

# Capgemini Poland

– Get to know us

[www.pl.capgemini.com](http://www.pl.capgemini.com)

Opole

Poznan

Warszawa

Wroclaw

Katowice

Krakow



People matter, results count.

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## Capgemini globally:

+40  
countries




Almost  
50 years  
of business  
experience



180 000  
employees  
worldwide

## Capgemini in Poland:

6  
cities



30+  
languages



6000+  
employees



## About Capgemini

Capgemini is about diversity. With us you can create innovative solutions in many business areas as well as take advantage of our expert teams with extensive competence scope - from international accountancy up to advanced IT systems. We create and deliver business, technology and digital solutions that fit clients' needs, enabling them to achieve innovation and competitiveness.

### Our Departments

**Business Services** is one of the first and the biggest outsourcing centers in Poland providing services in 30 different languages in the areas of: finance, accounting, banking, procurement, customer care and marketing services. Business Services employs over 3400 specialists in its offices located in Krakow and Katowice.

**Cloud Infrastructure Services** is one of the biggest outsourcing service providers in Poland. Cloud Infrastructure Services has achieved great success and grown rapidly since the establishment of our first service center in Krakow in 2004. In 2006, we opened a second center in Katowice and in 2012 a third center in Opole. Today, our team of 2,000 professionals delivers IT outsourcing services to 40 clients in 20 languages.

**Software Solutions Center** is specialized in custom software development and technology services. Currently, centers in Wroclaw and Poznan employs over 800 IT professionals, who are responsible for designing, developing, testing, implementing and supporting individual IT solutions based on contemporary technologies like: Java, .NET, data base platforms, Business Intelligence or SAP.

**Application Services** division deals with complex projects involving company transformation which have a lasting impact on the growth and competitive position. Our employees develop their competencies by acting as project managers, system architects, IT consultants, developers and authors of innovative technological.

### Use opportunities



### Take up challenges



### Gain experience and support



### Get job satisfaction



### Fell appreciated



## You at Capgemini

- You will work in multinational, stable company for ca. **100 Blue Chip Clients** – known, global brands.
- You will gain space to fulfill your ambitions and develop your career, opportunity to take part in **transition projects**. We operate according to Lean and **Kaizen** philosophy.
- You will choose your **career path** (experts or managers). You will be supported to gain knowledge and get certified (e.g. **ACCA, Prince2, PMP**). You will have access to 20 000 online and in class trainings, and **funding to learn foreign languages**. You will have the opportunity to take part in coaching programs and develop your knowledge in **expert communities**.
- You will work in line with high, international work standards and you will have an opportunity to engage in **CSR initiatives**.
- You will be appreciated for your results and professionalism – based on clear rules of **promotion**. Our company applies a wide choice of **perks** (free private medical care for you and your family, additional life insurance, entry to the sport facilities or cultural events). We help to keep right proportions between your work and private life.
- You will work in an **inspiring atmosphere**. We **work together and celebrate together** – Capgemini Theatre, employee volunteer program, integration events, sports events (basketball, volleyball).
- Our offices are conveniently located with **“Bicycle-friendly” certificate**.

## Training courses and development path

Our system of training courses and professional development activities covers two key areas: introductory training courses for new employees and development training courses for those who are already adapted to their work environment.

