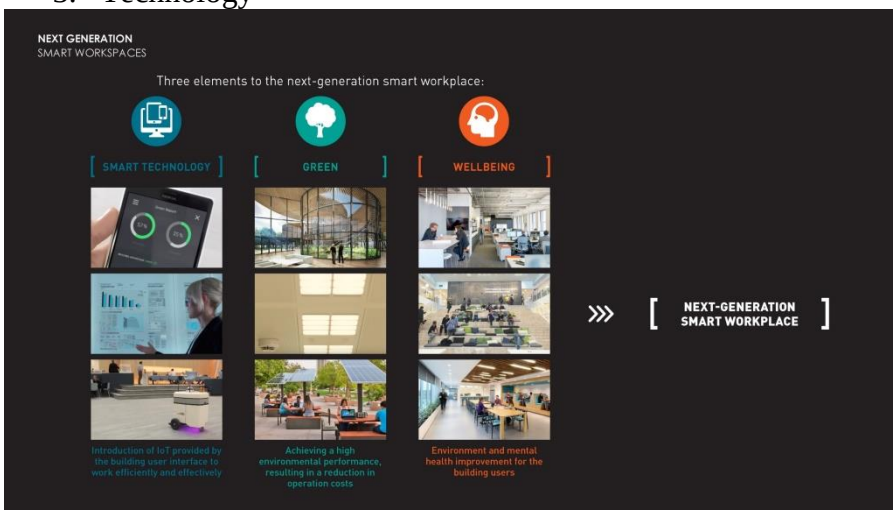
10.5.18 Version: 3

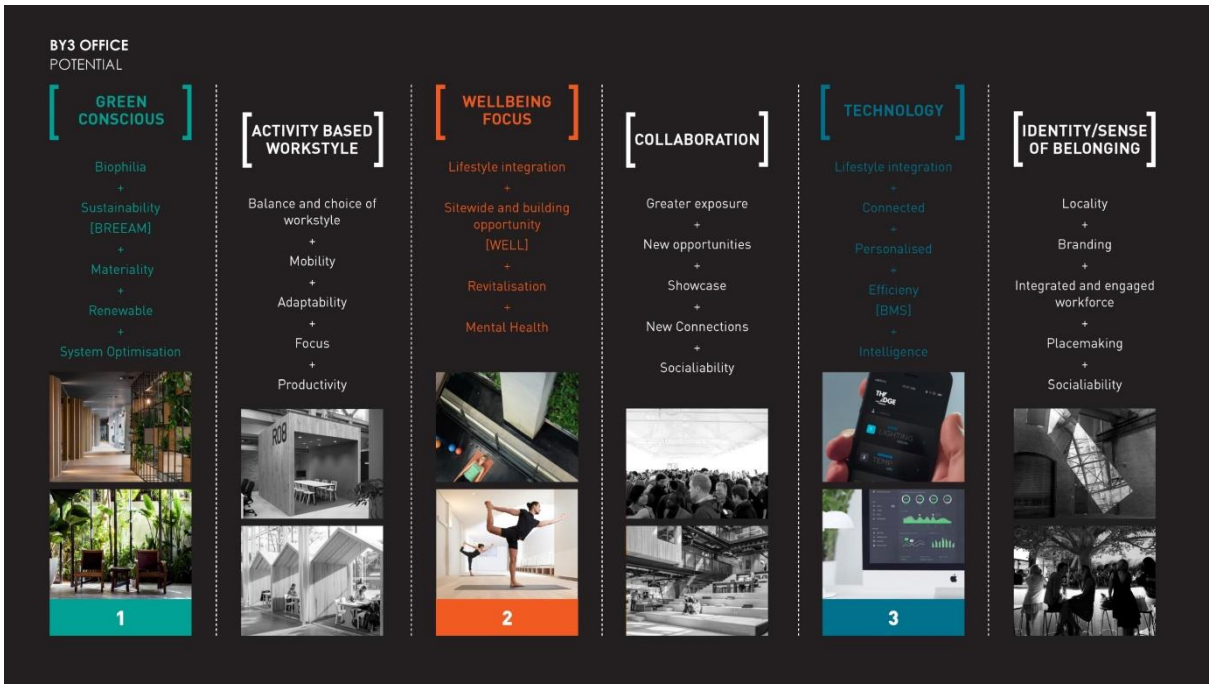
Guidelines wrt Well being (Collaboration, Convenience & Wellness) for Offices

Our core objective for all developments is 'Do good and do well'. In relation to our office developments, the interests of the following critical stakeholders are relevant: Tenant companies, their employees and guests, environment at large and us as the owner seeking to generate outstanding economic returns and reputational gain. All decisions need to be made to serve the **balanced interests and needs** of these 4 stakeholders.

