

INDIA

FLEXIBLE WORK POLICY

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I. Distribution List

Issued to all employees of Capgemini Technology Services India Limited (including its subsidiaries and affiliates) in India (collectively referred to as “Capgemini” / “Company” solely for the purposes of this document).

II. Version History

Version	Date	Description
1.0	June 30, 2017	Guideline document on Flexi Work Options released to BU-HR Partners and leads
2.0	Feb 20, 2019	Initial version was for internal reference, this version with some modification released to all employees
3.0	Mar 20, 2020	Annexure added for project codes to be filled on time card while availing part time work option
4.0	Dec 1, 2021	“Policy on Flexi Work Options” being superseded by the “India Flexible Work Policy” in alignment with the New Normal

III. Objective

The objective of this policy is to provide guidelines on Flexible Work options that may be offered to Employees at the sole discretion of Capgemini.

IV. Definitions

- Employee: Employee refers to any person who is on the payrolls of Capgemini.

- **Manager:** Manager refers to either your N+1 in the system or Designated employees taking up administrative responsibilities. Such Manager should be at minimum grade C.

V. Effective date

This policy will be effective from December 1, 2021

VI. Overview

This policy provides for the framework for employees to avail various Flexible Work options which comprises of:

- Work from home
- Flextime
- Part time

VII. Applicability

This policy will apply to all Employees on the payroll of Capgemini.

VIII. Introduction

Capgemini constantly strives for operational excellence along with an enhanced Employee experience.

In the recent years, Flexible Work has become a key enabler strongly contributing to the excellence we desire, by providing managers and Employees with:

- Opportunities for collaborative, agile and efficient work arrangements that help in achieving Capgemini's ambitions and business objectives
- Relevant and individualized work-life balance arrangements for the most engaging employee experience
- A chance to leverage our across the board know-how and experience to sustain and increase and performance at all levels

Flexible Work has now become part of our lives and it is our responsibility to make the most of its options for the best possible people and business outcomes. We can offer Flexible Work opportunities to our Employees, given our across the board capabilities while offering them an improved work-life balance.

We therefore expect our **Flexible Work approach** to:

1. Simultaneously support
 - Achievement of business objectives and delivery excellence
 - Continuous employee engagement and work-life balance
2. Allow us to develop new work practices while ensuring Employee well-being and development.
3. Ensure managers can engage and develop Flexible-Work teams
 - through elements such as new performance management practices (objectives & KPIs setting and associated reward) greater agility, continuous feedback, dynamic goal setting, development of capabilities and perspectives
 - by adapting their Team rituals (see section 2.4) in order to maintain engagement and ensure proximity, relationship quality and sense of belonging in their teams

While **preserving the Capgemini culture** of course we need to adapt Flexible Work arrangements appropriately to our context / culture so as to realize all the expected benefits. Flexible Work must:

- become a foundational part of our performance culture, balancing business and clients' needs with employee's well-being and capacity to engage, include, and develop talent
- respect all legal requirements and support business continuity in case of disruptions
- evolve through best practices and lessons learned, to become a fundamental way of working and living in Capgemini

The following guidelines define Capgemini's Flexible Work policy and implementation framework covering Flexible Work arrangements not confined to one place and time, without compromising on delivery outcomes.

IX. Policy Definition and Details

1. Flexible Work Definitions

Flexible Work can take many forms. **Broadly defined they cover work arrangements that allow flexibility of when, where and/or how work gets done.** Such arrangements typically consist of one or a combination of several elements (*see below*). They can apply to full-time or part-time employment. This section provides the definitions

of Flexible Work options and related terms to provide clarity. How these options should be adopted in practice is defined in the subsequent sections.

1.1. Categories of Flexible Work

There are two main categories of Flexible Work:

- **Occasional Flexibility** addresses temporary (less than 2 months) or intermittent needs, subject to Manager's approval. This may not require a formal agreement and/or change to the terms of the existing employment contract. Nevertheless, establishing the parameters of such an arrangement in writing is a must to guarantee employees' right and to reflect agreement of involved parties. In case Occasional Flexibility involves Part Time working, the guidelines on Part Time work provided in this document will apply.
- **Formal Flexibility** is a lasting change to an employee's regular way of working and will require a formal agreement that results in changes to the terms of the existing employment contract.

Both categories can be combined depending on role & responsibilities of individual employees, project requirements and team composition.