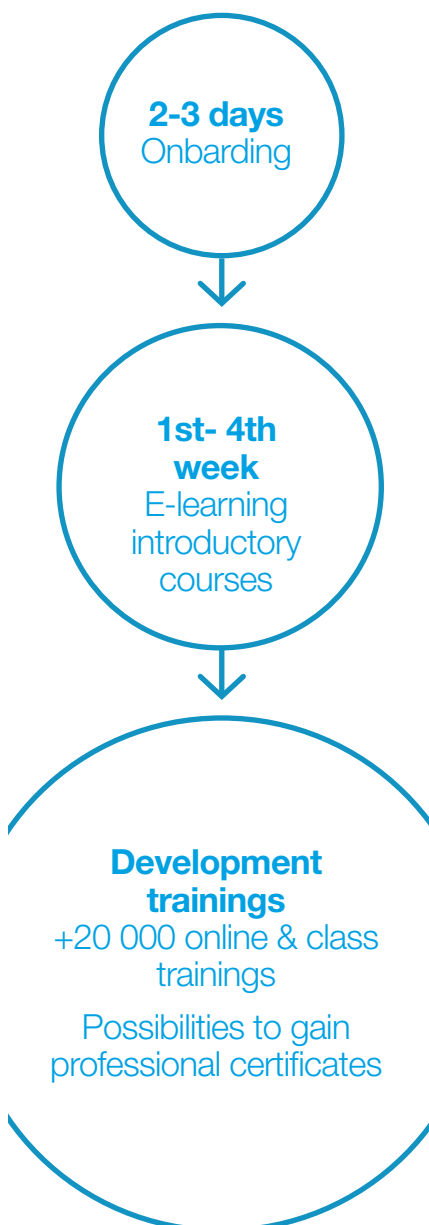
During the first days on the job, new employees take part in a series of presentations, workshops and training sessions, which are designed in such a way as to provide the new staff with ample information about our company's operations in Poland and worldwide.

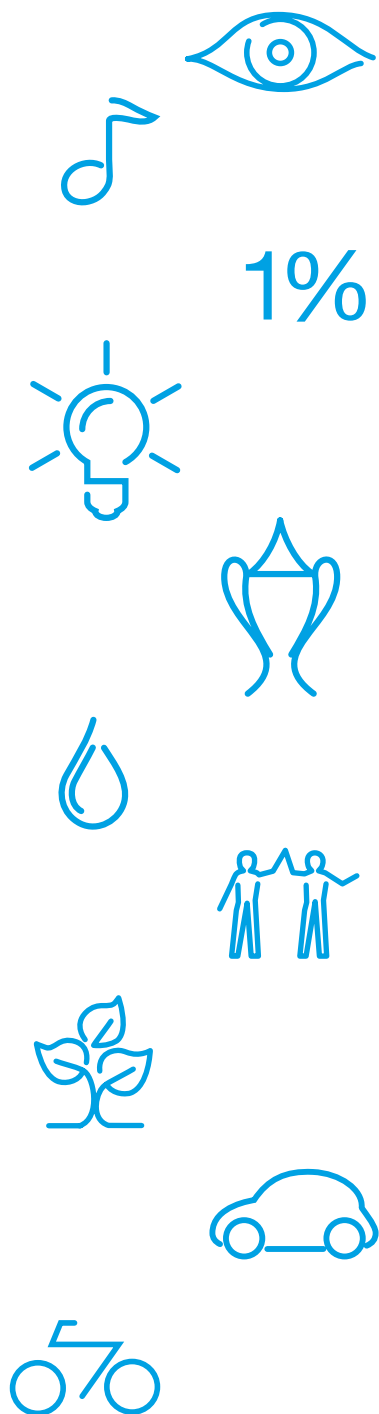
The next stage of education received by new employees is **on-the-job** training where employees learn their responsibilities involved in the new job. They also find out about the work process in which they will be involved, IT applications, standards and procedures adhered to while working in the given department.

There is more to Capgemini training courses than just introductory guidance. A further training strategy depends on the planned development path for each and every employee, which is part of the employee assessment and development management process. Each employee has individual business and development objectives, while courses are selected in such a way as to support the accomplishment of these goals.

We offer both traditional training courses conducted by a trainer and e-learning programs. Our employees can choose from several thousands of training courses available on-line. The e-learning portal also features a wide and ever expanding library of business textbooks and publications authored by writers from around the worlds. Noteworthy is the fact that the portal can be accessed from home.

What distinguishes Capgemini is a **clearly defined development path** for all employees, who can see it in the form of a road map posted on the internal training management portal. An employee and their immediate supervisor jointly produce **development plans**. These plans outline both business objectives and measures for the development of competencies supporting the implementation of assignments in any given year.





## Employment with a socially responsible organization

Capgemini's commitment to corporate social responsibility is grounded in the corporate culture and values our employees adhere to in everyday work. We encourage all our employees to act actively towards social and environmental problems. Our CR&S strategy is based on 3 pillars: community engagement, environment and people diversity.

