Office Space Allocation Policy:

Level	Type of Office Space
0 (including C-level and Directors)	Cabin
1	1A, 1B – Cabin; 1C – Cubicle
2	2A, 2B – Cubicle; 2 C – Cubicle (exception can be made to allocate workstation for those who have been in 2 C level for 12 months or less, in the event that there is shortage of cubicle. Decision by HOD; for const management associates, 2 C shall only be eligible for workstation).
3	Workstation (rotational / shared seating permitted for associates of Const Mgmt department upto ~50%, since they are primarily in field)
4	Workstation (rotational / shared seating permitted for associates of Const Mgmt department upto ~50%, since they are primarily in field)
5	Workstation (excluding associates of Const Mgmt department and Office Assistants)

a. Any deviation from the above will require approval of HOD-HR or HOD-HRMS.
b. The above provisions have to be made for all associates of the company, regardless of location. HRMS shall have the responsibility for implementing the policy.
c. In case of Sales offices, cabins may be given to level 2 or 1 c associates (even if they are not otherwise eligible), with approval of HOD-Sales or CMO.
d. In general, any associate of the Const Mgmt department (except COO and his support team) shall not have office space allocated at the corporate office. Any exception needs to be approved by the COO. However, it is to be ensured that all associates of Const Mgmt department have an office space as per aforesaid parameters at whichever location is designated as their home location.