Bearing in mind the needs of the evolving work space user and the desire of tenant companies to attract and retain talent, the most desirable offices of the early part of the 21st century will be (are) characterized by:

1. Well being – Collaboration, Convenience and Wellness
2. Environmental Sustainability
3. Technology

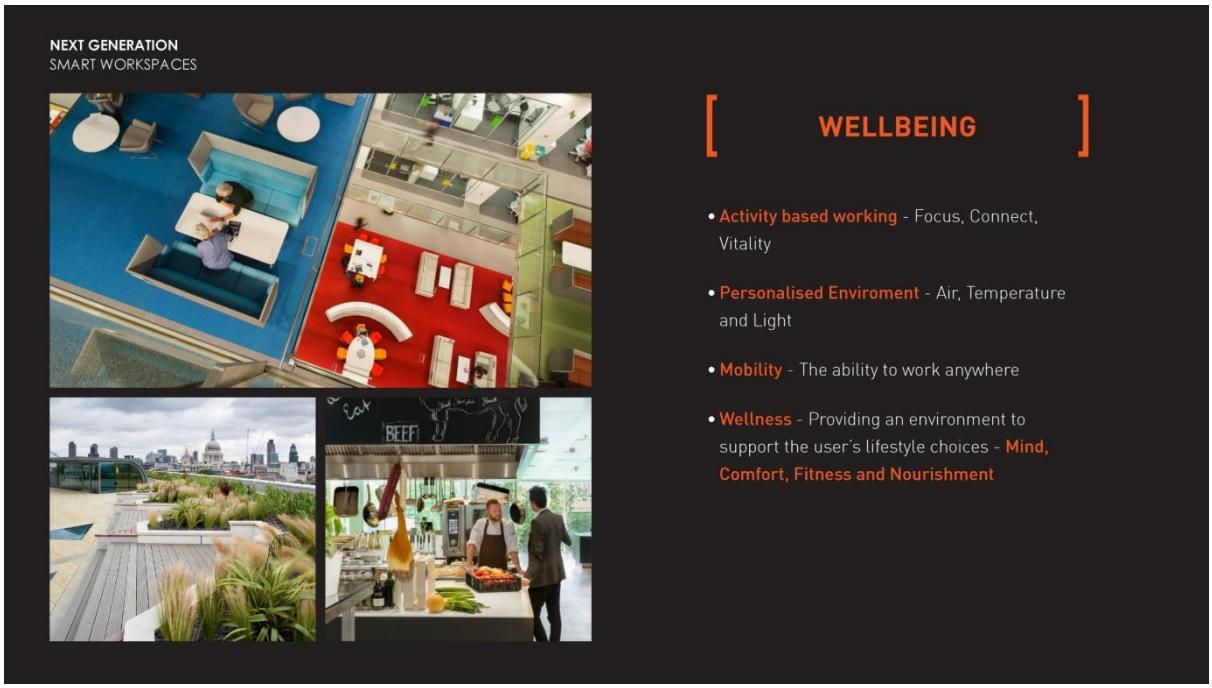




In essence, the 21st century office will be managed as and have the options and services of a well-run hotel. In addition to designing and building these buildings well, we will need to develop competence in the management of these spaces and ensure that they are run to high standards in an economically feasible manner (like facilities in a hotel). The inputs of hospitality/ design team should be sought prior to completion of design development for the relevant packages.

This document provides suggestions/guidelines wrt the implementation of Well being. Separate documents similarly outline implementation guidelines for Environmental Sustainability (‘_____’) and Technology (‘_____’). While these have been detailed separately, they work hand-in-hand with each other and have to be studied and implemented holistically.

Well Being



About 10-12% of the carpet area of the office spaces should be dedicated towards Well being i.e. for every 100 sq. ft. carpet area of offices, there should be 10-12 sq. ft. carpet area of communal spaces with focus on Well-being i.e. Collaboration, Convenience & Wellness. The communal spaces will include the entrance lobby, F&B spaces which are relevant for 80% of the buildings occupants (BO), terrace/refuge (part which is accessible and programmed for use by BO) etc.

Some of the suggested use of such communal spaces can include:

Collaboration

a. Lobby to be a multi-use space, with appropriate arrangements for various modes of collaboration – self-working, small discussions (2-3 people), group working (4-6 people) with a F&B outlet within it and a welcoming (not stiff, formal) vibe.