### What is there for you?

- **The Capgemini Granting Program “We Invest in good ideas”** is a response to numerous grass-roots initiatives taken by the Company's employees, who notice important social problems in their community and have an idea on how to solve them. Capgemini provides financial, expertise and organizational support to employees who submit the best social projects. The scheme is held on a yearly basis and opens for submissions each year in February.
- **Project Theatre** – it is the first charitable theatre play performed 100% by corporate employees live on stage every winter. Initiated in 2008, has become sort of Capgemini CSR icon and a venture which involves many of our employees every year. Outsourcing specialists metamorphose into actors, producers and stage designers. Click [here](#) to see more.
- **Carpooling platform** for Capgemini employees in Poland and special ‘green’ parking places - you can make new acquaintances, travel comfortably and save some money. All you need to do is to access [www.dojazd.pl.capgemini.com](http://www.dojazd.pl.capgemini.com).
- **Diversity Week** – Disability? Eccentricity? Minority culture? The Diversity Week in Capgemini (also: People Culture Week) is a traditional cycle of short meetings, talks and workshops related to selected aspects of diversity. What arises from the fact that we are different? How can we turn these differences into creative driving force? How can we maintain internal integrity and respect for others at the same time? Can we cooperate while preferring different work and communication styles? Let's meet, talk and discuss...

## Working & living in Poland



<b>Location:</b>	Central Europe
<b>Population:</b>	+38,5 mln
<b>Area:</b>	312,000 km <sup>2</sup>
<b>Official language:</b>	Polish
<b>Currency:</b>	polish zloty (PLN)
<b>Capital:</b>	Warsaw
<b>Major Polish cities:</b>	Warsaw, Kraków, Gdańsk, Katowice, Łódź, Poznań, Szczecin, and Wrocław

### Costs of living

Meal for 2 People, Mid-range Restaurant, Three-course	100 zł
Domestic Beer in a restaurant (0.5 liter draught)	6 zł
Loaf of Fresh White Bread (500g)	2,60 zł
Apples (1kg)	2,60 zł
Gasoline (1 liter)	4,75 zł
Rent per month for apartment (1 bedroom) in City Centre	1 597 zł
Cinema ticket, 1 seat	24 zł

Source: <http://www.numbeo.com/> (December 2015, average prices)

### Useful phrases

- **Dzień dobry** – good morning (or good afternoon)(Jean Dough-bree)
- **Dobry wieczór** – good evening (DOH-brih VEE-etch-OO-r)
- **Dobranoc** – good night (doh-BRAH-nots)
- **Cześć** – hi (Cheshch)
- **Do widzenia** – good bye (d-oh veedzenia)
- **Proszę** – please / here you are (prosh-eh)
- **Dziękuję** – thank you (Jen KOO yeh)
- **Przepraszam** – I'm sorry / excuse me (psheh-prasham)
- **Tak** – yes (t-ah-k)
- **Nie** – no / not (Nee-eh)
- **Nie wiem** – I don't know (nee-eh vee-em)
- **Jak się masz?** – how are you? (lit. How do you have yourself?) (Yah-k sheh mahsh)
- **Jak leci?** – what's up? (lit. how's it flying?) (Yah-k l-eh-chee)
- **Miłego dnia** – have a nice day (mee-uego dne-ea)
- **Nie mówię po polsku.** – I don't speak Polish (nee-eh moov-ee-eh po polskoo)
- **Nie rozumiem** – I don't understand (nee-eh roh-zoo-mee-em)
- **Na zdrowie!** – Cheers! (or Bless you!) (lit. For health!) (nah zdroh-vee-eh)

## Working conditions and formalities

If you are employed in Poland, your employer will insure you through the **Polish National Health Fund (NFZ)**. It allows you to benefit from all the medical services from health care providers who have contracts for health services with Polish National Health Fund. You will also have **Social Security Insurance (ZUS)**.

As part of employment with Capgemini, we offer **life insurance** and **private health care** for employees and their families. You will be also entitled to use various **additional benefits** from means of the Social Fund.

### National Health Fund (NFZ)

Health care in Poland is financed by the National Health Fund - a central state budget created to protect health. An obligatory health premium, alongside with a social insurance premium, will be deducted from your gross salary for an on-going work by your employer.

