

# Quality & Environmental Management System

## Environmental Policy



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**Company Confidential**

## Document origin

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| March 2012     | 12/03/2012 | NWWT added in the policy + typo's       |
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## Review and approval

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# Table of Contents

|   |          |
|---|----------|
| <b>TABLE OF CONTENTS</b> .....                                    | <b>3</b> |
| <b>1 DOCUMENT STATEMENT</b> .....                                 | <b>5</b> |
| <b>2 INTRODUCTION</b> .....                                       | <b>6</b> |
| <b>3 CAPGEMINI GROUP MISSION AND FUNDAMENTAL OBJECTIVES</b> ..... | <b>7</b> |
| 3.1 CAPGEMINI GROUP ENVIRONMENTAL COMMITMENT.....                 | 7        |
| 3.2 CAPGEMINI GROUP ENVIRONMENTAL POLICY STATEMENT .....          | 7        |
| <b>4 CAPGEMINI BELGIUM ENVIRONMENTAL POLICY</b> .....             | <b>9</b> |
| 4.1 ISO.....  | 9        |
| 4.2 PDCA CYCLE.....   | 9        |
| 4.3 THE NEW WAY OF WORKING TOGETHER (NWWT).....                   | 9        |

## Abbreviations

| Abbreviation | Meaning                                   |
|--------------|---|
| QEMS         | Quality & Environmental Management System |
| CSR          | Corporate Social Responsibility           |
| PDCA         | Plan – Do – Check - Act                   |
| NWWT         | New Way of Working Together               |

# 1 Document statement

The purpose of this document is to lay down the Capgemini Belgium Environmental Policy.

## 2 Introduction

The deployment of the Environmental Policy is the responsibility of the General Management of Capgemini.

The Capgemini General Management is committed to provide leadership, training and engagement facilities to facilitate the execution of the Environmental Policy.

Environmental Awareness is the responsibility of all employees. The Capgemini Management supports and stimulates them in achieving this.

The Capgemini Belgium Environmental Policy is part of the overall Capgemini Policy and is based on the Capgemini Group Mission.

## 3 Capgemini Group Mission and Fundamental Objectives

### 3.1 Capgemini Group Environmental Commitment

All of our business activities have some impact on the environment. In particular, these relate to:

- the energy used to light, heat and power our offices and data centers;
- the emissions created by business travel; and
- the waste that we generate.

We are committed to minimizing these impacts, and to continually improving our environmental performance. We are committed to identifying and complying with legal and other relevant requirements relating to the environmental impacts of our operations, and to the prevention of pollution through the adoption of appropriate controls.

We expect all of our employees, suppliers and contractors to ensure that the environmental impacts of any activity, building or equipment are considered at all operational levels, and removed or minimized as appropriate. We expect, as a minimum, compliance with all locally applicable environmental legislation.

Our services should be delivered in a manner which is consistent with Capgemini's environmental policy or, when working at client sites, in accordance with the client's policy environmental policy – depending on which policy sets the higher standard.

### 3.2 Capgemini Group Environmental Policy Statement

Capgemini is one of the world's foremost providers of consulting, technology and outsourcing services. Our business activities are delivered from both our own network of offices and data centers as well as at our clients' sites.

This policy statement applies to all offices and data centers managed by Capgemini, all employees, and suppliers retained by Capgemini.

Although we do not manufacture products, we recognize that our business activities do have impacts on the environment and we are committed to continually improving our environmental performance.

We are committed to identifying and complying with all legal and other relevant requirements relating to the environmental impacts of our operations, and to the prevention of pollution through the adoption of appropriate controls.

Specifically, we expect the operations in the countries we operate to:

1. have a full understanding how to quantify and track our environmental impacts (at a minimum, our Greenhouse Gas (GHG) Emissions) in line with our statutory reporting requirements;
2. to identify energy saving initiatives within our portfolio of offices to reduce the Group's energy consumption and associated carbon footprint;
3. to drive energy efficiency initiatives in our data centers;

4. to implement initiatives to minimize travel (and in particular air travel), without disrupting our ability to meet the demands of our clients;
5. to implement initiatives to reduce the amount of waste we generate, and to maximize the percentage of our waste which is recycled;
6. to have procurement processes which ensure that our suppliers provide products and services which help us to achieve our Group environmental policy, particularly in relation to carbon emissions, reducing energy consumption, and minimizing waste.

Performance against our objectives and targets, and this Environmental Policy, will be reviewed at least annually.

## 4 Capgemini Belgium Environmental Policy

In order to realise the Capgemini mission the Quality & Environmental Management System (QEMS) has been defined. The QEMS Belgium defines how Quality Management and Environmental Management are implemented and deployed at Capgemini in Belgium. The primary aim of the QEMS is to ensure continuous improvement of our quality and environmental performance.

The use of the QEMS is mandatory.

Here below are the specifics of the Belgian Environmental Policy and initiatives. The Belgian Quality Policy can be found in a separate document called: "Quality Policy".

### 4.1 ISO

The processes are organised according to the ISO management principles.

"To lead and operate an organisation successfully, it is necessary to direct and control it in a systematic and transparent manner. Success results from implementing and maintaining a management system that is designed to continually improve performance while addressing the needs of all interested parties".

### 4.2 PDCA Cycle

The QEMS and all processes are based on ISO and have a Plan – Do – Check - Act cycle in order to improve the performance of the processes and the results.

By using the PDCA cycle the organisation is able to learn from its own experience and is capable of improving (the learning organisation). Performance indicators are present in all processes to enable monitoring and control.

### 4.3 The New Way of Working Together (NWWT)

NWWT looks at our current way of working together from a perspective that puts the employee first. We're looking "holistically" at how we can make sure everyone feels better, keeps their healthy drive and operates in an atmosphere of result-driven trust. For this, we're looking at mobility, the used IT-toolset, the working environment (office, client, home) and collaboration possibilities with colleagues/clients.

From an environmental perspective the NWWT is interesting because it focuses on a number of environmental aspects like:

- We want to answer to **traffic problems**, workload, work/life balance and make sure we create a more pleasant en efficient way of working together.
- All this is possible by creating a pleasant working environment for you and to let you use the already existing tools better, with the addition of new tools to the

existing ones. Besides that, the office will be redecorated in a spirit of transparency and direct 'borderless' collaboration, combined with **teleworking**.

- With the limitless possibilities of enablers such as internet, videoconferencing, laptops and mobile phones, we collaborate and share knowledge at any time and any location. We'll make sure, with the proper application, this will get the meaning for everyone of the accomplishment of a better work/life balance, higher efficiency, **a better environment and less traffic**.

This is fully in sync with the Capgemini Belgium strategy and **fits in the scope of our CSR commitment** and our care for the well being and functioning of our employees, without losing the necessary social contact amongst each other.

- Consider to have your **files in an electronic way as much as possible**. That way, you'll **avoid printing** and it makes you more flexible to move around and work together, and it's good for the environment too!

There are new garbage cans so you can **separate your waste** into: paper, confidential paper and other waste.