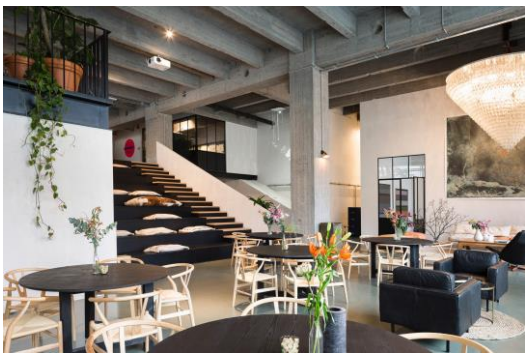



wework

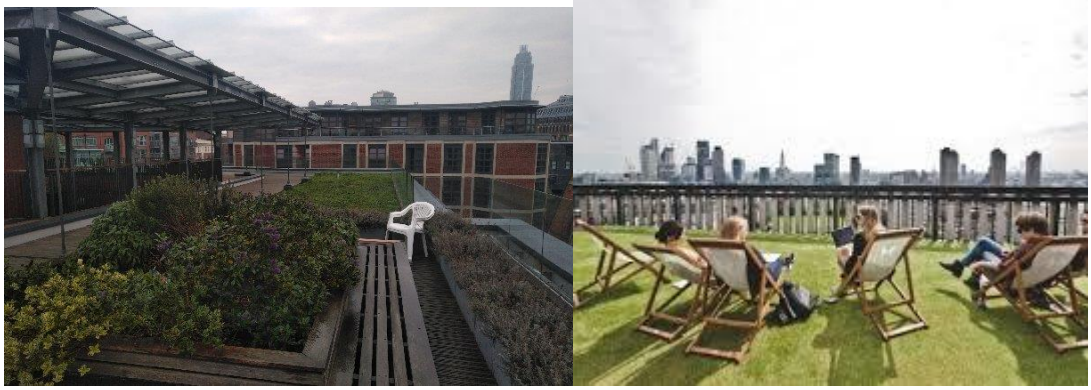


CBINSIGHTS Source: WeWork





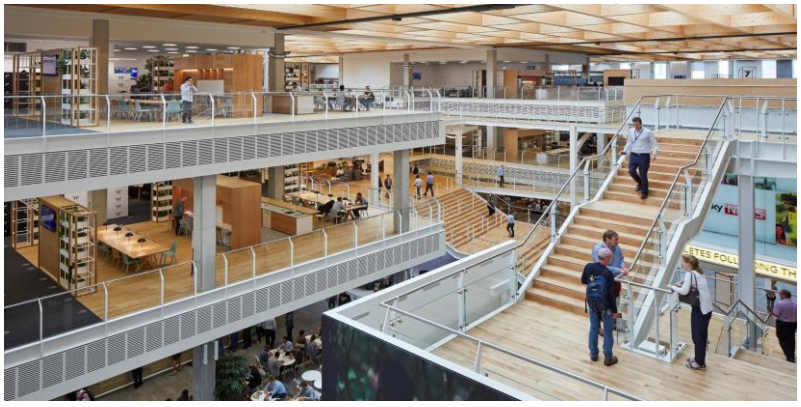
b. Various outdoor spaces (can be gardens, sky gardens in refuge, terrace) which give people opportunity to meet, interact and discuss (see a. above).'







c. Creating visual connection between various floors through sky bridges, large internal staircases, atriums etc. <not relevant from a communal space allocation perspective>

d. F&B outlets (including food court) which are relevant to 80% of the BO – these should have food delivery options[T] within the office space. (Note: there can be other F&B outlets with different TGs but the same will not count towards the 10-12% communal space allocation).
e. Co-working elements (co-working spaces, if present in the building, can cater to this and in that case, this need not be replicated):
    a. Meeting rooms which can be booked for informal presentations etc. These will generally be indoors but some can be outdoor too.
    b. Private dining
    c. Events space – place to host office events, parties etc.
f. Outdoor amphitheatre - for use for performances, commercial display etc.

