



# HUMAN RIGHTS POLICY

# CAPGEMINI HUMAN RIGHTS POLICY

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## MESSAGE FROM THE GROUP CEO

**Capgemini is—and always has been—a people company, founded on the belief that technology should be designed by humans, for humans.**

Capgemini's Human Rights Policy provides a clear framework so that we, as a company and through each of our employees, continue to protect and uphold human rights.

Acknowledgement of the freedom of each individual, and the trust in others that this implies, are fundamental to the respect for human dignity. Freedom and trust underpin the Universal Declaration of Human Rights, and make up two of Capgemini's seven core Values. Since its foundation Capgemini is therefore naturally inclined to an unwavering respect of human rights, and we consider this prerequisite to achieving our ambition to positively impact all stakeholders in our ecosystem.

Building together on this solid foundation we will realize our ambition for digital transformation to benefit all humans – and fulfill our purpose to unleash human energy through technology, for an inclusive and sustainable future.

**Aiman Ezzat**  
Capgemini Group CEO

# OUR COMMITMENT

Signatory to the [UN Global Compact](#), Capgemini is committed to protecting and preserving human rights in accordance with the [United Nations Universal Declaration of Human Rights](#), the [UN Guiding Principles on Business and Human Rights](#), and the International Labour Organization's Declaration on Fundamental Principles and Rights at Work ("[ILO Declaration](#)") with its 8 core conventions.

As a people company, our first obligation is to protect and promote human rights across our employee base (permanent headcount, temporary agency staff, freelancers, independent workers, employees of subcontractors, and trainees), supply chain, client interactions, and the local communities where we operate. With our uniquely collaborative way of working, we nurture trusting, long-term relationships with all stakeholders in our ecosystem.

Operating in nearly 50 countries, with a representation of over 100 nationalities, we are multicultural, diverse by nature. We encourage our team members to bring their authentic selves to work, so our teams benefit from every individual's contribution. We ensure a safe, fair, and open work environment where our talents thrive, working creatively and in confidence.

Our clients trust us to deliver boldly innovative solutions, while maintaining our demanding ethical standards. Our suppliers engage to meet these standards, reflected in our [Supplier Standards of Conduct](#), spreading the benefits of our ethical culture.

Mindful of our duty to our planet and future generations, we also act to minimize our impact on the environment, and proactively reach out to contribute positively to the communities where we are present.

Along with our overarching [Code of Business Ethics](#), which is fostered by our commitment to human rights, the Group respects all local laws applicable and applies other necessary policies (see Appendix) across the organization. To address any violations or risks of violation of human rights, we have implemented our global helpline [SpeakUp](#), accessible 24/7 by our employees, suppliers, and clients. These measures enable us to ensure that we do business ethically and respect human rights in all spheres of our business practices.







**The following articulates our unwavering commitment to key human rights issues, as a leading ethical company:**

## **Equal opportunity and fair treatment**

In the spirit of our Value of Freedom, tolerance and respect for other cultures and customs are essential. We aim to provide equal opportunities and fair treatment, irrespective of social, cultural, ethnic or national origins, religious or other beliefs, caste, gender identity/expression, marital status, pregnancy status, sexual orientation, disability, age, skin color, race, parental status, political ideology, military/veteran status, or trade union activity. Our Human Resources teams across all countries have put in place Diversity & Inclusion programs. We are also committed to complying with all non-discrimination laws.

We believe that the factors that make people different from each other are a source of innovation, creativity, and performance. By bringing in a range of talent, we gain different perspectives, which is essential in the rapidly changing world in which we operate.

## Freedom of expression

Our Values of Freedom, Team Spirit and Trust encourage us to work together and to recognize the importance of freedom of expression and open dialogue. Recognition of the right to freedom of expression is therefore deeply rooted in our Values and the way we operate. At Capgemini, we believe in aligned entrepreneurship, which is based on collaboration, celebrating differences, and encouraging all our employees to express freely their thoughts, arguments and opinions, and engage in open dialogue during team meetings, conference calls, forums, and employee surveys, without any fear of retaliation. We conduct regular Pulse surveys among our employees on a variety of topics inviting them to share their honest feedback anonymously.



