



博富臨置業有限公司

**Pokfulam Development  
Company Limited**

Stock Code : **225**

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT **2016/2017**



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## CHAPTER 1 ABOUT THIS REPORT

### 1.1 INTRODUCTION

Pokfulam Development Company Limited and its subsidiaries (collectively the “Company” or the “Group”) are committed to our collective role as a responsible corporate citizen. We care about the impact of our businesses on the environment and society and work towards building positive relations with our stakeholders by virtue of transparency. We care deeply about the community around us and strive to give back to society in an effort to make our world a better place for future generations.

As a property investment and investment holding company, caring for our customers and staff are our major concerns. In addition to carrying out our property investment and management activities diligently and professionally, we strive to minimise environmental pollution and nuisance caused to the public in the vicinity of our managed properties. On-site management is also strictly monitored, to ensure the utmost well-being of our customers and staff.

Life is a long lesson in humanity, and via our continual commitment to society, the Group strives towards a better life, a better future.

### 1.2 REPORT COMPILATION BASIS

This Report is prepared with reference to the “Environmental, Social and Governance (“ESG”) Reporting Guide” under Appendix 27 of the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited (the “Stock Exchange”) (the “Listing Rules”). The information disclosed in this Report is derived from the results of internal statistics and analysis of the Group’s internal management systems.

## CHAPTER 1 ABOUT THIS REPORT

### 1.3 SCOPE OF REPORTING

This is our first annual ESG Report, and it describes the initiatives of the Group and its progress with regard to ESG issues for the period from October 1st, 2016 to September 30th, 2017.

Head office and the managed properties of the following entities were chosen for inclusion in this ESG Report because of their significant contributions to the Company, thus making them ideal proxies for the Group's property investment and management businesses:

Property Name	Property Type
13/F, Wyler Centre Phase 2	Industrial
14/F, Wyler Centre Phase 2	Industrial
1/F, 88A Pok Fu Lam Road	Residential
Kennedy Court	Residential
Beverly House	Business
Scenic Villas K1-K15 & L1-L15	Residential
Scenic Villas D1-D14	Residential
Scenic Villas A-3 and part of car port area	Business
3-4 Headland Road	Residential

Data collection and analysis were conducted based on relevant guidelines or standards, such as ISO 14064 for greenhouse gas emissions. All numerical data is presented as absolute figures, and all financial data is in Hong Kong dollars unless otherwise specified. Employees of contractors and sub-contractors for whom we have no direct responsibility are not included as part of our workforce. Throughout this report, "shareholder" means the holder of the Company's Share.

A detailed ESG content index has been included at the back of this report to aid the reader and facilitate greater transparency. Additional ESG performance information, including financial data and corporate governance information, can be found in the Annual Report.

This ESG report is the first ESG report published by the Group. We would like to extend our deepest thanks to all those who contributed to this report and to our strong ESG performance.

## CHAPTER 2 OVERVIEW OF ESG PERFORMANCE

The following programmes have been arranged for 2016-2017 to match with the direction for social responsibility set by the Group.

Subject Areas	Aspects	Policy/Legal compliance	Programmes highlights
Environment	Emissions	✓	Environmental measures to minimise waste generation
	Use of Resources	✓	Energy saving measures implementation
	The Environment and Natural Resources	✓	Facilitate auto transfer payment from tenants
Social – Employment and Labour Practices	Employment	✓	Provide medical insurance to employees
	Health and Safety	✓	Safety budget of not less than 0.25% of the contract sum of each project
	Development and Training	✓	Committed to achieving zero working accidents
	Labour Standards	✓	In accordance with Hong Kong Employment Ordinance
Social – Operating Practices	Supply Chain Management	✓	Review contractor performance each time when a job is completed in order to reduce waste and not using any hazardous material during work
	Product Responsibility	✓	Ensure the hand-over quality of properties to customers is based on company pre-set standards
	Anti-corruption	✓	All employees follow anti-corruption policies
Social – Community	Community Investment	✓	Set up waste recycling facilities