1.2. Flexible Work arrangements relating to TIME

- **Flextime:** Employees work a standard full-time or part-time work week with start and end times that differ from the Core Hours. Core hours (i.e., the hours during which all Employees must be available) are established by the manager and/or Company / site policy.
- **Part time:** A temporary part-time work arrangement in which the Employee has a reduced number of hours of work compared to their regular full-time schedule. This would result in the Employee either working some portion of every day or fewer than five days per week, with reduced job responsibilities. In such cases salary and some of the benefits would be adjusted on a pro rata basis.

1.3. Flexible Work arrangement relating to LOCATION

- Employees perform part or most of their job responsibilities from a location other than Capgemini's or client's premises, such as home office or other approved locations.
 - *Example: someone working a four-day week at the office and working from home on Wednesdays or someone working mainly from home and coming to the office 4 to 5 times/month*

- *The % time on such an arrangement varies by role/maturity/project's progression (more details in section 4.1)*
- However, in this arrangement, Employees cannot work from another country
- Implicit to such arrangements is the need to spend a defined amount of time in a **Work Anchor Point. Every Employee is attached to a work anchor point, as their official location which is to be visited as per the defined schedule.**
 - This Anchor point is most of the time a Capgemini office location i.e., Base work location and is mentioned in each one's work contract (or as amended in case an employee is transferred during the service period).

Note: An Anchor Point can potentially be a client premise where Employees are formally assigned to work. In such cases, respective Engagement Manager /Delivery Manager /BU HR will periodically visit client premises and ensure engagement with Employees.
- The Anchor Point location and the frequency of visits to the anchor location depend on one's job requirements, client facing needs, professional maturity, and Unit/Team/Practices of the organization (details section 2.6).
- It aims at preserving group spirit, team's dynamics, as well as the Capgemini's culture.

2. Flexible Work Policy – India Principles adapted from Group Global Principles

The Flexible Work arrangement principles in alignment to some of the above definitions are as below:

All Capgemini Employees benefitting from such Flexible Work arrangements are responsible for understanding and adhering to this policy. Managers and Leaders are responsible for enforcing these principles within their teams.

2.1. All Employees are eligible to Flexible Work



All Capgemini Employees are eligible to Flexible Work: While Flexible Work is intended to become the Group's new norm, it may not be suitable for every job and is subject to management approval.

- Permission for Flexible Work arrangement will depend on the professional maturity, role requirements, client facing needs and the professional community to which the Employee belongs
- Discrimination of any sort is strictly prohibited

2.2. Flexible Work arrangements are defined on a voluntary basis within the group framework



Flexible Work arrangements are defined on a voluntary (employee request) basis, save in exceptional situations like COVID 19, natural disasters etc., where the Company may be constrained to enforce WFH for all Employees. Employees need to discuss and agree on their Flexible Work requirements with their Manager/HR in an open and responsible way, before official approval.

- No objection to Flexible Work – from all parties – can be made before an objective discussion takes place between all parties. Approval / Rejection needs to be based on eligibility criteria and feasibility assessment for reaching the set business/department goals and alignment to local regulations.
- Decisions are unbiased: the personal circumstances of individuals, or their positions on Flexible Work should not drive the decision to approve or deny a Flexible Work arrangement. It should be noted that in certain engagements, Flexible Work option may not be feasible and the same will be communicated appropriately to Employees seeking such arrangements.
- Flexible Work arrangements are documented (whether formally or not, depending on if Flexible Work is occasional / limited in time) and employment contracts modified as necessary.

2.3. Flexible Work rests on a trust-based managerial culture



Flexible Work is both a Company performance and employee engagement driver if it rests on a trust-based managerial culture.

- It translates into daily practices & behaviours and is reflected within global / local Flexible Work practices.
- Managers should refrain from overcontrolling mechanisms which may prevent this trust-based managerial culture to thrive.
- Such trust based managerial culture is reinforced by these principles:
 - ✓ all employees have an outcome-based target, linked to their performance management and professional development requirements

- ✓ all employees comply with their Flexible Work arrangements and Team rituals, and especially their required frequency of visits to their Work Anchor Point (see next principles).

These Capgemini ways also need to be marketed to our Clients. Managers (whether hierarchical or project) are expected to take an active part in client education on our new ways of working.

2.4. Flexible work enablement rests on implementation of team rituals



Team rituals are defined for Flexible Work enablement:

In the expected trust based culture, the capacity of managers to support employees' contributions, development and well-being is a key-success-factor.

