
- Link to enroll - [Click here](#)

Wellbeing Hub

- [Access the WBH](#) one stop shop for Wellness with collaborative spaces on Wellbeing for employees across Group

Sayhello to
MAiA





OTHER ENGAGEMENTS FOR YOU & YOUR FAMILY

[CLICK HERE](#) TO CHECK FOR MORE DETAILS

Group Medical
Insurance

Group Term Life
Insurance

Group Personal
Accident Policy

Health Check Plan

Voluntary Parents
Medical Insurance

Voluntary Corona
Kavach Plan

Voluntary Medical
Top up Coverage

Employee Assistance
Program

Primary Wellness
interventions

Family engagement
programs

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D&I Policies

WEBINARS

- Year long interventions covering holistic wellbeing
- World Health Organisation & United Nations themed commemoration – Yoga Week, Mental Health Week etc
- Expert external speakers
- Library of all recorded sessions on Talent ICRES HSE Hub
- Watch out for emails from 'IN, ICRES COMMUNICATION'

WEBINARS – [CLICK HERE](#) FOR RECORDINGS

PROACTIVE WELLBEING

- Ergonomic -#GetSetErgo Webinars & Demonstrative Videos. [Click here.](#)
- Advisories & Preventive Tips – [Click Here](#)

#CARETOSHARE – CAPGEMINI'S CARPOOLING INITIATIVE

- Pan India initiative to help employees carpool to work
- Car owners reduce their carbon footprint &
- Ride takers get a safe and comfortable commute to work
- For details, [Click Here](#)

CIRCULAR ECONOMY THRU' HOLISTIC WASTE MANAGEMENT

- All waste generated by Capgemini – Wet, Dry, Biomedical Waste, Hazardous as well as Electronic Waste is responsibly handled by Capgemini

PAN INDIA PERSONAL E-WASTE COLLECTION DRIVE

- A unique platform for you to responsibly dispose your personal Electronic Waste through Capgemini
- Waste collection bins located at multiple offices across India
- [Click here](#) to know more and participate now!



WELL-BEING HUB

Our **virtual space to inspire you to learn new ways of self-care** in our very familiar Microsoft Teams environment. **WBH**

LOUNGE

- Connect and socialize with Capgemini colleagues globally ,
- Join (or setup) a conversation card to discuss topics of interest
- Participate in our webinars and awareness sessions

LIBRARY

- Engage with content curated using our group learning platform, Next.
- Take some time to read, listen or watch curated material to grow your awareness about well-being

CAFE ROULETTE

- Create fun and spontaneous moments through virtual breaks.
- Connect with a colleague based on your shared areas of interest

MOOD DIARY

- Create a journaling routine which inspires insight into yourself via your personal mood dashboard
- Get guidance, educate yourself and grow your emotional awareness
- Learn to observe and become more self-aware of your mind and emotions

GLOBAL CONTACT HOURS

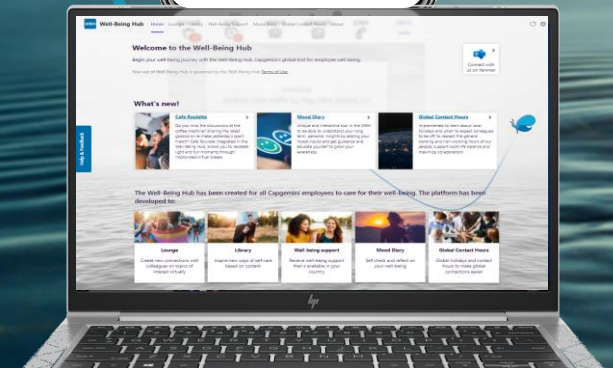
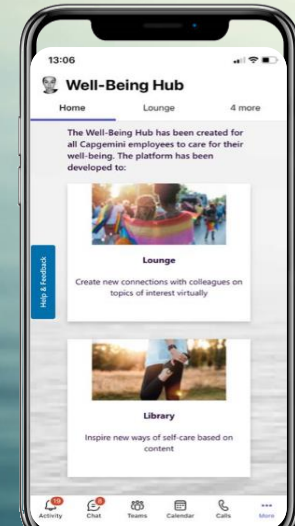
- Learn about local holidays and when to expect colleagues to be off
- Visualize and overview of the common, general working hours within a chosen time range
- Maximize collaborative hours from geographical diverse teams and enhance work-life balance

SUPPORT CHANNELS

- Find global and local guidance and support to manage your concerns
- Access details about the different levels of support available to assist you.



[CLICK HERE](#) TO JOIN





DIVERSITY & INCLUSION

[CLICK HERE](#) TO CHECK FOR MORE DETAILS

BENEFITS

Childcare Benefits

- **In house crèche facility** - available free of cost for children in age group: 6 month to 6 years
- **La lumiere – Preschool** learning facility for children in age group of 1.5 to 6 years
- **Lactation rooms** provided for female employees to balance between their return to work with needs as mothers to toddlers

Parking Benefits

- Reserved parking for pregnant women & PwD across all office locations

Diverse Washroom Facilities

- All gender washrooms present to provide equal access to all, regardless of gender expression, identity, or ability

INITIATIVES/PROGRAMS

FareWelcome Program

Support women colleagues through the entire maternity phase

Parents@Capgemini

Parental network support program which aims to support all our colleagues with parental responsibilities and strengthen their existing parenting competencies

WiTi (Women in Tech India)

Initiative to provide our women colleagues in grade B and C, a platform to showcase and strengthen their skills, develop newer technical competencies and learn from their role models

SpeakUp helpline

24/7 web and phone-based ethics helpline for reporting concern or requesting for guidance on issues related to sexual harassment, ethics, and grievance

OANG (Outfront Ally Network Group)

OANG aims at building a compassionate working relationship and strengthening societal transformation from LGBTQ+ inclusion, across verticals of gender justice, mental health, legal reform, and development policy

POLICIES

Grievance Review

A forum to Individuals to escalate their concerns and get them addressed through a formal process without prejudice to Individuals position within the Company. Employees can send a mail to GRC.in@capgemini.com within 90 days of the incident occurrence to report the same

POPSH

Conducts violating the principle of prevention of sexual harassment, may result in disciplinary action including but not limited to dismissal from the services of Capgemini

Policy to support domestic abuse survivors

Framed to prescribe support mechanisms for the survivors of domestic abuse



GET THE
FUTURE
YOU WANT