## CHAPTER 3 ENVIRONMENT

### 3.1 EMISSIONS CONTROL MANAGEMENT

The Group is committed to the following emission control measures relating to air, greenhouse gas emissions, water and land discharges, and generation of hazardous and non-hazardous waste:

- Promote and implement environmental management including greenhouse gas emission, water and land discharges, and generation of hazardous and non-hazardous waste management to mitigate any environmental impact;
- Comply with the relevant environmental legislation and contractual environmental requirements;
- Provide sufficient resources for the implementation of pollution abatement, waste management and ecological mitigation.

For air emission control, the Group has adopted a business travelling policy to reduce the use of company vehicles to minimise the air emission from vehicles.

#### Annual Emission Data From Vehicles

Pollutant	Sulphur oxides (SO <sub>x</sub> )
g	53.17

#### Total Greenhouse Gas Emissions

Emission	Scope 1	Scope 2	Total	Intensity (tonnes per working day)
Carbon dioxide equivalent (tonnes)	9.46	22.96	32.42	0.13

*Note:* Scope of calculation is limited to Head Office operations. Scope 1 includes mobile combustion emission; scope 2 includes energy indirect emissions; scope 3 includes electricity used for sewage processing and business air travel by employees. Insignificant emission amounts are neglected in calculations.

As for hazardous wastes, all properties follow the Waste Disposal Ordinance and related Regulations to identify and classify hazardous waste, establish designated storage areas and appoint responsible property and technical staff to manage. Locally licenced recycling companies are engaged to handle hazardous waste delivery, processing and disposals. A professional paper recycling company has been hired for paper recycling processing. For waste reduction initiatives, the Group minimises the use of plastic products and recycles used materials in company activities. We have introduced recycling bins to all of our properties and encourage our tenants and employees to use the facilities for waste separation.



## CHAPTER 3 ENVIRONMENT

We hope these measures can help ease the pressure on landfill space and bring benefits to the environment.

### Total Waste Produced

Waste	Hazardous waste	Non-hazardous waste
Tonnes	0	0
Intensity (tonnes per working day)	0	0

Note: hazardous waste is defined as chemical waste (Cap. 354C. of the Laws of Hong Kong), clinical waste (Cap. 354, Cap. 354O of the Laws of Hong Kong, and various pieces of additional legislation) and hazardous chemicals (Cap. 595 of the Laws of Hong Kong)

As at September 30th, 2017, the Group was in compliance with all local rules and regulations relating to air, greenhouse gas emissions, water and land discharges, and generation of hazardous and non-hazardous waste.

### 3.2 EFFECTIVE USE OF RESOURCES

The Group's resources usage management strategy focuses on green documentation by using computer filing to replace printed formal copies filing. For material saving, we promote reduction at source and sustainable use of resources in order to reduce purchasing. Head office and properties are encouraged to purchase biodegradable products for company activities.

In energy strategy, the Group is committed to continual improvement in energy performance; complies with all applicable legal and other requirements; supports the purchase of energy-efficient products such as LED lighting in offices, and installs timers to ensure certain equipment is off when out of use and off-duty.

### Total Energy Consumption

Electricity (kWh in '000s)	Renewable Energy (kWh in '000s)	Total (kWh in '000s)	Intensity (kWh in '000s per working day)
29.06	0	29.06	0.117

In accordance with suggestions by the Water Supplies Department, we take various water saving measures to ensure water is utilised efficiently. These measures include installation of flow controllers in water taps, dual flush toilet cisterns, and replacement of Eco urinals with automatic sensors. As a result, we have maximised our water utilisation efficiency and save 20% of our water consumption compared to last year.