- Team rituals that address needs of proximity, employee well-being, performance coaching and perspective building will play an important role
- Team rituals would aim to nurture high levels of engagement and optimal work organization of all team members and to foster engaging team dynamics.
- Team rituals are organized and driven by the team manager, who adapts them to his/her team structure (employee maturity and autonomy, role, and responsibilities), situational context, project specificities, etc.
- Emotional and mental well-being of all team members is a point each manager must pay close attention to. The Company's Employee Assistance Program (EAP), available on Talent can be utilized by employees towards this.
- Team rituals suggested are not meant to replace other existing and efficient team practices (incl. delivery-related ones); they are meant to specifically equip managers to manage their teams in Flexible Work ways of working.

Group Team rituals have been defined and can be accessed here:

https://talent.capgemini.com/global/pages/people/new_normal/new_normal_group_assets/team_rituals/

Following is a summary of the Team Rituals.



2.5. All employees are treated with fairness and non-discrimination



All Employees – whatever their Flexible Work situation – **are treated with fairness and non-discrimination** (with specific attention to individual situations linked to overwork, stress or ensuring inclusivity / sustainable work-life balance). This is ensured through a dedicated and thorough process.

2.6. All employees spend time in their work anchor point



Employee presence in Anchor Point is adapted to their Flexible Work arrangements and role situation.

- Employees who are approved to work from home, can do so for between 30-70% Work from Home (refer section 4.1). Rest of the time Employees

are expected to work either from the Capgemini office or in case they are assigned to work at client locations, they should work from the client location.

- However, Employees assigned to work at client locations, should also visit the work anchor point at least once per month. For new joiners, it should be at least every fortnight [New joiners will mean employees up to 1 year from joining Capgemini]. However, this may not be necessary where the Engagement Manager /Delivery Manager/BU HRs make a visit to the client locations regularly.
- It is necessary to visit the Work Anchor Point when the team and the managers are there (to be organized by the manager)
- Additional presence requirements are determined by sub-groups and exceptions can be organized on a case-by-case basis with relevant Entity and/or Country Management and HR depending on context/situation.

Note: Travel from Home to Work Anchor Point is part of ordinary commute and cannot be claimed as business travel and therefore is not eligible for any reimbursement.

2.7. Flexible Work arrangements are expected to improve performance and experience



Once approved / implemented, Flexible Work arrangements are intended to have a positive effect on business results and work environment. If the performance and/or Employee experience is not favourable, Flexible Work arrangements must be changed (following the process detailed in section 3, sub point 6).

- Employees using Flexible Work arrangements are expected to maintain normal productivity and performance and also be available for scheduled calls, as may be needed. During working hours, Employees cannot carry out work for anyone other than Capgemini nor, without prior permission, undertake non-work-related activities during their working hours.

Flexible Work arrangements are adaptive by nature: They are meant to be responsive to the changing needs of the workplace and should be reviewed and updated both as needs change. At a minimum they need to be annually reviewed to define the best contributions / engagement options with each employee.

3. Capgemini Flexible Work management process

Every Flexible Work arrangement set-up requires to respect the following steps, independent of Entities and/or job types.

- 1. Information** – Employee is informed of the applicable Flexible Work Policy. The already existing HR and employment policies and practices continue to apply while working, irrespective of work location or schedule arrangement.
- 2. Discussion** – Employees need to initiate discussion with their Managers about Flexible Work arrangement requirements, options and consequences. This encourages cooperation, engagement, and trust. HR can be included in the discussion as an option, if desired by one or both parties. At a minimum, the following elements are to be addressed during the discussion:
 - Flexible Work arrangements sought by the employee
 - Flexible Work arrangements possible given one's situation
 - Possible impact on goal setting, contributions and and monitoring
 - Non-negotiable schedule parameters required by their role/job (incl. core hours)
 - Ability to comply with Capgemini security requirements, especially when working from home
 - Modalities to be complied by employee related to equipment and Flexible Work requirements
 - Potential impacts on compensation & benefits, social security, tax situation and work authorizations
 - Related trainings to be followed (incl. data security in case of Work from Home).
- 3. Request** – The Employee details the request, gathering key elements following the open discussion and shares it with the Manager and with HR.
 - For Occasional Flexibility, Employees can request via emails following a discussion with their Managers.
 - For Formal Flexibility – Employees should raise a request in Service Central following a discussion with their Manager. Refer Annexure A for details.

Service central can be accessed at: <https://servicecentral.capgemini.com/sc>
- 4. Approval** – Managers can approve, adjust or deny Flexible Work arrangements within a maximum timeline of one month after the Employee has provided the detailed request. HR can be included in the discussion.
 - HR and Management are the guarantors of the fairness of treatment regarding each individual.

