



众安房产  
ZHONG AN REAL ESTATE

(股份代號 Stock Code : 00672.HK)

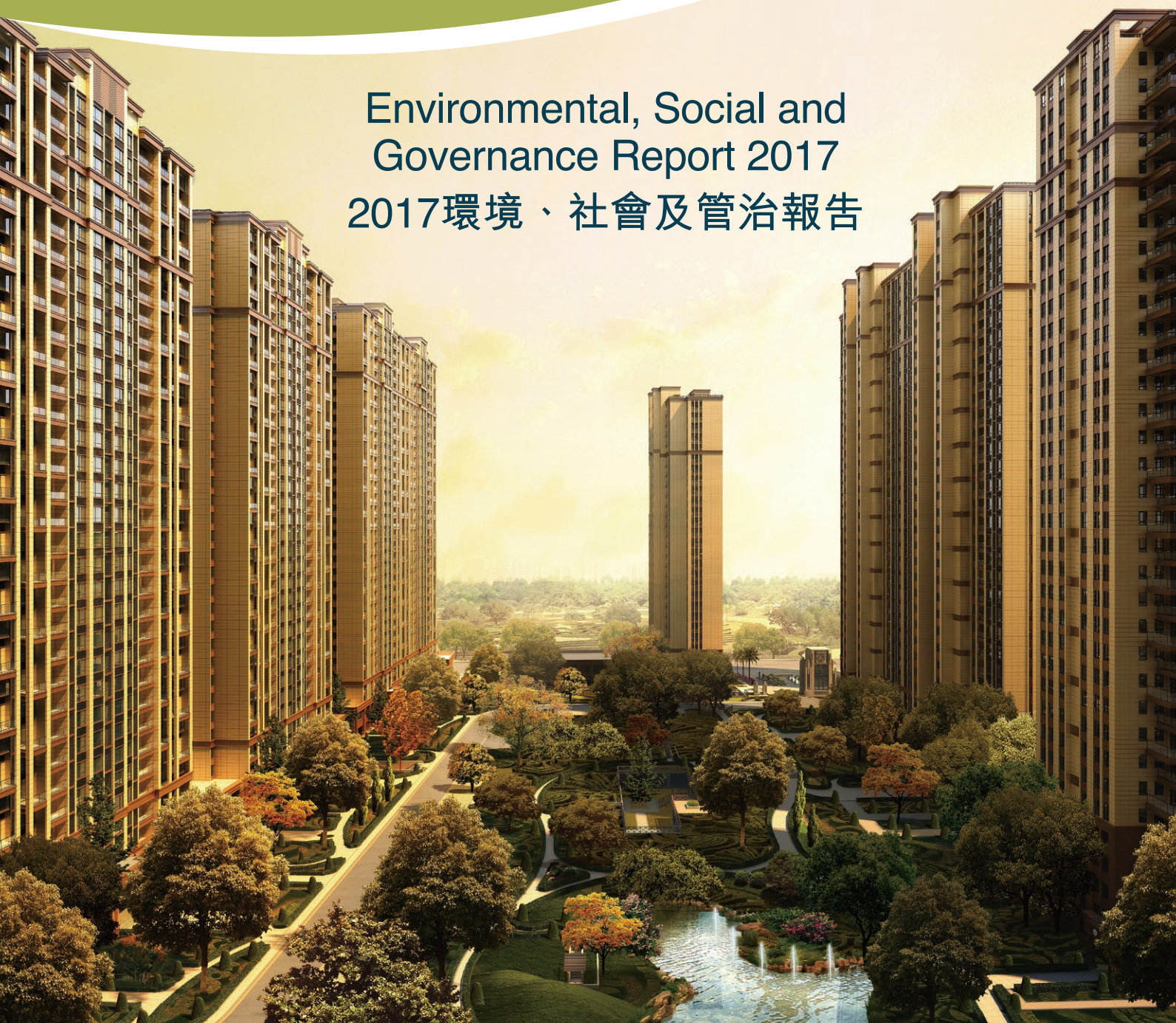
眾安房產有限公司

ZHONG AN REAL ESTATE LIMITED

(incorporated in the Cayman Islands with limited liability)  
(於開曼群島註冊成立的有限公司)

**2HONG**  
**AN17**

Environmental, Social and  
Governance Report 2017  
2017環境、社會及管治報告



# Environmental, Social and Governance Report 2017

## 環境、社會及管治報告2017

### ABOUT THE GROUP

Founded in 1997, Zhong An Real Estate Limited (the “Company”) and its subsidiaries (collectively, the “Group”) were listed on the Main Board (the “Main Board”) on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) on 13 November 2007. Amongst the real estate developers in Zhejiang Province, Zhong An was the second one listed on the Main Board, and the largest one in terms of proceeds raised from the IPO at the time of its listing. The Group is a leading real estate developer in Yangtze River Delta Region and primarily engaged in domestic residential real estate development, commercial real estate development and operation, property leasing, hotel operation and so on. The Hong Kong office is mainly responsible for compliance matters for listing on the Main Board.