## CHAPTER 3 ENVIRONMENT

### Total Water Consumption

Total (litre)	Intensity (litre per working day)
83,000	333.3

### 3.3 THE ENVIRONMENT AND NATURAL RESOURCES

The Group's business operations seek to align and work towards environmental best practices. By implementation of green practices, we have given careful consideration to minimising any significant impact on the environment and natural resources. We have identified paper consumption as a significant environmental impact. The Leasing Department has thus provided green services to our tenants by implementation of auto transfer and electronic payments. In addition, the Group's Energy Saving Practice shows the commitment of the Group in performing in an energy responsible manner and supporting the purchase of energy services, energy efficient products and equipment that will help reduce significant energy use. For waste management, the amount of waste disposal has been well monitored by designated staff at each property to minimise the impact to the environment.



## CHAPTER 4 PEOPLE

### 4.1 RESPECT FOR LABOUR RIGHTS

The Group upholds the idea that “employees are valuable assets and human rights should be respected” and has planned a comprehensive approach of recruitment, employment, promotion and retention of employees.

Maintaining a harmonious workplace where employees are free from any form of discrimination is the Group’s commitment throughout all of our operations. We respect diversity and fairness in recruitment and promotion of our employees, regardless of race, social class, age, nationality, religion, disability, gender or sexual orientation.

The Group strives to maintain a positive work-life balance to employees that provides reasonable working hours and rest periods. We organise regular entertainment activities to reduce the stress on employees. Specific to our operations, employees are offered a range of allowances such as compensation for accidents on-duty and so on.

All work must not involve forced labour. All employees may resign upon reasonable notice. The Group prohibits child labour, forced labour and illegal workers in any workplace and has comprehensive steps to review the employment practices and eliminate undesired practices if discovered.

All of our Human Resources policies are structured to comply with legislation within the Employment Ordinance (Cap. 57), Employees’ Compensation Ordinance (Cap. 282), Personal Data (Privacy) Ordinance (Cap. 486), Sex Discrimination Ordinance (Cap. 480) and Disability Discrimination Ordinance (Cap. 487) in Hong Kong.

#### Total Work Force at Hong Kong Head Office as at September 30th, 2017

	Number
Gender	
Male	7
Female	10
Employment type	
Full-time	16
Part-time	1
Age group	
18 – 30	2
31 – 45	10
46 – 60	4
= 61/>61	1

## CHAPTER 4 PEOPLE

### Employee Turnover Rate

	Percentage (%)
Gender	
Male	0
Female	6.3
Age Group	
18 – 30	0
31 – 45	6.3
46 – 60	0
= 61/>61	0

### 4.2 SAFETY AND HEALTH

The Group is committed to maintaining safety and health at a high standard and complying with all occupational safety and health legislation, client requirements and internal safety requirements. The Group requires that all levels of management and supervision must be responsible for active participation in and adopt all feasible ways to create a safe working environment and protect employees from occupational hazards.

Employees receive safety and health training on occupational hazards to ensure that all parties, both inside and outside the Group, comply with the standards established. During February and March 2017, our staff joined Occupational Health and Safety seminars conducted by the Labour Department; topics included:

1. Prevention of Musculoskeletal Disorder of Office workers
2. Occupational stress
3. First Aid Care in the workplace

Our workplace has been provided with first aid boxes for emergency preparedness. Furthermore, the Group is planning to obtain OHSAS 18001 Occupational Safety and Health Management System certification to upgrade the standards of occupational safety and health in the near future.

## CHAPTER 4 PEOPLE

### Work Injury Statistics

	Result
Work-related fatalities	
Number	0
Rate (%)	0
Work injury	
Lost man-days	0

As at September 30th, 2017, there was no legal conviction or prosecution record in occupational safety and health.

### 4.3 EDUCATION, TRAINING AND CAREER DEVELOPMENT

Training and competence of staff are keys to the continuous growth of the business of the Group. Through comprehensive staff development, and training and examination allowance mechanisms, we broaden the professional knowledge, skills and qualifications to our staff, with the aim to create a solid foundation for the Group's sustainable development in business.

