

discover perfection



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1. Overview

"Acme creates inspiring interiors that blends the best of creativity, craftsmanship and flawless execution to help you Discover Perfection in your everyday workspaces."

Our Environment, Health and Safety Management System is a set of policies, processes and requirements that are guided to achieve perfection at every aspect of our work.

We implement sound Environment, Health and Safety management systems that are based on suitable and sufficient risk assessments inorder to continuously achieve and maintain our mission for zero (injuries, incidents, accidents, unsafe behavior) and no compromise on safety.

to our people, contractors & visitors

promise

of unsafe behaviour & acts

2. EHS Policy

Acme Interiors is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to minimize risks to the health, safety and welfare of workers, contractors, authorized visitors, and anyone else who may be affected by our operations. It is our aim to achieve a safe working environment, which is free of work related accidents and ill health and to this end we will pursue continuing improvements from year to year.

Our Commitments:

The objectives of this EHS policy shall be achieved at our work places by:

- Incorporating EHS consideration in all business decision;
- Promoting a positive EHS culture;
- Ensuring compliance to legal requirements;
- Identifying hazards in the workplace, assessing the risks related to them and implementing Appropriate preventative and protective measures;
- Providing and maintaining safe plant and work equipment;
- Establishing and enforcing safe systems of work;
- Recruiting and appointing personnel who have the skills, abilities and competence equal to their role and level of responsibility;
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform;
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate;
- Promoting awareness of health and safety and of good practice through the effective communication of relevant information;
- Monitoring our safety performance by regular site inspections by our EHS team.

It is the policy of Acme Interiors Private Ltd to consult all staff and employees on matters of health and safety. All employees are hereby notified of our policy. It is the obligation of all employees to act responsibly and to do everything that is reasonable to prevent injury to themselves, their fellow workers and any other person who may visit their place of work The senior management shall visibly uphold the principles of this policy and integrate them throughout the operations. The management and supervisory personnel shall be responsible for implementing and maintaining the EHS management system necessary to sustain this policy.

3. EHS METHODOLOGY



Liquids etc.

3. EHS METHODOLOGY

B) Preparation of Action Plan

- Broad categorization of entire task;
- Break up of each activity according to the requirements;
- Managing Significant Risks involved in each activity;
- Preventing/Reducing Unwanted Impacts;
- Allocation & Channelization of team and resources for each task;
- Obtaining needed Permits/Approvals;
- Managing Compliance e.g. Monitoring confirmed Spaces , Issuing Entry Permits etc.;
- Establishing Performance Standards/Guidance;
- Setting Goals and targets for Teams and individuals;
- Preparation of contingency plan including Emergencies;

C) Reviewing

- Measuring Performance i.e. reviewing Clearances & Permits , Supervisor review of Confined Spaces etc.
- Assuring Performance;
- Communicating Performance Auditing.

D) Supporting

- Reward and recognition for good performers;
- Training & Awareness;
- Documenting / Record Keeping , e.g. Permit Retention , Training Records etc.
- Managing Information e.g. Training Database, Record Database etc.

Our EHS Management System defines the elements by which we conduct our operations in order to protect people, property and the environment in which we work and live.

The EHS Management System model comprises of Ten interrelated elements :

- Commitment and Leadership
- Policies and Objectives
- Organization, Resources and Documentation
- □ Training and Support
- Risk Evaluation and Management
- Planning
- □ Implementation, Recording and Monitoring
- □ Audit Procedures
- Corrective & Preventive Action
- Management Review Procedures

4(a) EHS Process Cycle



Our Top and Senior Management provides strong visible commitment, leadership and personal involvement in health, safety and the environment. The management ensures that required resources are allocated to achieve the prescribed EHS objectives.

Key Highlights

- Set personal examples by following EHS policies and procedures.
- Facilitates decisions that consider EHS matters equal to cost, quality and time.
- Management delegates the necessary authority to the appropriate personnel and allocate resources to carry out EHS functions.
- Visiting sites and operational areas on a regular basis to demonstrate commitment and to foster performance in EHS matters.
- Develop & Evaluate EHS objectives at every level of responsibility.
- Communicate with employees, vendors, clients, subcontractors and industry personnel so that they know and understand the intent of EHS policies.
- Promote EHS practices at all levels.

OUR LEADERS PROMOTING EHS SESSION





OUR DIRECTOR TRAINING WORKMEN

Policies have been developed and communicated effectively to demonstrate the commitment to EHS that is consistent with business aims. Supporting objectives are clearly defined, implemented and maintained at all organizational levels.