- In case of partial approval, a Flexible Work arrangements review is organized, and the second approval cannot be delayed beyond 2 weeks.
- In case of denial, Managers need to provide concrete feedback on the reasons behind the denial, in an objective and professional manner.
- Escalation procedure can involve N+3 managers and BU HR Lead on an exception-basis in case of dispute related to a denial.
- In case of formal flexibility requests, the approvals / rejections should be done on Service Central.

5. Implementation

- As defined in section 1.1, occasional Flexible Work arrangements may not require a formal proposal and/or contract adaptation, but capturing the parameters in writing (e.g. on email) is strongly recommended. Please refer to Annexure D for suggested template.
- All formal flexible arrangements are shared with HR and are duly documented, with necessary modification of contracts, recorded in HR systems and monitored / reviewed at least once a year.
- Where deemed necessary, such arrangements can be tested over a trial period
- Capgemini reserves the right to modify Flexible Work arrangements with reasonable notice.
- Request of changes will follow the process of discussion and approval with HR/Manager. Contracts and HR systems are updated accordingly.

6. Termination – Flexible Work specific arrangements can be terminated at the initiative of both Employee and Capgemini

- The Employee can request a discussion with Manager and BU HR on existing Flexible Work arrangements and altogether define the new situation to apply (see main process for approval and implementation).
- Flexible Work arrangements Manager has the option to withdraw the approvals with reasonable notice to Employee, in consultation with BU HR in case it is felt that the Flexible Workplace option is negatively impacting the deliverables. The termination and related reasons must be objectively and explicitly documented. The escalation procedure used in case of Flexible Work request denial (see above process #4) is applicable.

4. Capgemini's work from home framework

Work from Home being a major Flexible Work option, whose implementation has drastically increased due to the Covid- 19 pandemic, this dedicated section presents the Capgemini's approach towards it.

4.1. Expected degree of work from home

Group guidance is that the percentage of time worked from home should range between **a minimum of 30% (6 days per month) to a maximum of 70% (14 days per month)**.

Note: In general, the remaining time that is not worked from home should be worked either at the Work Anchor Point or at the client premise. If work is normally performed at the client's site, the Work Anchor Point should be visited at least once a month (see section 2.6 for details).

Reminder: This guidance is applicable outside of any crisis situation (such as Covid-19)

Some exclusions that can justify a limitation of Work from Home are:

- Specific roles/job positions incompatible with Work from Home arrangements.
- Duly justified and documented client request requiring Employees to work from an office / client location (despite negotiations and educational efforts from Capgemini Sales & Delivery & Legal teams)
- Employee's proven inability to work from home
- Documented under-performing Employee for more than 6 months, after ineffective improvement measures

5. Capgemini Part Time work framework

5.1. Degree of part time work hours

For Employees opting to work Part time:

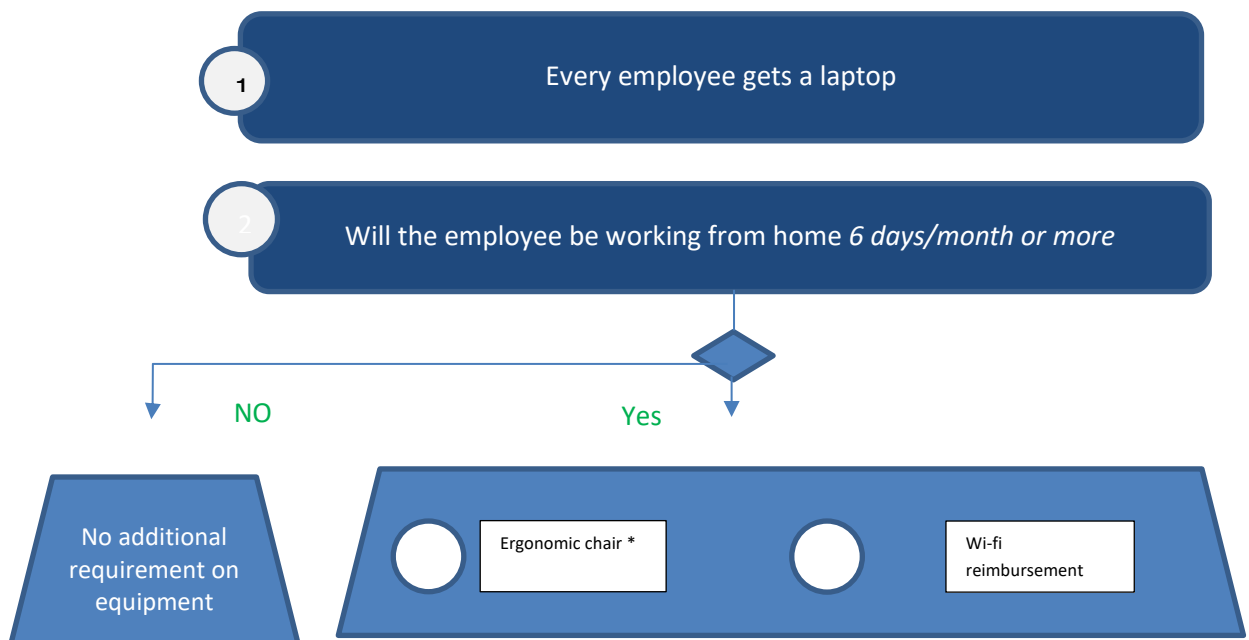
- Employee may opt to work for either, part of the day each day or only some days per week instead of the normal 47.5 hours per week / 9.5 hours per day , subject to a minimum of 24 hours per week / 5 hours per day.