We are committed to providing adequate opportunities and subsidies to our employees to acquire job-related training and development, mainly through on-the-job training, seminars, workshops, site visits and formal training programmes.

#### Full-time Employees Trained

	Percentage (%)
Gender	
Male	28.6%
Female	44.4%
Employee category	
Senior management	0.0%
Middle management	50.0%
Junior levels	44.4%

## CHAPTER 4 PEOPLE

### Average Training Hours Completed Per Full-time Employee

	Hours
Gender	
Male	4.7
Female	7.3
Employee category	
Senior management	0.0
Middle management	9.0
Junior levels	8.0

## CHAPTER 5 OPERATING PRACTICES

### 5.1 QUALITY AND COMPLIANCE MANAGEMENT

The Group aims to reliably ensure that we deliver to our tenants and customers properties and services conforming with the following commitment:

- When the property is handed over, a list of contacts will be provided to the tenant. For any enquiry about tenancy matters or repair requests, the leasing managers will be the key contact point, and will then gather the necessary information from the respective departments and give a reply to the tenant. Means of communication include email and phone.
- The handover quality and provisions will be based on the Company's pre-set standards.
- Our Security and Technical Departments maintain a high standard of service to ensure the health and safety of our tenants and customers.

All of our properties have implemented four key steps in quality and compliance control flow:

- During the lease negotiation stage, and before the lease offer is sent out, the Leasing and Technical Departments have mutual understanding on the condition of the flat, work agenda to be agreed and the expected handover condition.
- The Technical Department works out the scope of work based on the offered terms and the existing condition of the flat.
- The contractor is required to provide photographic evidence for hidden items. During the course of work, we will send representatives to check the status of work from time to time.
- After work completion and before handover, the Leasing and Technical Departments jointly check on the flat's condition to ensure all the agreed work items have been completed to the company's satisfaction.

We highly value feedback or complaints from our stakeholders to continuously improve our business. We have introduced the new tenant request portal to tenants to report their maintenance issues. In addition, a comprehensive complaint handling procedure has been established to resolve complaints in a timely and effective manner.

## CHAPTER 5 OPERATING PRACTICES

Complaints normally relate to repair and maintenance. Upon receipt of a tenant's complaint, the following procedures will be carried out:

- Conduct inspection by our in-house technicians to assess the problem and determine whether the work can be fixed in-house or need to be outsourced.
- For urgent cases, representatives from the Technical Department will visit the site on the day or the day following the complaint to decide upon the scale and scope of rectification works.
- Temporary measures to prevent the situation from deteriorating will be carried out, if possible.
- To obtain a quotation for management approval and to have works carried out at a date/time mutually agreed between the landlord and the tenant.

	Result
Total works completed subjected to recalls for safety and health reasons	0%
Number of works and service related complaints received at corporate level	0

For customer privacy protection, individual record sheets are provided for visitors to fill in their particulars. The data will only be used for record purposes and prevention of crime. The data collected will be destroyed within three (3) months to ensure data protection. The Property Manager on-site is responsible for monitoring the implementation of such measure.

As at September 30th, 2017, the Group was in compliance with all local rules and regulations relating to health and safety, advertising, labelling and privacy matters relating to works and services provided and methods of redress.

### 5.2 SUPPLY CHAIN MANAGEMENT

Contractors and suppliers are our important business partners; therefore, active engagement with them is important to the effectiveness of every operation and managing environmental and social risks of the supply chain.

For any given project, we select contractors and suppliers based on a number of environmental and social risk factors, including a performance review in waste reduction and material usage each time when job is completed by suppliers. We also inform our contractors and suppliers about all rules during work. For example, noisy work is not allowed on public holidays. For protection of the environment and customer health and safety, we prohibit the use of hazardous materials and request contractors and suppliers to adopt the materials that fulfil international environmental standards and follow waste handling guidelines. We also instruct our contractors and suppliers to provide information related to environmental protection, together with quotations and contracts.