Key Highlights

- Policies and procedures are communicated to all stakeholders in the preferred local language like Hindi, Tamil, Malayalam.
- We use Pictures, videos to incorporate a positive EHS Culture at our work places
- Policies are consistent with the latest regulatory standards.
- Objectives are set for continuous improvement.
- All the levels of management and personnel are involved in the development of objectives.
- Specific objectives are used for risk management.
- Performance measures are used to guide and gauge progress towards achieving objectives.
- Meet and strive to exceed regulatory requirements in all jurisdictions.
- We review the policies and objectives at all levels on a regular basis inorder to determine continued validity.





























POSTERS AT SITE















POSTERS AT SITE













3. Organization, Resources and Documentation

Define, document and communicate the roles, responsibilities and accountabilities at each level to enable every individual to fulfill their role in improving EHS performance.

Key Highlights

- Roles and Responsibilities are clearly defined between individuals, operating teams, support functions, employees, clients and sub contractors with reference to tasks and activities
- A management team representative acts as the focal point for EHS matters.
- We ensure that each team and individuals receive sufficient information and training to fulfill their role with respect to EHS.
- Sufficient resources are allocated to support policies and work towards achieving objectives set for EHS.
- we ensure that the system provides and maintains effective procedures, resource material and records on EHS subjects.

4. Training and Support

Well defined training procedures and induction guidelines in place that ensure EHS objectives are met. The initiatives also enable effective knowledge transfer among the peer group and throughout the hierarchy. The training programs are conducted at predefined but variable (based on the project requirements) intervals on a continuous basis until the completion of each project cycle. We ensure high performers get rewarded and slow performers get opportunity to improve the skill set.

Buddy System

We have Buddy System in place. One team or individual acts as Buddy and supports the relative new individual or team. This system helps in bridging the gap and makes it as a win – win situation for everyone. The benefits of this system are mentioned below:

Buddy Member/Team Benefits	New Member/Team Benefits	Acme 's Benefits		
Recognition as strong performer	One-on-one assistance	Increased employee motivation and retention		
Expanded network	Gets new networks	Increased employee communication		
Opportunity to motivate others	Single point-of-contact	Enhanced employee development		
A fresh perspective	Knowledge of "how things really get done."	Shared quality work processes		
Enhanced leadership and mentoring skills	Improves Learning ability	Increased employee productivity		

4a. Training Matrix

Training Courses / Trainees	Health & safety Induction	fire safety	Office Safety	Risk Assessmen t module	First Aid Course	Electrical Safety Course	Understandi ng the Risk Assessment Process and Signing off	Lifting Techniques	Emergency Procedures	Drug & Alcohol Policy	Working Hazards	Environment Hazards	Toolbox Talks
Duration	One Time	Weekly	Monthly	Monthly	Weekly	Weekly	Quarterly	Monthly Monthly		One Time	Daily	Daily	Daily
Contractors	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Sub- Contractors	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Executives	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Sr. Executives	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Site Supervisors	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Foreman	\checkmark	\checkmark	\checkmark		\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Sr. Foreman			\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Engineers	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Sr. Engineers		\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Asst project Manager	\checkmark		\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Project manager	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Sr. Project manager	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Architect	\checkmark			\checkmark	\checkmark	\checkmark		\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	
Visitors	\checkmark	\checkmark	\checkmark						\checkmark			\checkmark	
Assistant General Manager	\checkmark		\checkmark				\checkmark	\checkmark		\checkmark			
Head Projects			\checkmark	\checkmark	\checkmark		\checkmark	\checkmark	\checkmark	\checkmark			
Directors			\checkmark	\checkmark			\checkmark	\checkmark	\checkmark	\checkmark			

4b. Safety Trainings & Mock Drills









5. Risk Evaluation and Management

We evaluate the EHS risks involved with the workforce, customers and the environment.

Key Highlights

- Our methodology identifies both acute and chronic hazards and their associated impacts. Address routine and nonroutine tasks, emergencies and outside influences.
- Conduct hazard assessments at every stage of project and ensure hazards are mitigated effectively.
- Control hazards and reduce risk to a tolerable level through mitigating and recovery measures.
- Apply risk management tools to all proposed activities

5. Risk Evaluation and Management

5 STEP – PROCESS

- **STEP-1** Identify the hazards
- STEP-2 Decide who might be harmed and how
- **STEP-3** Evaluate the risks and decide on precautions
- **STEP-4** Record the significant findings
- STEP -5 Review of assessment and update if necessary

6. Planning

EHS considerations are integral to all aspects of project planning or changes in the design, development, purchasing and delivery of our services.

