HEALTH & SAFETY POLICY

December 2, 2024

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Preamble

Capgemini is a global business and technology transformation partner, helping organizations to accelerate their dual transition to a digital and sustainable world, while creating tangible impact for enterprises and society. It delivers end-to-end services and solutions leveraging strengths from strategy and design to engineering, all fuelled by its market leading capabilities in AI, cloud and data, combined with its deep industry expertise and partners ecosystem.

We are multicultural, diverse by nature, operating in over 50 countries, representing more than 150 nationalities. Our business activities are delivered from our own sites, client sites and other remote locations (including employee's homes).

The health and safety of Capgemini employees are of the utmost importance to us and the overall well-being of our people is core to our activities and success.

This policy is an opportunity to confirm our commitment and make it consistent across the Group.

Our policy is linked to all other Group policies, such as our Human Rights policy, our Employee Relations policy, our Code of Business Ethics, our Diversity & Inclusion Policy and our People Security and Safety General Policy.

Scope of application

This policy applies to all premises managed by Capgemini, to all Capgemini employees and to all contractors engaged by Capgemini on our premises. Our aim is to provide a safe place of work for all our employees, contractors, visitors and individuals under our supervision. This policy applies not only on our premises, but also when employees and contractors are travelling on business in the course of their work for Capgemini.

This policy is considered a minimum standard for Group subsidiaries in the world. We recognize that we may be present in geographies that do not apply the same standards as those set out in this policy. In such a case, the geographies apply the most protective standards (this may be a local policy already in place for example). In the event of conflicting requirements between our health and safety commitments and local laws, we comply with local laws while seeking alternative ways, to continue meeting our health and safety commitments across the organization.

Geographies will have to implement present Group policy within a maximum of two years from the date it is published.

The Group provides English version of this Policy. Locally, geographies will then translate from English into local official language as required.

Our commitments

We are committed to:

- Providing a working environment in which employees are treated with respect and dignity and to maintaining an environment and working conditions conducive to their health and safety.

- 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 SpeakUp helpline is made available 24/7 to all employees who wish to report unprofessional behavior or any type of harassment they may be facing. Capgemini prohibits retaliation against an employee or its representatives for exercising the right to complain in good faith.

- Offering our employees a social welfare benefit package aligned with local market practices and legal constraints. Capgemini monitors that, in all countries where it is established, employees and their direct families are afforded sufficient protection in the event of death, disability, work-related accident or occupational illness.

- Covering employees during their business travel with specific insurance policies. In addition, specific safety and security training are organized to raise awareness among employees and contractors of the attitude to adopt when travelling outside their home country.

- Identify and comply with the legal provisions applicable towards Occupational Health and Safety (OHS).

- Identify hazards and assess the risks, enabling suitable controls to be implemented to avoid the risk or to ensure it is as low as reasonably practicable.

- Develop measures and processes to focus on prevention of workplace incidents.

- Investigate the causes of work-related injuries and ill health and take actions to prevent recurrence.

- Provide guidance, training and awareness to employees and all relevant stakeholders wherever needed (support staff, customers, vendors) to ensure a safe workplace.

- Engage with employees and relevant stakeholders on issues/process improvement recommendations regarding OHS through an effective feedback system.

- Communicate and inform employees, interested parties and relevant stakeholders (customers, visitors and contractors, support staff, vendors/suppliers) of their obligations to take reasonable care for the safety and health of themselves and others.

- Communicate and share successful practices and lessons learned from incidents, to continually raise awareness and act preventively.

- Assign adequate resource(s) to ensure continuous improvement in Occupational Health and Safety performance.

- Make the policy available to all persons working under the control of the organization and ensure it is made available to the interested parties upon request.

- Review periodically the Group H&S policy to ensure that it remains relevant and appropriate to the organization. To this end, each year the Group H&S team will request the feedback of the global community of H&S SPOC present in our various geographies and of the Group H&S committee.

Actions in the field of health, safety and working conditions require perseverance, consistency and adaptation to local contexts.

Employees' rights

We undertake to protect employees' rights in the event of accident or illness in accordance with each local regulation, in particular:

- Confidentiality of information.
- Non-discrimination (equal opportunities and fair treatment).

Each Employee is invited to contribute by:

- Being vigilant for their own safety and health, and that of the people they interact with;
- Respecting occupational health and safety procedures;
- Exercising his/her/their right to alert if he/she/they witness an event that does not comply with this Policy.