- Salary (including variable compensation, where applicable) will be proportionate to the number of hours of work agreed to. The details of the revised compensation applicable during such period, shall be agreed with the Employee through a revised letter.
- It is envisaged that Employee may have to travel in connection with business requirement. In such situation, such travel requirement will be discussed in advance.
- If the Employee has to travel onsite for project (within India or abroad), this option of part time arrangement will be reviewed at that time and if it is not feasible, it will be discontinued for such duration of travel.
- Leave accrual / Shift / On-call allowances will be as per applicable Capgemini policies updated from time to time.

6. Employee/employer duties related to work from home

#1 - Capgemini management and Employees working from home have a joint responsibility to ensure that the area in which an employee works (incl. any equipment used) meets prescribed health & safety requirements

- The Employee working from home must organize a suitable work environment that allows to perform all job requirements, e.g., appropriate seating, lighting, writing or typing surfaces, adequate noise control, adequate privacy provisions as per existing policy, freedom from distractions and interruptions, basic safety standards.
- Employees will be required to fill in timesheets and regularize attendance in the system, in accordance with the applicable policy. For reduced work / Part Time work, the timesheet codes to be used are included in the annexure of this policy.
- Whenever Employee is required to come to Work Anchor Point during such arrangement, Employee will do so at his/her own cost and no reimbursement can be claimed from Capgemini.
- Employees would be required to be available online (through Skype / Teams / other such modes) for the duration of their assigned office hours (includes specific shift timings).
- Leave accrual / Shift / On-call allowances will be as per applicable Capgemini policies updated from time to time.



Process for requesting equipment

- Capgemini provides the required equipment package necessary for job execution (i.e., in case of Home Office).
- The equipment package is defined as a set of items necessary for any individual to carry out his/her job from home with no loss of connectivity, comfort, health & safety and efficiency compared to the workplace experience.
- As part of the equipment package, the Company will provide a Chair, apart from providing reimbursement towards internet expenses.
- A dedicated form for requesting the equipment i.e., chairs will be created in the Flexible Working section in Service Central. The request form will only be visible to Employees with approved WFH days per month. *(Please note that Employees are eligible for chair only post confirmation of probation).*
- Eligibility and ordering process- The eligibility criteria and the process for requesting the equipment is detailed under Annexure B.
- Delivery- Once the formal WFH is approved, and subject to meeting all the eligibility criteria, the equipment package will be delivered to any location within India, through an external agency which Capgemini has tied-up with.
- Frequency of order- An Employee can request for a chair once in 5 years.
- Deduction and depreciation of equipment- In case Employee separates from the Company a depreciated value of the asset will be charged in the final settlement. The

amount to be deducted will depend on the year the Employee is leaving starting from the date of receipt.

Following will be the recoveries made from the final settlement:

Item	Upto 1 year		Between 1 year & 2 years		Between 2 years & 3 years		Post completion of 3 years
	Base cost	Perquisite tax	Base cost	Perquisite tax	Base cost	Perquisite tax	
Chair	11,910	1,817	7,940	3,990	3,970	6,163	Nil

Notes:

- All values are in INR
- Reference dates will be the date of receipt of asset
- Perquisite tax will be recoverable only when Employee separates from the Company before completion of 3 years from the date of receipt of asset.
- In case Employee resigns after ordering the asset and before the delivery, the delivery will not be stopped, and the cost of the asset as mentioned above will be recovered from the Employee
- Assets issued to Employees will not be taken back by the Company.