Key Highlights

- Identify and evaluate the consequences to health, safety and the environment when making changes to personnel, equipment, processes or procedures.
- Assign responsibility for the achievement of EHS objectives in plans at all levels of the organization.
- Determine the resources required to achieve the plan.
- Identify the means by which the plan is to be achieved.
- Set a time scale and develop milestones for implementation.
- Develop contingency plans for emergencies and in cases when plans or objectives cannot be completely achieved.
- Regularly review and follow up on progress towards achieving the EHS plans and objectives.



7. Implementation, Recording and Monitoring

Determine and record whether those actions are effective. Activities are conducted in accordance with defined standards, and continuous improvement is promoted and monitored through active employee participation.

Key Highlights

- Assign necessary resources and authority to groups or individuals to implement plans, processes, procedures and work instructions.
- Hold personnel accountable for completing tasks according to plans and EHS performance standards.
- Develop and use systematic monitoring systems for both proactive and reactive performance measures to measure and support EHS objectives.
- Determine non-compliance and the opportunity for practicable improvement against performance measures.
- Determine what records are needed to meet EHS policies, objectives, company standards, local laws or regulations and customer requirements.
- Collect and record information on incidents which actually, or have the potential to, affect health, safety and the environment.
- Evaluate incident information to determine the need for corrective action to prevent recurrence. Distribute lessons learned.

7(a). Reporting

Adequate reporting procedures have been laid down and detailed to all stakeholders which ensures that each step /incident is documented and recorded for Compliance, training, Auditing or future reference purposes. The reports are periodically scrutinized during the monitoring process to ascertain the effectiveness of the system in place. Revisions in the system in force are incorporated as and when needed.



- Site Inspection Report Cum Man Hours till date
- Safe Man-hours Cum Reportable Accident
- □ Incident investigation Report
- Near Miss
- Induction Report

- □ First-aid Procedures and training
- Job specific training
- Safety officers
- ☐ Tools and Tackles conformance report
- Audit Reports
- CAR
- D PAR

Is the Management System achieving results and fulfilling policy intent? Audits and reviews are periodically, conducted to verify the implementation and effectiveness of the EHS Management System.

Key Highlights

- Setting up frequency and levels for audits for each division or operation.
- Document and distribute the audit report for corrective action and future reference. Review with all affected employees.
- Monitor progress towards achieving and completing corrective actions at scheduled time intervals.
- Schedule periodic management system reviews to include, but not be limited to:
 - Audit finding summaries
 - Analysis of incidents, regulatory citations and non-compliance to divisional standards
 - Current and future requirements of customers and regulators
 - Feedback from customers and regulators
 - Feedback from employees
 - Analysis of risk management processes
 - Appropriateness of current systems to meet business needs

PURPOSE

The purpose of this procedure is to ensure that the system is implemented for correcting non-conformances, preventing potential non-conformances and pursuing improvement initiatives.

SCOPE

- a) The Scope of this procedure covers all non-conformance, potential nonconformances, improvement initiatives and customer complaints affecting Environment, Health and safety of organization and operational activities.
- b) All Corrective and preventive actions and their associated non-conformances are documented using an appropriate report as defined in this procedure.

RESPONSIBILITY

- a) It is the responsibility of all Acme's personnel to make the management aware of any areas or Non-conformances, potential non-conformances or improvement initiatives that may require corrective action or preventive action.
- b) It is the responsibility of management to control and implement all corrective or preventive actions

9. Corrective & Preventive Action

PROCEDURE

Corrective and Preventive Actions

Conditions that may require corrective or preventive action are detected and documented in the following areas, processes or operations, but not limited to:

- 1. Customer Complaints
- 2. Identification of potential problems through various sources
- 3. Audit Finding
- 4. Third party Audit
- 5. Equipment breakdown or failure
- 6. Inspection and testing operations
- 7. Sub Contractor Performance records

All Corrective Action Report raised shall be categorized as being Major or Minor:

Major : Where procedure contradicts working practices and or working practices do not reflect standard requirements. Customer Complaints which require additional corrective action or equipment breakdown/failures which require operations to be halted.

Minor: Where System Procedures/ process is not being fully adhered to. Equipment breakdown/failures which do not affect operational activities. Any non-conformance which does not have an immediate effect on the system.

Process:

- ✓ Once Corrective actions or preventive actions has been raised and logged by EHS Manager.
- ✓ The EHS Manager shall document cause of Non-conformance or potential nonconformance, proposed corrective action, action to prevent recurrence or occurrence and a proposed implementation date.
- ✓ If the proposed corrective or preventive action is approved by project Manager and Director. Then hardcopy is sent to teams to action accordingly.
- EHS department maintains hardcopy of all original report copy and all the other documents.