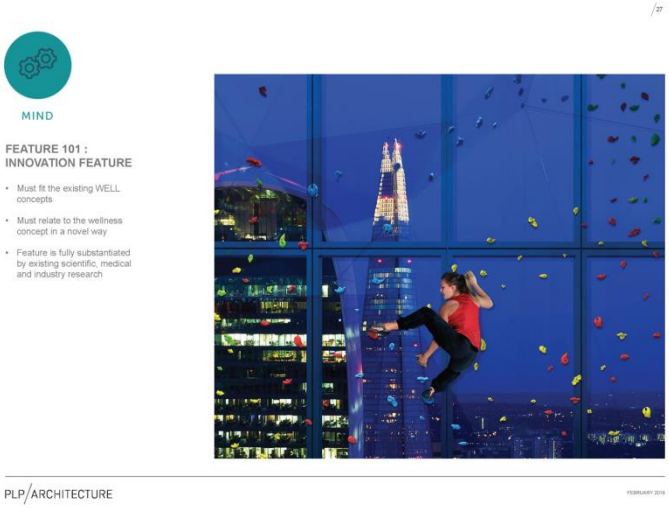
g. The positioning of the spaces shall be such that they fall in the most frequently used routes of the occupants, i.e. if some space is placed on a floor or a refuge where an occupant of a particular floor doesn't go then there is a chance of under utilization of the space
h. Chance meeting spaces should have writing walls so that discussion can be fruitful, people can then take snaps of the discussion and move on

Convenience

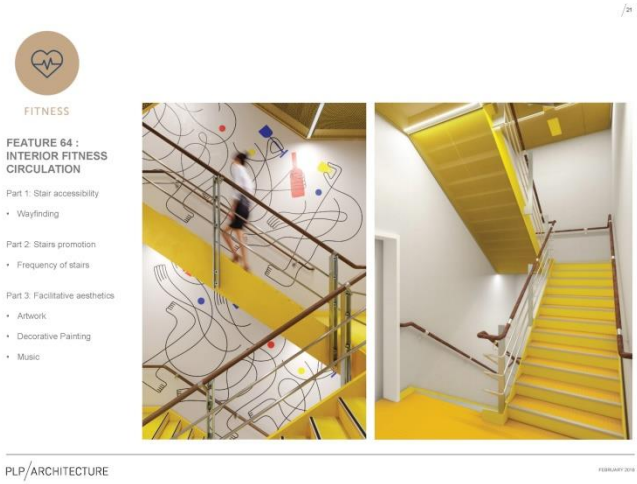
a. Supermarket
b. Creche
c. Laundry (dependent on market need assessment)
d. Pharmacy (dependent on market need assessment)
e. Bill payments[T]
f. Systems which allow individual control of comfort factors such as temperature (cooling) and lighting.
g. Priority for shared transportation (eg. shared cabs) and access from public transport. <not relevant from a communal space allocation perspective>.
h. Space to receive parcels (e-commerce)
i. Shortest possible commute time from entry to compound/building to destination office floor[T]

Wellness

a. Physical activity
    a. Gym
    b. Indoor – wall climbing, spinning, space for other specialist classes eg. karate, taekwondo, yoga, meditation, pilates etc.



    c. Outdoor – Soccer, basketball, running track etc.
b. One building staircase per wing to be bright and lively so that BO use it [T], rather than taking elevators.



c. Medical emergency response/first aid setup
d. Onsite nutrition and other medical consulting
e. Secure parking for bicycles (outdoor or indoor)
f. Onsite lockers and shower facility

<u>Following are not relevant wrt communal space allocation:</u>

g. Building designed to maximize natural light for occupants (maximum 14 m distance from façade to service/core areas)
h. Smoking ban in and around building (no smoking within 25 feet radius of building entrances), with smoking permitted only in designated areas which are well-ventilated and do no risk smoke overflow into area used by non-smokers
i. Monitoring indoor air quality^{T}, sharing information on the same with BO^{T} and taking timely steps to address any deterioration (eg. air filtration system)
j. Having sufficient drinking water fountains throughout the building to encourage BO to remain well hydrated.
k. Working with F&B operators to have wider choice of healthy foods and avoiding foods which cause health issues (eg. fried foods, fatty foods, sugary drinks etc.)
l. Focus on use of building materials which do not cause health issues eg. use low/no VOC paints.
m. Plenty of greenery in the building – outdoors and in the common areas/façade.



n. Emphasis on beauty in design, especially in the key common area. Architecture, art/sculpture, landscape, interior design, music and scent are all part of this.

o. Can pursue fitness certification (Well / similar) in cases where the occupiers / market are willing to value it. If this certification is being pursued, evaluate the requirements at the architectural concept design stage itself and ensure that the pre-conditions/pre-requisites are adhered to and then additional steps can be pursued basis the certificiation level that is feasible given the context. We will NOT do things only to get a certification if they do not add value to the development wrt the 4 stakeholders stated at the start of this document.