Fostering well-being

We are committed to taking a proactive, preventative, and inclusive approach to protecting the welfare of our people while at work.

Our ecosystem consisting of dedicated Well-being team in Group HR, CHROs/HRDs, country well-being ambassadors and global vendors provide support to people by actively:

- Promoting well-being through internal communication channels and supportive management
- Raising awareness and understanding the risks of various well-being related issues
- Encouraging employees to take responsibility for their wellbeing by providing access to resources voluntary programs and tools such as the Well-being Hub
- Addressing well-being challenges from global and local perspectives
- Understanding our people via the monthly employee engagement survey to take appropriate short and long term actions
- Defining new strategies to mitigate well-being risks.

Flexible working

We offer flexible working (flexible work policy), to give employees the opportunity to choose how they balance their work and personal life.

Looking ahead

Capgemini is committed to remaining attentive, both internally and externally, to all developments that could improve our practices. To do so, the company encourages participation in internal and external communities, associations... to generate ideas that will help develop our business and secure the working conditions of our employees.

For instance, Capgemini Group H&S team

- Has created a global community of H&S SPOCs present in the various countries. These permanent exchanges allow a better understanding of local specificities, mutual learning, sharing of best practices and ensure the deployment of our Group H&S Policy.

- Fosters local managers and local HRDs to establish and maintain good relationships with the various stakeholders who can advise the employer and employees on health and safety issues (occupational medicine, social workers, etc.).

Governance

This policy has been approved by Capgemini's Chief Executive Officer and Chief Human Resources Officer.

A Group H&S committee is created with the following Group Functions:

- Group Health and Safety team
- Group CRES team
- Group Security team
- Group Well-being team
- And Group D&I, Group Ethics and/or C&B team depending on the agenda

The Group's Health and Safety team will convene this committee 3 times a year to enable each function to contribute to the application of this policy in a concerted and considered manner.

The Health and Safety Policy successful implementation relies on the following joint work:

- Group management (Group HR & Group H&S Team) with the support of the Group H&S committee

  - Provides guidance and advice to local management to comply with this policy,

  - Monitors the application of the Policy and provides implementation assistance as necessary.

- Local management (CHRO/HRD, local H&S specialists if any, Chairman of country board/Managing Director)

  - CHRO/HRD is responsible for the implementation of this policy.

  - Given the specificities of the countries (law, practice, stakeholders), the management of local H&S topics remains the responsibility of local management. Adapting H&S actions to the local situation is essential to ensuring local ownership. These actions are presented each year by the HRD/CHRO to the members of the country board.

  - Local management should report any serious difficulties to the Group in applying this framework,

  - Local management will share any local practices that could improve this policy with the Group.

Appendix

- Employee Relations Policy – Capgemini https://www.capgemini.com/about-us/management-and-governance/policies/employee-relations-policy/

- Diversity & Inclusion Policy – Capgemini https://www.capgemini.com/wp-content/uploads/2024/02/D031-01-2024-Group-CSR-January-2024_V5.2.pdf

- Human Rights Policy – Capgemini https://www.capgemini.com/wp-content/uploads/2021/12/Capgemini-Human-Rights-Policy_2021_EN-.pdf:

- Code of Business Ethics – Capgemini: https://www.capgemini.com/about-us/who-we-are/values-and-ethics/code-of-business-ethics/

- Environment, Social and Governance Policy - Capgemini https://investors.capgemini.com/en/esg-policy/

- People Security and Safety General Policy – Capgemini

  https://talent.capgemini.com/media_library/Medias/Common_images/SE1-007-20230501-P_People_Security_and_Safety_General_Policy.pdf

- Global Well-Being Hub - https://teams.microsoft.com/l/app/12afb2ac-b46d-4414-ab38-29fd98f42f6a?source=app-details-dialog

About Capgemini

Capgemini is a global business and technology transformation partner, helping organizations to accelerate their dual transition to a digital and sustainable world, while creating tangible impact for enterprises and society. It is a responsible and diverse group of 340,000 team members in more than 50 countries. With its strong over 55-year heritage, Capgemini is trusted by its clients to unlock the value of technology to address the entire breadth of their business needs. It delivers end-to-end services and solutions leveraging strengths from strategy and design to engineering, all fueled by its market leading capabilities in AI, cloud and data, combined with its deep industry expertise and partner ecosystem. The Group reported 2023 global revenues of €22.5 billion.

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