10. Management Review Procedures

MANAGEMENT REVIEW OF CONSIST OF 3 LEVELS OF REVIEW:

□ The First level of management review is conducted by the EHS OFFICER

□ The Second level of management review is conducted by PROJECT MANAGER & PROJECT HEAD

□ The Third level of review is conducted by a DIRECTOR

FIRST LEVEL REVIEW BY EHS OFFICER Frequency of Review: Daily & Weekly

Review consists of:

- Discussion of any internal or registration audit reports completed.
- Summary review of corrective actions.
- Resolution of outstanding corrective actions that require management intervention.
- Decisions related to corrective actions requiring significant resources.
- Review of monitoring information related to progress towards achieving objectives and targets.
- Review of monitoring information related to compliance.
- EHS officer is responsible for scheduling, preparing, and conducting the management review meetings with the program or regional management team. The EHS officer is also responsible for initiating corrective actions that result from decisions made at the management review meeting and maintaining minutes, agendas, and related materials as records.
- The EHS officer is responsible for approving the issue brief and management review agenda and ensuring that adequate time is available for the team to conduct the management review.



10. Management Review Procedures

SECOND LEVEL REVIEW BY PROJECT HEAD & PROJECT MANAGER Frequency of Review: Fortnightly

Review consists of:

- Summary discussion of significant findings from any internal or registration audit completed during the previous three months.
- Trends in non-conformances and corrective actions requests.
- Trends, common objectives, or other issues
- Resolution of outstanding corrective actions that require management intervention.
- Decisions related to corrective actions or objectives requiring significant resources.
- Review of monitoring information related to progress towards achieving objectives and targets.
- Review of monitoring information related to compliance.
- The HOD is responsible for scheduling, preparing, and conducting the management review meetings. The HOD is also responsible for initiating corrective actions that result from decisions made at the management review meeting and maintaining minutes, agendas, and related materials as records.



10. Management Review Procedures



THIRD LEVEL REVIEW BY A DIRECTOR Frequency of Review: Monthly

Review consists of:

- Review of first and second level management review decisions and recommendations.
- Assessing the continuing suitability of the policy statement
- Setting company wise objectives
- Allocating company wise resources
- Summary discussion of significant findings from audits
- Trends, common objectives, or other issues
- Resolution of outstanding corrective actions that require management intervention.
- Decisions related to corrective actions and objectives.
- Review of monitoring information related to objectives.
- Review of annual Department compliance assessment.
- Summary of stakeholder input and how objectives are addressing the needs of interested parties.

FINAL REPORT IS SUBMITTED TO THE MANAGING DIRECTOR

We, at Acme Interiors, pride ourselves in providing exceptional services tailor made for each client's individual requirements.

Few of our commitments include :

- 1. Good Work Practices
- 2. Regular Housekeeping
- 3. Debris Management
- 4. Pollution Management
- 5. Compliance
- 6. Continuous Improvement
- 7. Involvement and Communication

 \checkmark

GOOD WORK PRACTISES

Using Safety Harness whilePerson working on Height.

Tools are checked and approval is taken from required authority





5. Our Commitments

GOOD WORK PRACTISES

✓ Displayed Scaffolding Tags.



Using proper PPEs while cutting rock wool.



REGULAR HOUSEKEEPING

Our housekeeping program plans and manages the orderly storage and movement of materials from point of entry to exit. It includes a material flow plan to ensure minimal handling. The plan also ensures that work areas are not used as storage areas by having worker men move materials to and from work areas as needed. Workmen are well trained for housekeeping activities. Few of the activities are as follows:

- clean up during the shift
- day-to-day cleanup
- waste disposal
- removal of unused materials
- inspection to ensure cleanup is complete

The orderly arrangement of operations, tools, equipment and supplies is an important part of housekeeping program. Hygienic and healthy surroundings is given the top most priority. Management ensures good quality sanitation, drinking water and other necessary facilities are provided to workmen.

DEBRIS MANAGEMENT

Building materials and other construction site wastes are properly managed and disposed of to reduce the risk of pollution from materials such as surplus or refuse building materials or hazardous wastes. Practices such as trash disposal, recycling, proper material handling, and cleanup measures are taken to reduce the potential risk of wastage.

POLLUTION PREVENTION

We continually strive to prevent or reduce the generation of waste through good and sound work practices. Where waste cannot be eliminated, it will be managed in compliance with all applicable requirements. We pursue our work responsibly with minimum disturbance to our environment and the community. We are also committed to manage scarce resources, such as water, energy, land and forests in an environmentally sensitive manner.

