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## 11.1 INDEX OF ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE OF HKEX

A. Environment			
	Disclosure Requirement	Disclosure Section	Notes
<b>A1 Emissions</b>	General disclosure KPI A1.2, A1.4, A1.5, A1.6	Communion Building and Eco-friendly Development	1) KPI A1.1 is not applicable as gas emissions are not significant in its scope of operations 2) According to the business nature and actual operation of Yuexiu Property, its wastes are mainly from living and office sources, without any wastes generated in the Dangerous Waste Inventory of China, so KPI A1.3 is not applicable
<b>A2 Use of Resources</b>	General disclosure KPI A2.1, A2.2, A2.3, A2.4	Communion Building and Eco-friendly Development	1) KPI A2.5 is not applicable as the products involved in the main businesses of the Group do not require packaging materials
<b>A3 Environment and Natural Resources</b>	General disclosure KPI A3.1	Communion Building and Eco-friendly Development	
B. Society			
	Disclosure Requirement	Disclosure Section	Notes
<b>B1 Employment</b>	General disclosure KPI B1.1, B1.2	People-oriented and Pleasant Atmosphere	
<b>B2 Health and Safety</b>	General disclosure KPI B2.1, B2.2, B2.3	People-oriented and Pleasant Atmosphere	
<b>B3 Development and Training</b>	General disclosure KPI B3.1, B3.2	People-oriented and Pleasant Atmosphere	
<b>B4 Labour Standards</b>	General disclosure KPI B4.1, B4.2	People-oriented and Pleasant Atmosphere	
<b>B5 Supply Chain Management</b>	General disclosure KPI B5.1, B5.2	Quality Product and Progressive Development	
<b>B6 Product Responsibility</b>	General disclosure KPI B6.2, B6.3, B6.4, B6.5	Quality Product and Progressive Development  Full Hearted Commitment and Sincere Service	1) There were no product and service recall events that had a significant impact on the Group's operations during the reporting period and therefore KPI B6.1 does not apply
<b>B7 Anti-corruption</b>	General disclosure KPI B7.1, B7.2	Consistent Compliance and Effective Governance	
<b>B8 Community</b>	General disclosure KPI B8.1, B8.2	Payback to Community with Great Love	



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## 11.2 POLICY LIST

ESG Indicator	Laws, Regulations/Policies	Internal Policy
<b>A Environment</b>	<p>National Hazardous Waste Inventory</p> <p>Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste</p> <p>Eco-friendly Construction Evaluation Standard for Building Engineering</p> <p>Environmental Protection Law of the People's Republic of China</p>	<p>Waste and Chemicals Management Procedures</p> <p>Environmental Factor Identification and Evaluation Management Procedure</p> <p>Eco-friendly Construction Management Rules</p>
<b>B1 Employment</b>	<p>Labour Law of the People's Republic of China</p> <p>Labour Contract Law of the People's Republic of China</p> <p>Employment Promotion Law of the People's Republic of China</p> <p>Social Insurance Law of the People's Republic of China</p> <p>Provisions of the People's Republic of China on the Prohibition of the Use of Child Labour</p> <p>Law of the People's Republic of China on the Protection of Minors</p>	<p>Yuexiu Property Compensation Management Standard</p> <p>Yuexiu Property Performance Management Standards</p> <p>Yuexiu Property Job Position Management Standard</p> <p>Yuexiu Property Rewards and Penalty Management Standard</p> <p>Yuexiu Property Employee Onboarding and Offboarding Management Guidelines</p>
<b>B2 Health and Safety</b>	<p>Labour Law of the People's Republic of China</p> <p>Fire Prevention Law of the People's Republic of China</p> <p>Production Safety Law of the People's Republic of China</p> <p>Law of the People's Republic of China on the Prevention and Control of Occupational Diseases</p> <p>Industrial Injury Insurance Ordinance</p> <p>Regulations on Safety Production License</p> <p>OHSAS 18001 Occupational Health and Safety Management System</p> <p>Provisions on the Supervision and Administration of Occupational Health in the Workplace</p> <p>Regulations on the Reporting, Investigation and Handling of Production Safety Accidents</p>	<p>Responsibility System for Safety in Production</p> <p>Occupational Health Management</p> <p>Security/Deposit System for Safe Production Responsibilities</p> <p>Detailed Rules for Implementation of Public Security</p> <p>Safe Production Assessment and Rewards and Punishment System</p> <p>Occupational Health Management System</p> <p>Input and Guarantee System for Safety in Production</p>
<b>B3 Development and Training</b>		<p>Yuexiu Property Learning and Development System</p>
<b>B5 Supply Chain Management</b>	<p>Tendering and Bidding Law of the People's Republic of China</p>	<p>Management Rules of RFP Leading Team Meetings</p> <p>Management Guidelines of Bidding Evaluation Experts for Construction Projects</p> <p>Construction Project Suppliers Management Rules</p> <p>Management Measures for Contractors and Evaluation Experts Selection</p> <p>Strategic Procurement Results Management Rules</p> <p>Management Rules for Bidding invitation and Procurement for Non-construction Projects</p> <p>Management Measures of Bidding Invitation for Construction Projects</p> <p>Tendering and Procurement Administrative Measures (Revised)</p> <p>Construction Project Suppliers Management Rules (Revised)</p> <p>Materials and Equipment Suppliers Shortlisting Guidelines (Provisional)</p> <p>Management Rules for Design (Consulting) Service Providers</p>