Internet reimbursement –

Employees will be eligible to claim reimbursement towards internet connectivity as per the provisions under the [India T&E 2021 Policy](#).

#2 - Capgemini's equipment and resources are used only for business requirements and only by Capgemini's Employees working from home. It is the Employee's responsibility to ensure that all items are properly used. The Employee working from home must take reasonable precautions to protect Capgemini's equipment and resources from loss, theft or damage, applying the same standards of care in the home office or alternative workspace as when regularly working at a company office.

- Any damage to these will have to be borne by the Employee, unless such damage is covered under warranty of the product.
- Employees should ensure the required quality of internet connectivity to ensure uninterrupted work delivery.

#3 – While working from Home, Employees are expected to proactively self-declare their work location to their management. *This is linked to cybersecurity risks prevention.*

#4 - Activities not Capgemini or clients' related should not interfere with expected availability, routines and deliverables pertaining to one's function / duties / deliverables.

#5 - Employment-related accidents or injuries must be reported immediately to the Employee's Manager, following the Capgemini Environmental Health & Safety procedures and processes.

- It should be clearly understood that the Employee will be solely responsible for his/her well-being while availing Work From Home, and Capgemini will not be liable in case of any untoward incidents. It needs to be noted that the place of work of employee exercising Flexible Workplace option will not be considered within the definition of extended workplace as provided in Capgemini policies, unless specifically mentioned under such policies.

#6 – Security and confidentiality: Employees working from home deal with Capgemini and customer confidential and personal data. They must ensure the same, if not a greater, level of security for all company network and data access; physical documents; and any customer information or otherwise sensitive information that might be displayed on a computer screen. Relevant steps must be taken to ensure that such data is treated respecting all data protection, confidentiality and security commitments and requirements. The relevant policies can be accessed at:

https://talent.capgemini.com/media_library/Medias/Common_images/ISMS_Policy_Document_v1.7.pdf

https://talent.capgemini.com/media_library/Medias/Common_images/Acceptable_IT_Usage_Policy_V_4.9.pdf

#7 – Personal risks prevention: A higher degree of Work from Home may be stressful at times and cause virtual fatigue. In case any such signs are noted by the Manager, peers, team members, they can alert the BU HR team about it. Further, Employees can reach out to the Company's counselling service (Employee Assistance Program) for any support they may need.

#8 – SEZ norms:

During the duration when an Employee avails work from home, such Employee should ensure that no goods or services are exported, except from within the Special Economic

Zone ("SEZ") units, which in most cases would be Capgemini's office premises. For the sake of clarity export of goods or services shall include:

- Supplying goods or providing services outside of India from an SEZ.
- Supplying goods or providing services from any part of India (but not including SEZ areas) to an SEZ unit
- Supplying goods or providing services, from one unit to another unit, in the same or different SEZ.

Conclusion

All the above constitutes the backbone of the new Capgemini ways of working, expected to strongly contribute to Capgemini's excellence ambition.

We shall all make the most of the opportunities that Work Flexibility offers to provide an inspiring and best-in-class Employee experience while ensuring business capabilities readiness and operational success.