COMPLIANCE

We comply with all applicable environmental, health and safety laws and regulations as required. All our employees including the management team are responsible and accountable for compliance and have an obligation to bring issues and concerns forward for resolution. Compliance with EHS standards is essentially the key ingredient in the training, performance review and incentives for all employees.

CONTINUOUS IMPROVEMENT

We continually seek opportunities to improve our environmental performance by establishing objectives and targets and measuring progress.

INVOLVEMENT AND COMMUNICATION

We effectively promote participation and communicate our commitment to responsible environmental management by providing necessary training and support among our employees by; informing suppliers of our environmental policy and encouraging them to adopt effective environmental management practices.

6. Safe Work Method Statement (Activity Format)

COMPANY DETAILS									
Client Name:				Contact number:					
Project manager or sup	pervisor:			Contact number:					
PMC :				Contact number:					
Person completing the	SWMS:			Contact number:					
Position:				Reviewed by:					
Date prepared:				Review date:					
PROJECT DETAILS	•								
What is the scope of th	ne work?								
Who else was consulte	ed/involved in								
preparing this SWMS?									
What high risk work ac	tivities are covere	ed							
by this SWMS?									
		RIS	SK M	ANAGEMENT					
Identify each task in order	Specify the hazards you have identified What are the health and s			Describe your control measures, list as many as possible	Who is responsible for implementing and monitoring controls?				
This SWMS has been	developed in con			ead, understood and sig	ned by below mentioned persons undertaking				
Names:	Signatures:			Dates:					



Several tools like KPI's are used to measure the performance levels, accomplished with respect to the goals and objectives. Each KPI has its own set of measurement criteria. An example of one such KPI is detailed for your reference.

S. No. KPI Weight of Final Target Actual Score **KPI** Score Number of site safety 1 inspections completed. 2 Number of EHS trainings Completed Number of Safe man hours 3 achieved Number of incidents recorded 4 5 Number of first aid, medical and loss time injuries. Compliance to EHS 6 Management System

EHS MANAGER

9. Certifications

Committed to provide our esteemed clients with the best services and standards, we have established procedures that conform and stand certified for the following standards :

QMS: ISO 9001:2008

Our principal objective is to provide our clients with quality, innovative and

cost effective Interior Contracting, Interior Designing and Project Management Services for their projects. Our internal quality control and monitoring systems & procedures have been established based on ISO guidelines.

At Acme Interiors Pvt. Ltd. the core management team is responsible for the quality of the work performed by our own forces, subcontractors and suppliers alike. Our team understands that successful implementation of the quality control policies and procedures lies not only in the capabilities and experience of the Management Team, the suppliers, deployed workforce and other team members, but also in every stakeholder's dedicated efforts to achieve a common goal i.e. to produce quality lasting products/services.

It is our policy to ensure that all components of our scope of work are performed in accordance with the requirements of the clients Contract Specifications, the approved drawings and the implementation of the Quality Plan.







EMS: ISO: 14001:2004

Acme Interiors Pvt. Ltd. is committed to pollution prevention and environmental protection at its various offices and sites. We aim to achieve the highest standards of environmental performance in the interest of all our stakeholders, whether they are our Clients, employees, the general public or the natural environment.

We are committed to complying with all environmental legislation and regulations that apply to the industry and we make every effort to comply and meet all such requirements. An Environmental Management System has appropriately been prepared and implemented including policies, objectives and targets that through a continuous program, helps ensure that the services provided by our company do not in any way compromise or damage the environment.

We examine and evaluate the environmental implications of any processes, products, and technologies and also their overall energy usage and only suitable ones are utilized for the projects. Waste avoidance and reduction and energy conservation program has been vigorously pursued and implemented.

We will continue to strive for ever- improving environmental performance aimed to Protect the environment for our Employees, Clients and all our other stakeholders.

OHSAS: ISO: 18001:2007

It is our top priority to ensure health and safety of our employees and teams at our workplace or on site. With development and implementation of occupational health and safety framework we have been able to effectively balance the risks, as well as defend and protect our workforce, employees and other stakeholders.



Head Office: Acme Interiors Pvt. Ltd Plot No. 252, 2nd and 3rd Floor, Udyog Vihar Phase -I, Gurgaon - 122016 Tel: +91 124 4007428 | +91 124 2438114

Regional Office: Acme Interiors Pvt. Ltd Plot No: 1056, 1st cross, 7th main floor, HAL Second stage Indiranagar, Bangalore - 560038 Tel: +91 080 25286258 | +91 080 41127061

Branch Offices : New Delhi, Chennai and Noida

For Enquiries : business@acmeinteriors.co.in

For General Information : info@acmeinteriors.co.in

www.acmeinteriors.co.in