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ESG Indicator	Laws, Regulations/Policies	Internal Policy
<b>B6</b> <b>Product</b> <b>Responsibility</b>	Trademark Law of the People's Republic of China Advertisement Law of the People's Republic of China Patent Law of the People's Republic of China Construction Law of the People's Republic of China Fire Prevention Law of the People's Republic of China Product Quality Law of the People's Republic of China Consumer Protection Law of the People's Republic of China Guiding Opinions of the General Office of the State Council on Vigorously Developing Prefabricated Buildings Opinions on Promoting the Modernization of Housing Industry and Improving Housing Quality National Guidelines for Design of 1- and 2-Star Eco-friendly Building Management Measures for 1 and 2-Star Eco-friendly Building Identification Logo (For Trial Implementation) Detailed Rules for Implementation of Eco-friendly Building Identification Logo (Revised for Trial Implementation) GB50368-2005 Construction Code for Residential Buildings Measures for Regulating the Sales of Commercial Houses	Mainstream Product Process Management Manual for Refined Decoration Residential Project Quality Acceptance Standards Project Quality Evaluation Management Rules (Revised) Product Quality Assessment and Accountability Rules (for Trial Implementation) Working Surface Handover Guidelines for Refined Decoration Projects Project Model Management Guidelines (for trial Implementation) Third Party Testing Guide for Materials and Equipment (2016 edition) Guidelines on Refined Decoration Materials Management for Residential Projects Product Quality Assessment and Accountability Rules Yuexiu Property Standardization Atlas for Safe and Civilized Construction Mutual Conditions Check Card Preliminary Design Description Template Review Requirements on Major Changes in Project Design Process Quality Management System for Conceptual Design Quality Management System for Scheme Design Quality Management System for Preliminary Design Quality Management System for Construction Drawing Design Mobile Case Manager Management Standards (Provisional) Annual Resident Satisfaction Survey Plan Complaint Handling Procedures Guidelines on Customer Contact Management During the After-Sales Service Phase
	<b>B7</b> <b>Anti-Corruption</b>	Yuexiu Property Guidelines for Full Implementation of Talks around the Principal Roles with respect to Strict CPC Governance Yuexiu Property Implementation Plan for the Supervision of CPC Discipline Committee over Grassroots Conduct Guidelines for the Implementation of the "Three Important and One Large" Decision-Making System Detailed Rules for the Supervision and Administration Guidelines for Ombudsman System



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## 11.3. KPI LIST

ESG Indicator	Unit	Quantity
<b>A1. Emissions</b>		
<b>A1.2 Greenhouse gas emissions and density</b>		
Category I: Carbon dioxide emissions	Ton	640.90
Category II: Carbon dioxide emissions	Ton	36,063.50
Total Carbon dioxide emissions	Ton	36,704.40
Emission density	Ton/RMB1,000,000 revenue	1.54
Emission density	Ton/person	5.04
<b>A1.4 Waste</b>		
Waste fluorescent tube	Piece	19,408
Printer cartridge	Piece	839
Horticultural waste	Ton	813.70
<b>A1.6 Total waste recovery</b>		
Recovery of waste paper/waste paper skin	Ton	214.89





