

# Ethics @ Capgemini Toolkit



## Values

Our **7 Values** lie at the heart of everything we do, inspiring our behavior and shaping our ethical culture. They are our heritage, our **Group DNA** and continue to remain relevant in an ever-evolving marketplace.

### HONESTY

A complete refusal to use any underhanded method to help win business or gain any kind of advantage

### FUN

Passion for the work we do, and enjoyment from doing it

### FREEDOM

Creativity, independent thinking, with tolerance and respect for other cultures and differences

### TRUST

Willingness to empower both individuals and teams, making them feel responsible for their actions and decisions

### BOLDNESS

Flair for entrepreneurship, and a desire to take considered risks and show commitment

### TEAM SPIRIT

Accepting responsibilities and showing an instinctive willingness to support common efforts

### MODESTY

Simplicity , refusal of arrogance in all its forms, being attentive to others, taking the trouble to be understood and being frank with them

The Values-driven behavior that each of us demonstrates, our robust ethics program helps us win the prestigious recognition as one of the World's Most Ethical Companies by Ethisphere.

## Code of Business Ethics

Our Values and Code of Business Ethics foster a positive culture that benefits our whole ecosystem. The Value of HONESTY provides a solid foundation for all our relationships with stakeholders while the Value of TEAM SPIRIT inspires a culture of respect and openness. We are fully committed to zero corruption, compliance with applicable laws, professional behavior in all interactions including online, appropriate use of intellectual property, and protection of personal data.



### Team members

- ✓ Our team members benefit from a safe environment that is inclusive and fair, and offers equal opportunities, FREEDOM and FUN. We provide a harassment-free workplace where any ethics concerns can be reported without fear of retaliation, awareness of conflict of interest situations and how to manage them properly, and the right information to avoid risks related to insider trading.

### Clients

- ✓ We show BOLDNESS to gain clients' business, with an assurance to compete fairly. Our strong commitment to delivering value and our client-first attitude nurtures longstanding relationships. Our clients benefit from our unique collaboration style, which is based on transparency and mutual TRUST.



### Partners and Suppliers

- ✓ Our Partners and Suppliers benefit by our sound, sustainable procurement procedures aligned with our Supplier Code of Conduct

### Shareholders

- ✓ Ethical practices are a business imperative that boosts business performance, benefiting our shareholders



### Society and Public Authorities

- ✓ Our Value MODESTY instills in each of us the need for responsible behavior, to minimize negative environmental impact. The societies in which we operate benefit from our actions as Architects of Positive Futures, leveraging our Digital Inclusion strategy, to open digital opportunities to all

The Code of Business Ethics applies to all team members at any level across the Group. Being ethical means doing the right thing in line with our shared Values and ethical principles. Our Ethics helpline, SpeakUp, is a commitment to uphold our team members' and stakeholders' freedom to raise ethical concerns, empowering them to put ethics into action.

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## SpeakUp



### Ask the right questions

when faced with an ethical issue at work:

- ✓ Does it feel right?
- ✓ Is it in line with the Group Values, Code of Business Ethics and other company policies?
- ✓ Would I be comfortable explaining it to fellow team members, team manager, clients, family or, externally, to the press?
- ✓ Is it legal?

### Seek the right answers!

- ✓ Open a dialogue with your team manager, your Ethics & Compliance Officer or HR manager to make the appropriate decision, and to be sure we continue “doing the right thing.”
- ✓ If you feel uncomfortable raising the concern locally or if you have raised the concern locally and think it has not been handled properly, you can use ‘SpeakUp’, our phone/web based ethics helpline.



- ✓ SpeakUp enables you to report ethics concerns and compliance violations (internal or external—client, supplier or business partner), and seek guidance on ethical dilemmas. It is entirely voluntary and confidential, and allows anonymity, unless stated differently by your country’s local laws.

Use SpeakUp to report concerns and request advice or guidance about actions or behaviors that are:

- Not aligned with our Values, our Code of Business Ethics, or related ethics and compliance policies, or
  - Not in compliance with applicable laws, or
  - That may significantly affect vital interests of Capgemini and its affiliates.
- ✓ SpeakUp is not a grievance helpline; it is not a platform to raise issues in relation to performance review, compensation, and career development. However, actions and behaviors which are not aligned to our Values and Code of Business Ethics e.g. workplace harassment, discrimination, retaliation, sexual harassment, etc. are within the scope of SpeakUp.
  - ✓ Capgemini does not tolerate or engage in any form of retaliation, victimization against anyone who reports unethical behavior.

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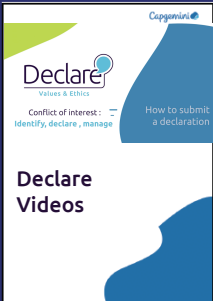
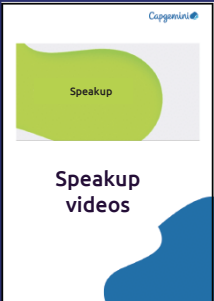


## Additional Resources

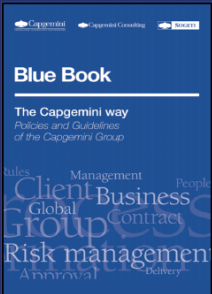
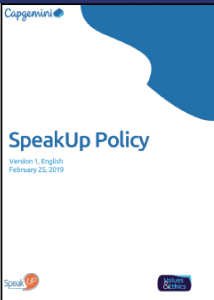
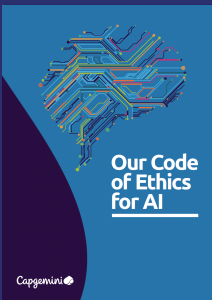
Here are other Group policies that supplement the overarching principles of our Code of Business Ethics.

Select each topic to learn more.

### Videos



### Policies



### Websites