While the business operation of China New City Commercial Development Limited (“China New City”) (Stock code: 1321) – in which the Group held 68.69% interest as at 31 December 2017 – is covered in this report, China New City is also issuing a stand-alone ESG report.

### About this Report

This report is a report prepared to summarize the Group’s performance in the environmental, social and governance aspects (the “ESG Report”). This ESG Report is issued in accordance with the “Environmental, Social and Governance Reporting Guide” (the “ESG Guide”) as contained in the Appendix 27 to the Rules Governing the Listing of Securities on the Main Board of the Stock Exchange and the “comply or explain” provisions thereof.

Unless otherwise stated, this ESG Report covers the Group’s overall performance, risks, strategies, measures and commitments in four major aspects, namely quality of working environment, environmental protection, operating practices and community participation during the year ended 31 December 2017 (the “Reporting Period” or the “Year 2017”).

During the Reporting Period, the Group was principally engaged in real estate development, property leasing and hotel operation in Mainland China. Therefore, this ESG Report mainly discusses on such businesses, and all information contained herein is from the Group’s official documents or statistical reports. In addition, the key performance indicators as set out in this ESG Report do not include the data of China New City.

### 關於本集團

眾安房產有限公司（「本公司」）及其附屬公司（統稱「本集團」）於一九九七年成立，並於二零零七年十一月十三日在香港聯合交易所有限公司（「聯交所」）主板（「主板」）上市，成為浙江省第二家在香港主板上市的房產企業，並創下當時浙江房企在港上市融資之最。本集團是中國長江三角地區具領先地位的房地產發展商，主要業務包括於中國內地從事住宅房地產開發、商業地產開發及運營、物業租賃及酒店運營等。香港辦公室則主要負責本公司在主板上市的相關合規事宜。

於二零一七年十二月三十一日，本集團持有另一家上市公司中國新城市商業發展有限公司（「中國新城市」）（股份代號：1321）的68.69%權益，其業務將涵蓋於本報告內，而中國新城市亦會另外刊發一份獨立的環境、社會及管治報告。

### 關於本報告

本報告為概述本集團在環境、社會及管治範疇上的表現所編撰之報告（「ESG報告」）。本ESG報告乃應聯交所主板上市規則附錄27所載的「環境、社會及管治報告指引」（「ESG指引」）及其「不遵守就解釋」條文而發表。

除另有說明者外，本ESG報告涵蓋本集團於截至二零一七年十二月三十一日止年度（「報告期間」或「二零一七年度」），在工作環境質量、環境保護、營運常規及社區參與等四個方面之整體表現、風險、策略、措施及承諾。

報告期間，本集團主要於中國內地從事房地產開發、物業租賃及酒店運營。因此，本ESG報告主要闡述上述業務。本ESG報告中所有資料來自本集團的正式文件或統計報告。另外，本ESG報告中所載列之關鍵績效指標數據不包括中國新城市的數據。

## Environmental, Social and Governance Report 2017

### 環境、社會及管治報告2017

For the Group's corporate governance structure and other relevant information, please refer to the section headed Corporate Governance Report on page 38 to 57 in the Annual Report 2017.

有關本集團企業管治架構及其他相關資料，請參閱《二零一七年年報》第38至57頁《企業管治報告》章節。

## Involvement of and Communication with the Stakeholders

The Group is dedicated to providing updated information about its operations to its external stakeholders through various channels, including official financial reports, statutory disclosure, shareholder meetings, investor and media events. This ESG Report will allow the stakeholders to better understand the performances of the Group on aspects besides financial results and business operations.

We welcome stakeholders' feedback on this ESG Report to help improve our sustainability policies. Please share your views with us through the followings:

Correspondence address: Room 4006, 40/F,  
China Resources Building  
26 Harbour Road  
Wanchai, Hong Kong

Facsimile: (852) 2877 6990

E-mail: ir@zafc.com

## 持份者參與及溝通

本集團積極透過不同渠道，包括正式財務報告、法定披露、股東大會、各類投資者及媒體活動等方式，為外部持份者提供有關本集團最新經營狀況的訊息。而藉著本ESG報告，我們希望能讓持份者了解本集團在財務業績及業務經營以外的表現。

如閣下對本ESG報告有任何反饋，歡迎以下列方式與本集團分享寶貴意見，令我們得以完善我們的可持續發展政策：

郵寄地址：香港灣仔港灣道26號  
華潤大廈40樓4006室

傳真：(852) 2877 6990

電郵：ir@zafc.com

## Mission and Vision

The Group upholds its core corporate culture of "committed and practical; united and aggressive; creative and efficient; honest and sincere". Adhering to the principle of property development at low costs and in a people-oriented approach, the Group persists in building urban complexes and diversity into residential and commercial service sector. It strives to become one of the most competitive property developers in the Yangtze River Delta Region, realizing diversification and synergies in terms of business and product mix. Meanwhile, the Group will maintain high environmental and social standards to secure the sustainable corporate development, understand the requirements of the stakeholders and maximize the values of the shareholders of the Company.