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ESG Indicator		Unit	Quantity
<b>A2. Use of Resources</b>			
<b>A2.1</b>	<b>Total energy consumption and density</b>		
	Gasoline	Litre	195,158.90
	Diesel oil	Litre	63,919.60
	Canned LPG	Kg	8,598.00
	Natural gas	m <sup>3</sup>	1,545,252.00
	Pipeline gas	m <sup>3</sup>	54,779.80
	Total electricity consumption	KWH	55,241,556.91
	Electricity - Residential property	KWH	28,280,152.90
	Electricity - Commercial property	KWH	24,995,716.32
	Electricity - Headquarters and branches office area	KWH	1,965,687.69
	Total energy consumption	KWH	74,913,159.00
	Energy consumption intensity	KWH/RMB1,000,000 revenue	3,148.94
	Energy consumption intensity	KWH/person	10,290.27
<b>A2.2</b>	<b>Water consumption and density</b>		
	Water - Residential property	m <sup>3</sup>	2,392,823.29
	Water - Commercial property	m <sup>3</sup>	391,590.00
	Water - Headquarters and branches office area	m <sup>3</sup>	21,537.26
	Total water consumption	m <sup>3</sup>	2,805,590.55
	Total water consumption intensity	m <sup>3</sup> /person	385.43
	Total water consumption intensity	m <sup>3</sup> /RMB1,000,000 revenue	117.95

**Note:**

1. The annual environmental statistics for 2017 covers Yuexiu Property's office areas (including a total of 15 office areas, i.e. those of the headquarters, branches and regional companies), and the residential and commercial property managed by the Group (including the waste, energy consumption, water consumption and carbon emissions of the property management office and non-shared areas). The data with respect to energy consumption, water consumption, and greenhouse gas emissions were only collected for the projects under operation for 12 months or more as a going concern.
2. Carbon emission refers to carbon dioxide emission only, excluding types of greenhouse gas such as methane and nitrous oxide emitted by other emission sources.
3. Due to the business nature of Yuexiu Property, exhaust emissions, including nitrogen oxides, sulphur oxides and other pollutants discharged under the national laws and regulations, are not significant during the daily operation.
4. According to the ISO14064 GHG inventory standards, GHG emissions category I refers to direct greenhouse gas emissions, particularly direct emission sources owned and controlled by the organization, such as emissions from its own vehicles; GHG emissions category II refers to indirect energy emission sources, such as indirect green-house gas emissions caused by the purchase of electricity.
5. Carbon dioxide is accounted according to the Accounting Method and Reporting Guide for Greenhouse Gas Emissions from Industry and Other Sectors (for Trial Implementation) issued by the National Development and Reform Commission, where the emission factor of the outsourced power uses those of the South China grid (refer to China Regional Grid Baseline Emission Factors, which is published once a year)



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ESG Indicator		Unit	Quantity
<b>B1. Employment</b>			
<b>B1.1</b>	<b>Number of employees</b>		
	Total number of employees	person	7,280
Gender	Male employees	person	4,762
	Female employees	person	2,518
Type of Employee	Senior management	person	116
	Middle management	person	491
	Grass-roots employees	person	6,673
Age	29 years old and younger	person	2,132
	30-49 years old	person	4,541
	50 years old or older	person	607
Region	Mainland China	person	7,253
	Overseas	person	27
<b>B2. Health and Safety</b>			
<b>B2.1</b>	<b>Work-related fatalities</b>		
	Work-related fatalities	person	1
	Work-related injuries	case	18
<b>B2.2</b>	<b>Total number of days lost due to work-related injuries</b>		
	Total number of days lost due to work-related injuries	day	828
<b>B3. Development and Training</b>			
<b>B3.1</b>	<b>Number of persons attending training</b>		
	Total number of persons attending training	percentage	100%
Gender	Male employees	percentage	61.7%
	Female employees	percentage	38.3%
Type of Employee	Senior management	percentage	2.3%
	Middle management	percentage	10.2%
	Grass-roots staff	percentage	87.5%
<b>B3.2</b>	<b>Training hours</b>		
	Average training hours - all employees	Hours/person	26.8
Gender	Average training hours - male	Hours/person	23.4
	Average training hours - female	Hours/person	33.4
Type of Employee	Average training hours - senior management	Hours/person	42.3
	Average training hours - middle management	Hours/person	37.5
	Average training hours - grass-roots employees	Hours/person	25.8