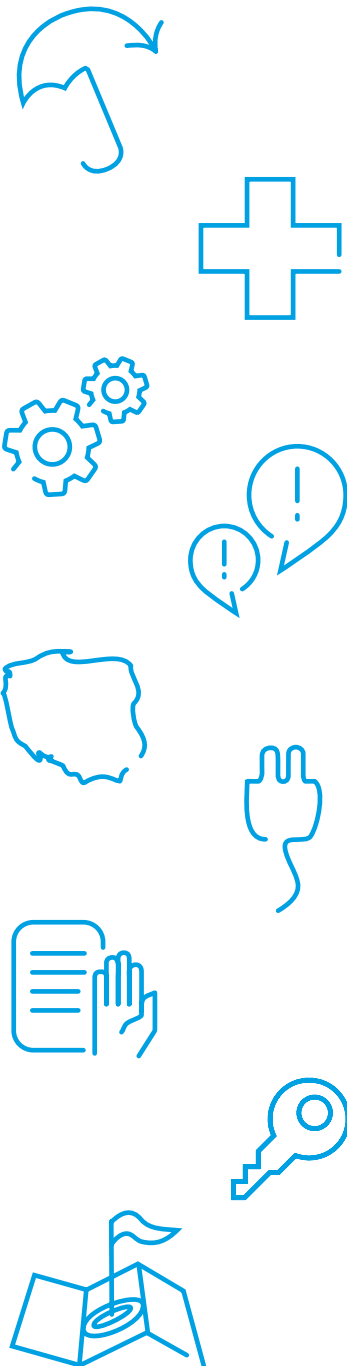
### Social Security Insurance (ZUS)

All employees are obliged to have social security insurance. The obligatory social security contributions consist of four elements: pension fund, retirement, sickness and accident premiums. They will be deducted from your gross salary by your employer on a monthly basis.

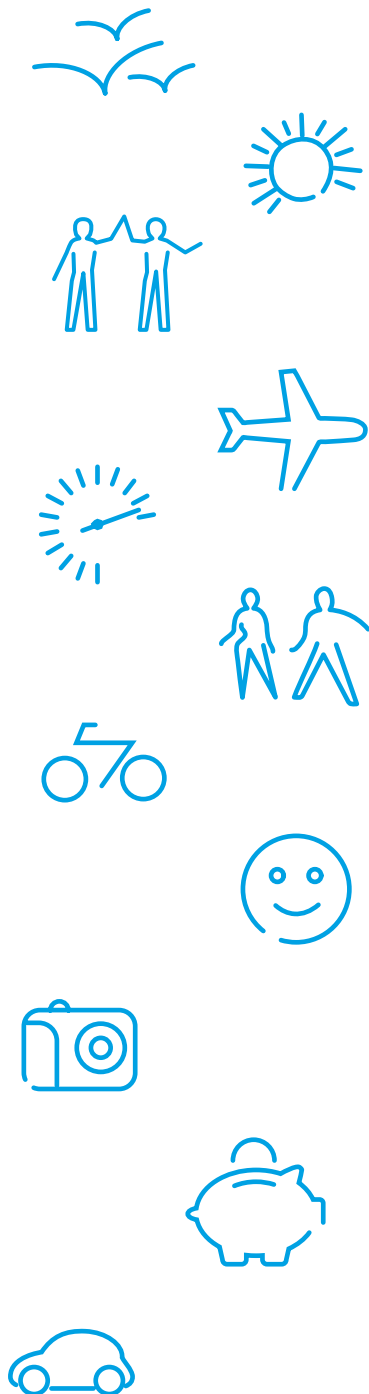
### Legalities for foreigners

- Registration of address („zameldowanie” in Polish)
- Registration of stay longer than 3 months for EU citizens
- Legalization of stay and work for non EU citizens
- Opening a bank account
- Obtaining PESEL – personal ID number (if applicable)
- Obtaining NIP – tax identification number

If you are not a Citizen of the European Union, Norway, Lichtenstein, Iceland or Switzerland you will need a visa and work permit to legally stay and work in Poland. We will help you in obtaining work permit in Poland and we can guide you with other formalities in Polish offices such as registration in the municipal office. If you plan to stay longer than your visa expiration date, we can guide you how to apply for a residence permit in order to obtain the residence card (ID of a foreigner in Poland).