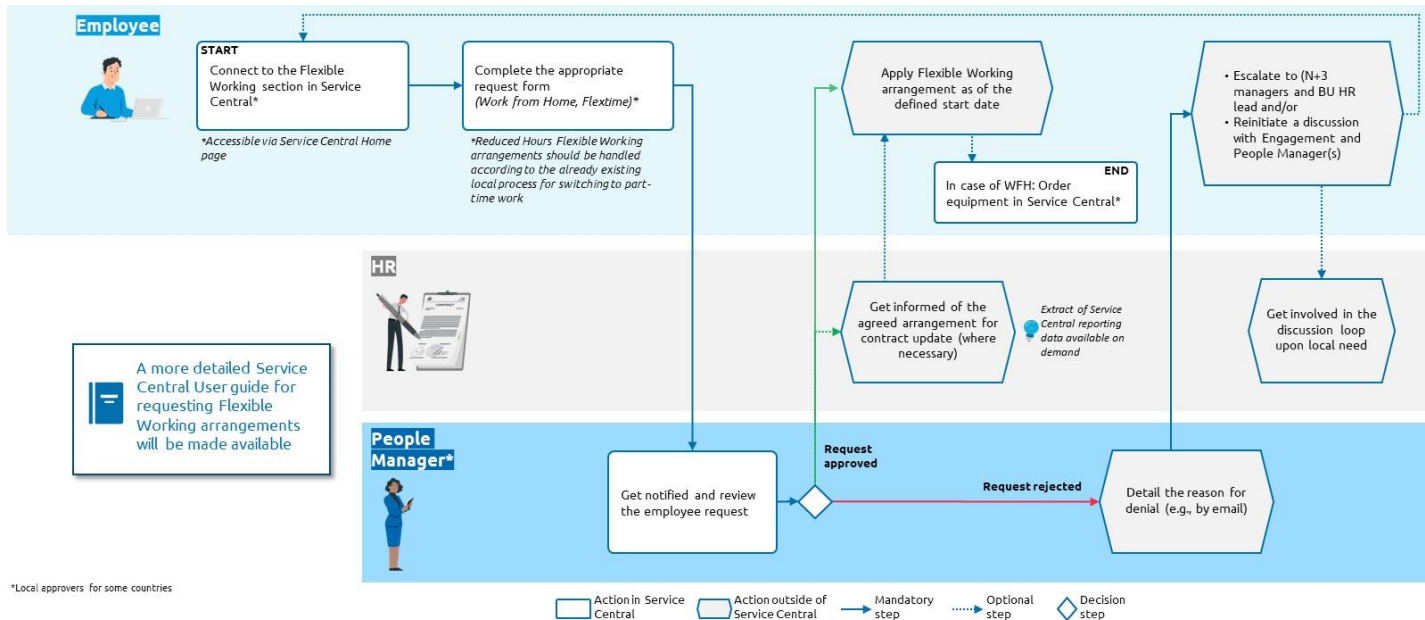
X. Violations

Any violations of the policy will be dealt with as per the Capgemini's Disciplinary Policy and/or other policies as may be applicable.

XI. Management Rights

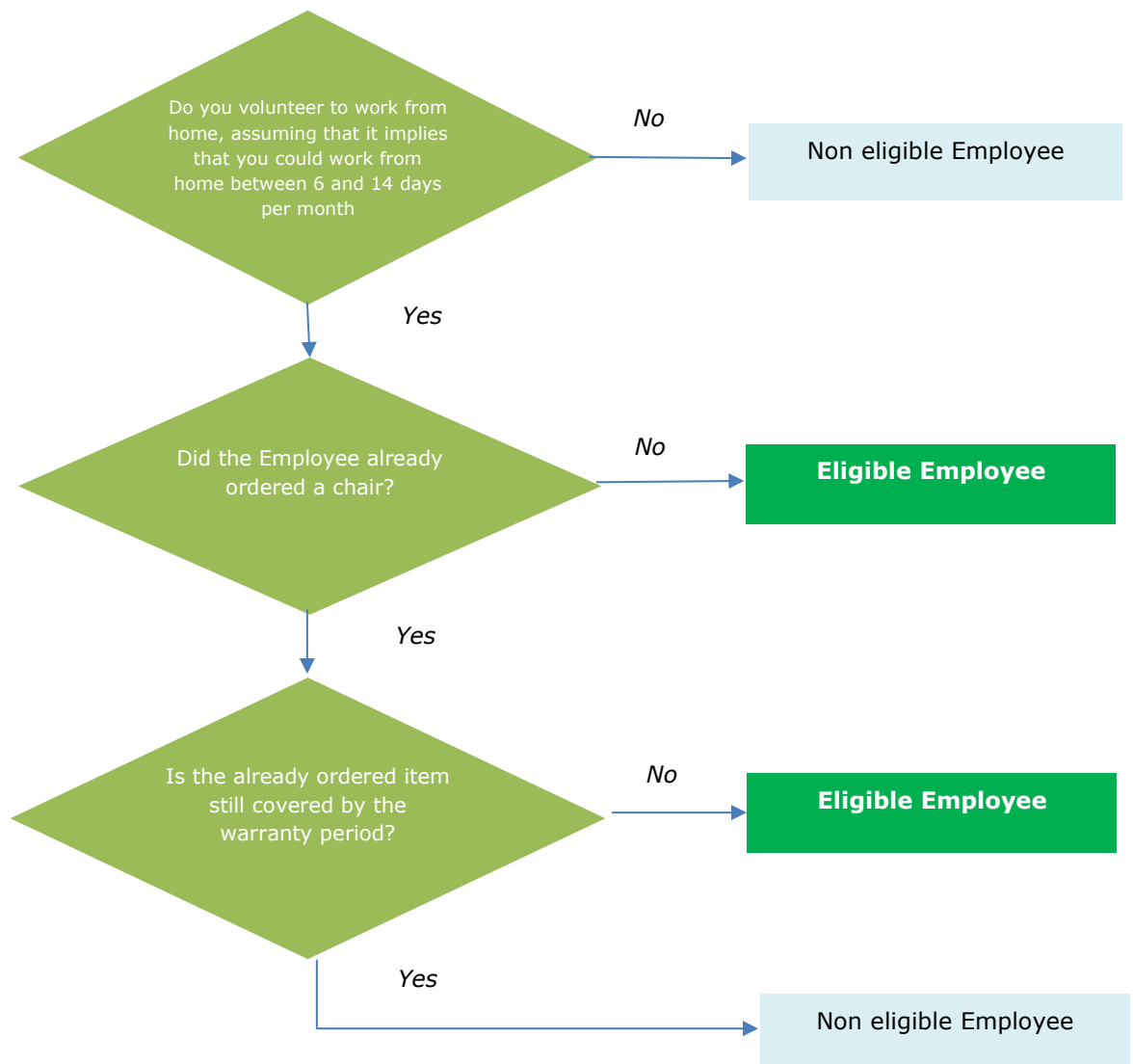
Capgemini reserves the right to amend this policy from time to time, without prior notice.