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ESG Indicator		Unit	Quantity
<b>B5. Supplier Management</b>			
<b>B5.1</b>	<b>Number of suppliers</b>		
Region	Total	supplier	4,312
	South China	supplier	3,257
	East China	supplier	551
	North China	supplier	98
	Central China	supplier	152
	Northeast China	supplier	228
	Southwest China	supplier	13
	Northwest China	supplier	1
	Hong Kong, Macau, Taiwan and overseas	supplier	12
<b>B6. Product Responsibility</b>			
<b>B6.2</b>	<b>Number of complaints received about products and services</b>		
	Property-related complaints	case	1,123
	Quality-related complaints	case	178
	Marketing services related complaints	case	95
	Other complaint type	case	68
<b>B8. Community Investment</b>			
<b>B8.2</b>	<b>Use of resources in specified category</b>		
	Charitable donations	RMB1 million	9.67
	Statistics - employees' participation in public benefit/voluntary events	person-time	2,274



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## 11.4. GLOBAL REPORTING INITIATIVE (GRI) GUIDELINES CONTENT INDEX - CORE OPTIONS

GRI Guidelines Indicators	Details	Disclosure Section	Notes
<b>General standard disclosures</b>			
<b>Organisational profile</b>			
102-1	Name of the organization	About Yuexiu Property Company Limited	
102-2	Primary brands, products and services	About Yuexiu Property Company Limited	
102-3	Location of the organisation's headquarters	About Yuexiu Property Company Limited	Guangzhou
102-4	The location where the organisation operates	About Yuexiu Property Company Limited	
102-5	Nature of ownership	About Yuexiu Property Company Limited	Listed on SEHK
102-6	Markets served	About Yuexiu Property Company Limited	
102-7	Scale of the organisation	About Yuexiu Property Company Limited	Details of the financial breakdown are set out in the 2016/17 Annual Reports
102-8	Data relating to employee and other workers	People-oriented and Pleasant Atmosphere	Seasonal and part-time jobs did not cause significant changes in the total number of employees
102-9	Description about supply chain	Quality Product and Progressive Development	
102-10	Significant changes in the size, structure, ownership or supply chain of the organisation	N/A	No significant change
102-11	How the precautionary approach or principle is addressed by the organisation	Quality Product and Progressive Development; Full Hearted Commitment and Sincere Service	
102-12	Endorsed charters	Full Hearted Commitment and Sincere Service; Quality Product and Progressive Development	
102-13	External memberships	About the Report; Consistent Compliance and Effective Governance	Member of Guangdong Real Estate Association
<b>Strategy and analysis</b>			
102-14	Statements of Decision Makers	Management Message	
<b>Ethics and integrity</b>			
102-16	Description of the organization's values, principles, standards and norms of behaviour	Sustainability Approaches; Management Message	For details, please visit our website: <a href="http://www.yuexiuproperty.com/gwym/ppln/">http://www.yuexiuproperty.com/gwym/ppln/</a>
<b>Governance</b>			
102-18	Governance structure	Sustainability Approaches	
<b>Communication with stakeholders</b>			
102-40	Stakeholders contacted by the organisation	Consistent Compliance and Effective Governance	
102-41	Collective bargaining agreement	N/A	
102-42	Basis for identification and selection of stakeholders	Consistent Compliance and Effective Governance	The basis for identification of stakeholders is their recognition of the specific major issues and businesses described in the Report
102-43	The way and frequency of communication with stakeholders	Consistent Compliance and Effective Governance	
102-44	Key issues and concerns that have been raised by stakeholders, and how the organization has responded to those key issues and concerns	Consistent Compliance and Effective Governance	