## CHAPTER 5 OPERATING PRACTICES

Besides giving work suggestions and methods to contractors during project execution, we engage contractors and suppliers through various channels such as face-to-face meetings, site visits, phone conferences, e-mail, etc. We believe we maintain good relationships with our contractors and suppliers. We consider such long-standing relationships with contractors enable us to have a comprehensive assessment of the contractors over the years, ensuring the quality of works in the long run.

### Number of Suppliers as at September 30th, 2017

Region	Number
Hong Kong	15
Japan	1

### 5.3 MORAL INTEGRITY AND ANTI-CORRUPTION

The Group adopted the code provisions set out in the Corporate Governance Code under Appendix 14 of the Listing Rules. Board of Directors members are responsible for corporate governance. The Board has delegated certain responsibilities to committees, including the Audit Committee, the Remuneration Committee and the Nomination Committee.

We have ethical commitments and advise our staff not to solicit or accept any advantage or bribes from our contractors or suppliers. We also require our staff to declare any conflict of interest and to avoid creating any possible conflict of interest whilst handling matters with our residents, commercial tenants or contractors or any other persons with whom the Company may have dealings. We also have our code of business conduct binding on all employees to avoid any impropriety. All staff must comply with the Prevention of Bribery Ordinance (POBO) of Hong Kong when conducting all business and affairs of the Group.

For whistle-blowing procedures apply to all parties including internal as well as external informers. Any complaints or possible breach of this Code can be made either verbally or by confidentially writing to the Audit Committee; all issues will be treated promptly and fairly. In cases of suspected corruption or other criminal offences, a report may be made to the appropriate authority.

As at September 30th, 2017, the Group was in compliance with all local rules and regulations relating to bribery, extortion, fraud and money laundering. There were no concluded legal cases regarding corrupt practices brought against the Group or its employees.



## CHAPTER 6 COMMUNITY

### 6.1 COMMUNITY PARTICIPATION

As a good corporate citizen, the Group gives support to various green activities to enhance the environment for our tenants. We joined the green recycling campaigns launched by the government to promote the importance of environmental protection to our tenants. By using various means of communication such as campaign posters, Facebook, email and notice boards, we trust that our green activities promotions will reach our tenants.

### 6.2 FOCUS AREAS

To develop an awareness of protection and preservation regarding the environment amongst tenants, the Group has assigned resources from the Property Management Department to set up recycling bins at residential and commercial buildings to encourage waste recycling. In addition, the "Skip lunch" campaign was launched successfully in March 2017 to benefit the "Services for Street Sleepers, Residents in Cage Homes and Cubicles" supported by the Community Chest.

## APPENDIX 1 HKSE ESG REPORTING GUIDE CONTENT INDEX TABLE

HKSE ESG Reporting Guide	Description	Chapter	Remark
<b>A. Environmental</b>			
<b>Aspect A1: Emissions</b>			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	3.1 Emissions Control Management	
KPI A1.1	The types of emissions and respective emissions data.	3.1 Emissions Control Management	
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	3.1 Emissions Control Management	
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	3.1 Emissions Control Management	

## APPENDIX 1 HKSE ESG REPORTING GUIDE CONTENT INDEX TABLE

HKSE ESG Reporting Guide	Description	Chapter	Remark
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	3.1 Emissions Control Management	
KPI A1.5	Description of measures to mitigate emissions and results achieved.	3.1 Emissions Control Management	
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	3.1 Emissions Control Management	
<b>Aspect A2: Use of Resources</b>			
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	3.2 Effective Use of Resources	
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).	3.2 Effective Use of Resources	
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	3.2 Effective Use of Resources	