No matter if you are a citizen of EU or not, working in Poland you will enter into income tax obligation in our country so we will help you to obtain the NIP number (Tax Identification Number).

EU citizens can also be guided in the procedure of registration of their stay in Poland (exceeding 3 months).

**After joining Capgemini, you will find all necessary information on our internal website for foreigners WELCOME.PL**

### Working time

Working time may not be longer than 8 hours in a 24-hour period and an average of 40 hours in an average 5-day working week in any applicable calculation period.

If this is justified by the type of work or organization thereof, a system of equivalent working time may be used, whereby it shall be admissible to extend the working time in a 24-hour period, however, no longer than to 12 hours. An extended working time in a 24-hour period shall be balanced with a shorter working time in a 24-hour period on some days or with days off.

### Breaks

Where a working time of an employee in a 24-hour period is at least 6 hours, the employee shall be entitled to at least a 15-minute break from work which shall be counted as working time.

An employer may introduce one break from work, such break not to be counted as working time, not longer than 60 minutes, to be spent to eat a meal or to attend to private matters.

### Vacation

Vacation entitlement is 20 days or 26 days if employees can provide certificates validating more than 10 years of working experience (studies included; University Master's or Bachelor's degrees already count for 8 years).

Employees should plan their vacation in the beginning of the year and take all their vacation days before December 31st.

Employees must be given the possibility to take 14 consecutive calendar days as vacation. Paid vacation cannot be taken during the 1st month of employment if employees have no previous working experience.

## Our Business Services / Cloud Infrastructure Services offices

As already mentioned, Business Services operates in 2 cities: Kraków and Katowice. As for Cloud Infrastructure Services, you may find us in 3 cities: Kraków, Katowice and Opole. Below, you may find some interesting facts and cities' description in a nutshell.



Population:  
**+760.000**

Over **8 million**  
tourists/ year

**The academic centre:**  
22 higher education institutions

**European Capital  
of Culture 2000**

### Krakow

**Kraków, a city where tradition meets modernity in full harmony**, where the care for centuries-old heritage is accompanied by the development of modern technologies, and where the creative invention of people living and working here, the manifold opportunities for spending free time and Kraków's genius loci cause that it is a city for good living and work.

Krakow is the most internationally recognized Polish brand name and is sometimes called "Athens of the North", "Slavic Rome" or "Polish Jerusalem".



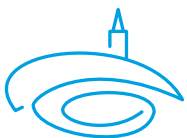
Population:  
**+300.000**

**29 universities** in  
the Katowice Agglomeration

**UNESCO Creative City  
of Music 2015**

### Katowice

**Katowice is a city of dynamic transformations**, open to changes, attracting young people who associate their future with the city. This is connected with the fact that Katowice is the third largest scientific centre in Poland. Katowice has transformed from capital of heavy industry into modern municipal organism. The finest examples of Modernism could be easily found in the city downtown. Central Katowice also contains a significant number of Art Nouveau buildings along with the Communist Era giants.



Population:  
**+120.000**

**Top 5 city in Poland**  
in "Doing Business 2015"

**2nd city in Poland**  
(up to 150.000 citizens)  
in Forbes ranking for  
Business' Attractive City

### Opole

**Opole is a capital and a region's leader; constantly developing socioeconomic center that concentrates its administrative, educational, economical and cultural functions.** Despite the fact that Opole Voivodeship is the smallest in Poland, it combines all possible natural and touristic virtues such as mountains, rivers, lakes and forests with trails full of monuments and unforgettable views.

## Keep in touch

If you'd like to get to know more or see what is currently going on in our company, please check our social media:



**Facebook:**

<https://pl-pl.facebook.com/CapgeminiPl>



**Twitter:**

<https://twitter.com/capgeminipl>



**Goldenline:**

<http://www.goldenline.pl/firma/capgemini-polska/>



**LinkedIn:**

<https://pl.linkedin.com/company/capgemini>



**Instagram:**

<https://instagram.com/capgeminipl/>



**YouTube:**

<https://www.youtube.com/user/capgeminiimedia>