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GRI Guidelines Indicators	Details	Disclosure Section	Notes
<b>General standard disclosures</b>			
<b>Reporting Practices</b>			
102-45	Entities included in the financial statements; reference to entities that are not covered by this Report	About the Report	
102-46	Identified material aspects and boundary	Consistent Compliance and Effective Governance	
102-47	List of materiality issues	Consistent Compliance and Effective Governance	
102-48	Explanation of the effect of any restatements of information provided in earlier reports, and the reasons for such restatement	N/A	
102-50	Significant changes in the scope and boundary	About the Report	No significant change in the boundary
102-50	Reporting period	About the Report	
102-51	Date of the last report	N/A	Please refer to the 2016 ESG report of Yuexiu Property
102-52	Reporting cycle	About the Report	
102-53	Contact information	About the Report	
102-54	GRI options to follow	About the Report	Core options
102-55	GRI Content Index	Global Reporting Initiative (GRI) Guidelines Content Index	
102-56	External certification	N/A	
<b>Management Approach</b>			
103-1	Explanation, description and boundary of materiality issues	Consistent Compliance and Effective Governance	
103-2	Management Approach and its elements	Consistent Compliance and Effective Governance	
103-3	Review of Management Approach	Consistent Compliance and Effective Governance	
<b>Economic Topics</b>			
<b>Economic Performance</b>			
Management Approach		About Yuexiu Property Company Limited	
201-1	Direct economic value generated and distributed by the organization	About Yuexiu Property Company Limited	
<b>Indirect economic impacts</b>			
Disclosure of Management Approach		Quality Product and Progressive Development; Payback to Community with Great Love	
203-1	Carrying out infrastructure investments and supporting services and its impact	Quality Product and Progressive Development; Payback to Community with Great Love	
<b>Purchasing practices</b>			
Disclosure of Management Approach		Quality Product and Progressive Development	
204-1	Proportion of spending on local suppliers at significant locations of operation	Quality Product and Progressive Development	



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GRI Guidelines Indicators	Details	Disclosure Section	Notes
<b>Environmental Topics</b>			
<b>Energy</b>			
	Disclosure of Management Approach	Communion Building and Eco-friendly development; Content Index and List	
302-1	Energy consumption within the organisation	Communion Building and Eco-friendly development; Content Index and List	
302-3	Energy intensity	Communion Building and Eco-friendly development; Content Index and List	
<b>Water</b>			
	Disclosure of Management Approach	Communion Building and Eco-friendly development; Content Index and List	
303-1	Total water withdrawal by source	Communion Building and Eco-friendly development; Content Index and List	Within the scope of the Report, municipal water supply was the only source of water
<b>Emissions</b>			
	Disclosure of Management Approach	Communion Building and Eco-friendly development; Content Index and List	
305-1	Direct greenhouse gas (GHG) emission (Scope 1)	Content Index and List	
305-2	Energy indirect GHG emissions (Scope 2)	Content Index and List	
<b>Sewage and Waste</b>			
	Disclosure of Management Approach	Communion Building and Eco-friendly development	
306-2	Total weight of waste by type and disposal method	Communion Building and Eco-friendly development; Content Index and List	
<b>Social Topics</b>			
<b>Employment</b>			
	Disclosure of Management Approach	People-oriented and Pleasant Atmosphere	
401-1	Onboarding and offboarding employees	People-oriented and Pleasant Atmosphere	
<b>Occupational health and safety</b>			
	Disclosure of Management Approach	People-oriented and Pleasant Atmosphere	
<b>Training and education</b>			
	Disclosure of Management Approach	People-oriented and Pleasant Atmosphere	
404-1	Average training hours per year per employee	People-oriented and Pleasant Atmosphere	
<b>Local communities</b>			
	Disclosure of Management Approach	Payback to Community with Great Love	
413-1	Operating activities relating to social engagement, social impact assessment and neighbourhood development plan	Payback to Community with Great Love	





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GRI Guidelines Indicators	Details	Disclosure Section	Notes
<b>Social Topics</b>			
<b>Customer Health and Safety</b>			
	Disclosure of Management Approach	Full Hearted Commitment and Sincere Service; Content Index and List	
413-1	Breaches of health and safety law and regulations relating products and services	N/A	No incidents occurred during the reporting period
<b>Customer Privacy</b>			
	Disclosure of Management Approach	Full Hearted Commitment and Sincere Service	
419-1	Total number of substantiated complaints regarding breaches of customer privacy or losses of customer data	N/A	During the reporting period, the Group had no complaints regarding breaches of customer privacy or losses of customer data
<b>Complaint Mechanism</b>			
	Disclosure of Management Approach	Full Hearted Commitment and Sincere Service	
<b>Compliance</b>			
	Disclosure of Management Approach	Consistent Compliance and Effective Governance	
307-1	Breaches of environmental law and regulations	N/A	No incidents occurred during the reporting period
419-1	Breaches of social law and regulations	N/A	No incidents occurred during the reporting period