## APPENDIX 1 HKSE ESG REPORTING GUIDE CONTENT INDEX TABLE

HKSE ESG Reporting Guide	Description	Chapter	Remark
KPI A2.3	Description of energy use efficiency initiatives and results achieved.	3.2 Effective Use of Resources	
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	3.2 Effective Use of Resources	
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.		Packaging material is not identified as a material aspect in business of the Company. Such disclosure is omitted.
<b>Aspect A3: The Environment and Natural Resources</b>			
General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources.	3.3 The Environment and Natural Resources	
KPI A3.1	Description of the significant impact of activities on the environment and natural resources and the actions taken to manage them.	3.4 The Environment and Natural Resources	

## APPENDIX 1 HKSE ESG REPORTING GUIDE CONTENT INDEX TABLE

HKSE ESG Reporting Guide	Description	Chapter	Remark
<b>B. Social</b>			
<b>Employment and Labour Practices</b>			
<b>Aspect B1: Employment</b>			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	4.1	Respect for Labour Rights
KPI B1.1	Total workforce by gender, employment type, age group and geographical region.	4.1	Respect for Labour Rights
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	4.1	Respect for Labour Rights

## APPENDIX 1 HKSE ESG REPORTING GUIDE CONTENT INDEX TABLE

HKSE ESG Reporting Guide	Description	Chapter	Remark
<b>Aspect B2: Health and Safety</b>			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	4.2 Safety and Health	
KPI B2.1	Number and rate of work-related fatalities.	4.2 Safety and Health	
KPI B2.2	Lost days due to work injury.	4.2 Safety and Health	
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	4.2 Safety and Health	
<b>Aspect B3: Developing and Training</b>			
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	4.3 Education, Training and Career Development	

## APPENDIX 1 HKSE ESG REPORTING GUIDE CONTENT INDEX TABLE

HKSE ESG Reporting Guide	Description	Chapter	Remark
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	4.3 Education, Training and Career Development	
KPI B3.2	The average training hours completed per employee by gender and employee category.	4.3 Education, Training and Career Development	
<b>Aspect B4: Labour Standards</b>			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	4.1 Respect for Labour Rights	
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	4.1 Respect for Labour Rights	
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	4.1 Respect for Labour Rights	



## APPENDIX 1 HKSE ESG REPORTING GUIDE CONTENT INDEX TABLE

HKSE ESG Reporting Guide	Description	Chapter	Remark
<b>Operating Practices</b>			
<b>Aspect B5: Supply Chain Management</b>			
General Disclosure	Policies on managing environmental and social risks of the supply chain.	4.2 Supply Chain Management	
KPI B5.1	Number of suppliers by geographical region.	4.2 Supply Chain Management	
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	4.2 Supply Chain Management	
<b>Aspect B6: Product Responsibility</b>			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	5.1 Quality and Compliance Management	

## APPENDIX 1 HKSE ESG REPORTING GUIDE CONTENT INDEX TABLE

HKSE ESG Reporting Guide	Description	Chapter	Remark
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	5.1 Quality and Compliance Management	
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	5.1 Quality and Compliance Management	
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.		Intellectual property rights is not identified as a material aspect in business of the Company. Such disclosure is omitted.
KPI B6.4	Description of quality assurance processes and recall procedures.	5.1 Quality and Compliance Management	
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	5.1 Quality and Compliance Management	
<b>Aspect B7: Anti-corruption</b>			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	5.3 Moral Integrity and Anti-corruption	

## APPENDIX 1 HKSE ESG REPORTING GUIDE CONTENT INDEX TABLE

HKSE ESG Reporting Guide	Description	Chapter	Remark
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	5.3 Moral Integrity and Anti-corruption	
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	5.3 Moral Integrity and Anti-corruption	
<b>Community</b>			
<b>Aspect B8: Community Investment</b>			
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	6.1 Community Participation	
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	6.2 Focus Areas	
KBI B8.2	Resources contributed (e.g. money or time) to the focus area.	6.2 Focus Areas	



## SHARE YOUR VIEWS WITH US!

We value your views on our Environmental, Social and Governance Report 2016/2017. Your feedback helps us realise our vision for a sustainable future. We invite you to share your comments by contacting us at:

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