XII. Annexure A – Approval process



XIII. Annexure B – Equipment package

Eligibility:



Ordering process



XIV. Annexure C – Project codes

Project codes for Reduced work hours / Part time work

Project Codes required to be filled in Timecard for Employees availing part time work option on the days' Employees are not working: -

Project Code	Project Name	OU
100556410	IN40_ Part time work	IN40
100556413	IN41_ Part time work	IN41
100556415	IN44_ Part time work	IN44
100556761	IN45_ Part time work	IN45
100556763	IN52_ Part time work	IN52
100556764	IN56_ Part time work	IN56
100556765	IN57_ Part time work	IN57
100556768	IN58_ Part time work	IN58
100556770	IN60_ Part time work	IN60
100556771	IN61_ Part time work	IN61
100556772	IN62_ Part time work	IN62
100556773	IN63_ Part time work	IN63
100556774	IN03_ Part time work	IN03
100556775	IN64_ Part time work	IN64
100556776	IN65_ Part time work	IN65
100556777	IN71_ Part time work	IN71
100556780	IN07_ Part time work	IN07
100556781	IN11_ Part time work	IN11
100556782	IN12_ Part time work	IN12
100556783	IN16_ Part time work	IN16
100556785	IN19_ Part time work	IN19
100556786	IN25_ Part time work	IN25
100556787	IN13_ Part time work	IN13
100556788	IN27_ Part time work	IN27
100556789	IN30_ Part time work	IN30

100556791	IN31_Part time work	IN31
100556793	IN32_Part time work	IN32
100556794	IN35_Part time work	IN35
100556836	IN67_Part time work	IN67
100556839	IN68_Part time work	IN68
100556857	IN71_Part time work	IN71
100556858	IN72_Part time work	IN72
100556861	IN73_Part time work	IN73
100556862	IN13_Part time work	IN13
100556863	IN75_Part time work	IN75
100556878	IN97_Part time work	IN97
100556887	INA3_Part time work	INA3
100556898	IN71_Part time work	IN71
100556904	IN54_Part time work	IN54
100556906	INA8_Part time work	INA8

XV. Annexure D: Occasional Flexibility Agreement Template

[Overall duration less than 2 months]

To be sent on email with CC to BU HR

Employee Details

Employee name	BU
Employee id	Location
Grade	Name of the manager

I request to opt for the occasional flexibility arrangement from <start date> to <end date> (overall period less than 2 months).

I would like to opt for the Flexible Work arrangement of Flextime / Work from Home / Part time for this period of <xx> days.

Additional details of the work arrangement which you are requesting- ex. I would like to opt for 14 days of WFH and 8 days of reporting to the work anchor point.

Employee declaration-
<ul style="list-style-type: none"> I have read and understood the Capgemini's Flexible Work policy and agree to the terms and conditions set forth by the policy. I shall strictly adhere to the terms and conditions arising out of this occasional flexibility arrangement including but not limited to reporting to the Work Anchor Point as required under the policy. I am well aware that this arrangement is subject to my manager's approval.

Manager Approval format

The occasional flexibility arrangement of the Employee <Employee name> with id <xxx> is approved without any changes/approved with changes/declined.

Details of the change agreed/ declined- ex. The Employee can opt for 10 days of WFH given xyz reason.

Manager declaration-
I confirm that I have considered this request in line with the Capgemini's Flexible Work policy and related guidance.