List of Well Standard Points 2018.xlsx

T – can be enabled/bettered using technology

Annexure – Amenity Checklist (Outdoor and Indoor)

The following list of active and wellness related amenities shall be used as a 'checklist', and applicable elements shall be included in the master plan and building programs of office developments.

Wherever the commercial project is part of a master development which has these amenities available in such a way that they can be accessed by the office occupants, such amenities may not be duplicated on the commercial development's plot or each building.

Outdoor Amenities

The Outdoor areas include:

- common landscape areas,
- accessible spaces between buildings,
- setback spaces,
- building terraces, and
- areas open to sunlight and natural ventilation, outside or within the buildings

Each amenity is given a weightage, and the target for the designer shall be to achieve 70/100 weighted points.

S. No.	Tag	Amenity	Wellness Weightage
1	Active Body	Bicycle Parking (for 5% occupants)	6
2	Active Body	Walking Trail (minimum 400m)	6
3	Active Body	Physical activity oriented Landscape design (ramps, mounds, stairs, etc.)	3
4	Active Body	Outdoor Fitness Equipment	5
5	Active Body	Outdoor Sports Facilities (soccer, basketball, etc.)	3
6	Active Body	Direct pedestrian route between building entrance and public transit (bus, cab hub)	4
7	Relaxed Mind	Meditation Spaces	3
8	Relaxed Mind	Biophilic / Restorative Gardens	8

9	Relaxed Mind	Fountain / Water Gardens	5
10	Relaxed Mind	Views of Nature	12
11	Nutrition, Urban Agriculture	Organic Fruit and Vegetable Garden (1sqft/occupant)	3
12	Nutrition, Urban Agriculture	Individual and Group Organic Gardening activities	3
13	Nutrition, Urban Agriculture	Healthy Food Service - Outdoor Snack Bars / Vending machines	3
14	Nutrition, Urban Agriculture	Farmer's Market	8
15	Collaboration, convinience	Common Outdoor Break-out Areas - Lunch and meeting scale	12
16	Collaboration, convinience	Communal Spaces - Event scale (Amphitheatres, lawns, etc.)	6
17	Collaboration, convinience	Smoking area (min 8m away from the building entrances, air intakes)	6
18	Collaboration, convinience	Priority drop off for cabs, shared transport	3
			100

Indoor Amenities

Each amenity is given a weightage, and the target for the designer shall be to achieve 70/100 weighted points.

	Differentiating amenities, shall be provided as per project brief
	Items not in the main text of the policy

S. No.	Tag	Amenity	Wellness weightage	Remarks
1	collaboration	Collaborative spaces in the Lobby		
2	collaboration	Visual connect between floors		
3	wellness	F&B	3	if also oriented towards - portion control, healthy food
4	collaboration	Meeting rooms		
5	convenience	Private dining		
6	wellness	Indoor - Common break areas	3	a. can be multipurpose b. can also be by tenant
7	collaboration	Event spaces		
8	convenience	Supermarket		
9	wellness	Crèche	5	lactation rooms can be added
10	convenience	Laundry		

11	wellness	Pharmacy	2	or should be located on site or within xxx meters
12	convenience	Bill Payments		not needed, as already sorted by technology
13	convenience	Parcels		
14	wellness	Gym	3	
15	wellness	Indoor sports	3	
16	wellness	Active staircase	14	
17	wellness	Medical emergency - first aid	5	
18	wellness	Nutrition consulting	2	
19	wellness	Lockers and showers	2	
20	wellness	Daylighting	3	
21	wellness	Smoking space - no smoking inside buildings	3	
22	wellness	IAQ measurement	5	
23	wellness	Drinking water fountain	5	
24	wellness	Greenery inside building	3	
25	wellness	Individual control of temperature and lighting	2	
26	wellness	fair market value paid parking	2	
27	wellness	priority parking for car poolers	1	
28	wellness	integrated pest management plan	3	
29	wellness	context appropriate lighting in common area	3	
30	wellness	lobby design - entry way systems	1	
S. No.	**Tag**	**Amenity**	**Wellness weightage**	**Remarks**
31	wellness	signage displaying amenities available within 800m of walking distance	1	
32	wellness	hygiene promotion - bathroom cleaning, hand wash promotion, etc.	2	
33	wellness	acoustic comfort - sound masking, absorption	6	extent to be defined
34	wellness	thermal comfort	10	extent to be defined
35	wellness	safety and security	8	extent to be defined
			100	