## Freedom of association and collective bargaining

Complementary to freedom of expression and open dialogue is the right to freedom of association and collective bargaining. We respect our employees' right to form and join a trade union, in accordance with national laws, and we recognize such organizations for the purpose of collective bargaining. Our employees can exercise their right without fear of intimidation or reprisal, and irrespective of the country where they are

located, while respecting local laws. We ensure that all our employees have recourse to consultation and dialogue.

At Group level, we have an international representative body called the International Works Council (IWC), which facilitates dialogue and consultation between employee representatives or other employee representative associations and Group management.

## Harassment-free work

We are committed to maintaining a work environment that is free of harassment, violence, or any action that creates a threatening workplace; this includes any attitude, form of behavior, or situation that may be specified as harassment. Our employees are expected to be mindful and respectful of personal and cultural differences, both among peers and between a manager and team member, so that everyone can contribute as their unique and authentic self, and enjoy a comfortable atmosphere at work and work-related events.

Our [SpeakUp helpline](#) is made available 24/7 to all employees who wish to report any unprofessional behavior or any type of harassment they may be facing.

## Safe and healthy workplace

We are committed to looking after the health and safety of our employees, whether working on our own sites or on our clients' sites.

The Group takes its health and safety responsibility very seriously, and we strive to adhere to all relevant legislations and emergency procedures in this regard. When working on a client's site, we expect our employees to observe and cooperate with any client rules regarding health and safety and emergency procedures. We also have specific guidelines for our employees to follow while traveling on business.





## Protection against child labor, forced labor, and human trafficking

Capgemini does not employ minors or children in any part of its business, and strives to ensure that its suppliers and clients do not practice child labor in any form in their supply chains and business operations.

Capgemini does not use forced, bonded, or compulsory labor, and all its employees are free to terminate their employment at any time, by providing reasonable notice.

Employees are in no case required to lodge deposits or money with Capgemini to secure their employment either before or during their term of employment.

As a leading ethical company, we maintain reasonable working hours to not overburden our employees. We recognize the right of our employees to disconnect and rest. We comply with labor laws in all countries where we are operational and allow at least the locally prescribed time off to our employees. We promote flexible working, to give our employees the freedom to choose how they balance their work and personal life.

Our collaborative style of management ensures we set business objectives that are reasonable for our team members and our clients. We also ensure we pay our employees fairly for their contributions.

## Data privacy

Capgemini is committed to protecting all personal data entrusted to its employees, clients, suppliers, and any other business partner or individual it works with, because ensuring data privacy also means protecting fundamental rights and freedoms of the individuals to whom the data relates.

Capgemini complies with the applicable data protection legislations and is committed to applying the highest standards when processing personal data. In particular, Capgemini values the importance of Privacy by Design to ensure that the processing activities it carries out encompass all the data protection principles. To make these commitments real, Capgemini has implemented a comprehensive data protection program and the relevant policies, processes and guidelines.

## Right to education

At Capgemini, we support continuous learning for all our talents, because we believe that learning plays a vital role in the development of our team members.

We invest in learning and development, creating learning paths fitted to the needs of our employees not only for the time that they spend at Capgemini, but also to enable them to be future-ready. Our learning portals offer our employees a plethora of different training courses, empowering them to fully customize and optimize their individual learning journey.

We embed learning in our culture and our daily work, and strive to ensure that the learning experience provided is unique, from hard to soft skills.



## Digital inclusion

We are committed to provide quality education on digital to disadvantaged people across the communities of our operations, through the Digital Inclusion pillar of our [CSR strategy](#). Our goal is to help socially and digitally excluded people across the world to overcome their exclusion by:

- I. Providing basic digital literacy skills, empowering them to take their first steps toward digital autonomy, and
- II. Providing training in specialized IT courses to those lacking the opportunity to go to university, or experiencing long-term unemployment, enabling them to find employment and be integrated into the new world of work.

## Protecting human rights through our ethical approach on AI solutions

At Capgemini, we believe that fundamental human rights should never be undermined by the uses made of Artificial Intelligence (AI) by business. That is why human-centricity is at the core of the AI solutions we design.

We care about the intended purpose of AI solutions, being mindful of the impact on humans. We respect universal fundamental rights, principles, and values, in particular the UN Universal Declaration of Human Rights and the UN Global Compact. We aim to build AI solutions that improve life for humans and do not in any way either exacerbate existing harm or create new harm for individuals. Capgemini strives for all teams working on AI solutions to be diverse and inclusive.

We also make sure that we embed these principles in the AI system's life cycle.

To ensure that our AI solutions are human-centric, we have a dedicated [Code of Ethics for AI](#) which puts human rights at the core of how we conceive, design, and build AI solutions.



# OUR PROGRAM

At Capgemini, we have incorporated necessary policies, processes, and guidelines throughout our organization, to ensure we uphold and respect the above-mentioned rights and standards.

We have several mandatory training programs, to increase awareness on human rights across our workforce. Through dedicated internal hubs, newsletters, and training materials, we regularly engage with employees and educate them on ethics and human rights topics.

We communicate extensively across the Group on existing grievance mechanisms and processes, to empower our employees, suppliers and clients to raise concerns or queries about unethical conduct. We protect all who report in good faith, so concerns can be raised without fear of retaliation. We ensure that all necessary confidentiality measures are taken.



The global helpline that we have implemented across the Group for this purpose is [SpeakUp](#), a 24/7 web and phone-based reporting and incident management tool.

We regularly review our approach, with the aim of continuously improving our program.

## GOVERNANCE

The ultimate accountability for Capgemini's human rights policy commitment lies with the Group CEO, under the monitoring of the Ethics and Governance Committee of the Capgemini Board of Directors. The responsibility of implementing the policy lies with operational and functional leaders across the Group, supported by an implementation program driven by the Chief Ethics Officer and country Ethics & Compliance Officers. We work together to embed human rights in our day-to-day operations, to ensure respect and fulfillment of human rights as per international standards and as mentioned herein.



# APPENDIX



## **Charter of the Ethics and Governance Committee**

[https://www.capgemini.com/wp-content/uploads/2020/09/Charter-Ethics-Governance-Committee\\_CGSE\\_02.09.2020.pdf](https://www.capgemini.com/wp-content/uploads/2020/09/Charter-Ethics-Governance-Committee_CGSE_02.09.2020.pdf)

## **Code of Business Ethics**

[https://www.capgemini.com/wp-content/uploads/2021/02/Capgemini-CBE\\_2021\\_English-v3.1.pdf](https://www.capgemini.com/wp-content/uploads/2021/02/Capgemini-CBE_2021_English-v3.1.pdf)

## **Code of Ethics for AI**

[https://www.capgemini.com/wp-content/uploads/2021/03/Capgemini\\_Code\\_of\\_Ethics\\_for\\_AI\\_2021\\_EN.pdf](https://www.capgemini.com/wp-content/uploads/2021/03/Capgemini_Code_of_Ethics_for_AI_2021_EN.pdf)

## **Data Privacy**

<https://www.capgemini.com/resources/capgemini-binding-corporate-rules/>

## **Our CSR strategy**

<https://www.capgemini.com/our-company/our-corporate-social-responsibility-program/>

## **SpeakUp helpline**

<https://app.convercent.com/en-us/LandingPage/21bd0129-fee2-e611-80d9-000d3ab1117e>

## **SpeakUp Policy**

[https://www.capgemini.com/wp-content/uploads/2019/05/Capgemini\\_SpeakUpPolicy\\_English.pdf](https://www.capgemini.com/wp-content/uploads/2019/05/Capgemini_SpeakUpPolicy_English.pdf)

## **Supplier Standards of Conduct**

[https://www.capgemini.com/wp-content/uploads/2020/03/Capgemini\\_Supplier\\_Standards\\_of\\_Conduct.pdf](https://www.capgemini.com/wp-content/uploads/2020/03/Capgemini_Supplier_Standards_of_Conduct.pdf)

## **UK 2021 Modern Slavery Transparency Statement**

<https://www.capgemini.com/gb-en/wp-content/uploads/sites/3/2020/06/2021-Modern-Slavery-Transparency-Statement.pdf>







## About Capgemini

Capgemini is a global leader in partnering with companies to transform and manage their business by harnessing the power of technology. The Group is guided everyday by its purpose of unleashing human energy through technology for an inclusive and sustainable future. It is a responsible and diverse organization of 270,000 team members in nearly 50 countries. With its strong 50 year heritage and deep industry expertise, Capgemini is trusted by its clients to address the entire breadth of their business needs, from strategy and design to operations, fuelled by the fast evolving and innovative world of cloud, data, AI, connectivity, software, digital engineering and platforms. The Group reported in 2020 global revenues of €16 billion.

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