## 使命及願景

本集團秉持「敬業求實、團結進取、創新高效、誠信公開」的核心企業文化，致力以低成本的房產開發為基礎，以生命服務為主線，打造城市生活綜合體，推進住宅和商業服務業。本集團矢志成為長三角乃至全國最具競爭力房地產開發商之一，實現業務及產品組合多元化和協同化；同時，本集團一直致力維持高環保及社會標準，確保企業可持續發展，滿足持份者的需求，並為本公司股東創造最大價值。

## Policies on Corporate Social Responsibilities

Through continuous communication with the stakeholders, such as shareholders, investors, employees, state and local authorities, suppliers and business partners, and the community, we are able to understand their needs and formulate appropriate policies which help fulfill the Group's corporate social responsibilities ("CSR"). Such policies are to balance the respective interests of stakeholders and have been incorporated in our business decision making.

Clear instructions to comply with or exceed minimum legal standards have been set forth, with a view to achieving best practice for the Group's daily operation. The CSR policies are applicable to all directors, senior executives and other employees and are made aware to the suppliers and other related parties to ensure our values are in alignment.

## ENVIRONMENTAL ASPECTS

The Company recognizes the importance of good environmental stewardship and is committed to protecting the environment. The Group integrates environmental considerations into the business processes (such as real estate development and commercial property operation) and strives to comply with local regulations and industry-specific guidelines to help improve the environment.

We closely monitor any changes in and strictly comply with the country's or local environmental laws and regulations, including the Environmental Protection Law of the People's Republic of China 《中華人民共和國環境保護法》, Law of the People's Republic of China on Prevention and Control of Pollution From Environmental Noise 《中華人民共和國環境噪聲污染防治法》, Law of the People's Republic of China on Prevention and Control of Atmospheric Pollution 《中華人民共和國大氣污染防治法》, Law of the People's Republic of China on Water Pollution Prevention and Control 《中華人民共和國水污染防治法》, Law of the People's Republic of China on Appraising of Environment Impacts 《中華人民共和國環境影響評價法》, Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes 《中華人民共和國固體廢物污染環境防治法》.

## 企業社會責任政策

藉著與不同持份者的持續溝通，包括股東、投資者、員工、國家及地方政府、供應商及合作夥伴、以及社區大眾等，讓我們了解持份者需要，使本集團能為履行企業社會責任訂立合適政策，權衡一眾持份者的利益。我們將有關政策及理念融入營運決策當中。

本集團已為日常營運訂立清晰的要求，致力遵守及甚至優於最低法律標準，達致最佳實務指引。我們的企業社會責任政策適用於全體董事、高級行政人員及所有其他員工，並讓供應商等所有相關方認識我們的相關政策，確保價值觀貫徹一致。

## 環境層面

本公司重視良好的環境管理，致力保護環境。本集團在業務過程中（例如房地產開發及商業物業營運等）融入環保理念，遵守當地監管機構規定及行業適用指引，以持續協助改善環境。

我們密切留意國家及地區最新的環境保護法律法規，嚴格遵守包括《中華人民共和國環境保護法》、《中華人民共和國環境噪聲污染防治法》、《中華人民共和國大氣污染防治法》、《中華人民共和國水污染防治法》、《中華人民共和國環境影響評價法》、《中華人民共和國固體廢物污染環境防治法》等相關法律法規。

During the Reporting Period, the Group did not violate any environmental protection laws and regulations that had a significant impact on the Group relating to emissions of exhaust gas and greenhouse gas, discharges into water and land, generation of hazardous and non-hazardous waste. The Group also confirmed that it was not subject to relevant governmental penalties due to any violation of aforesaid laws and regulations in the business course during the Reporting Period.

## 1. Emissions

### *i. Air pollution – greenhouse gas and exhaust gas*

Greenhouse gases generated during the daily business activities mainly include the direct exhaust gas emitted by various construction machinery and transport vehicles for project construction, and those from the electricity and paper consumption in our offices and warehouses.

Environmental considerations are put into the project planning for both residential and commercial properties as the Group undertakes to comply with applicable laws and rules. Such initiatives enable us to design products that cater for buyers or users' needs while meeting environmental standards. Prior to the project construction, the Group submits environmental impact report to relevant government departments and only commence works upon obtaining approval. We hire contractors with good environmental and safety records for our construction works. All contractors are required to strictly comply with all prevailing safety laws and regulations of the PRC, which cover construction materials, methods, environment management at the construction sites and other areas.

報告期間，本集團並無就任何有關廢氣及溫室氣體排放、水及土地的排污、以及產生有害或無害廢棄物、且對本集團有重大影響的環保法律法規之違規事件。本集團亦確認於報告期間，我們業務過程中未有出現違反上述法律及法規而遭受相關政府機關處罰的情況。

## 1. 排放物

### *i. 空氣污染－溫室氣體及廢氣*

日常經營活動產生的溫室氣體主要為項目施工時各類施工機械及運輸車輛的直接廢氣排放，以及來自辦公室和貨倉電力、紙張等消耗。

不論是住宅或商用物業，本集團在項目規劃時會遵從相關法例和守則，加入環保因素的考慮，從而設計既能滿足用家需求、又可符合環保水平的產品。在項目工程開始前，本集團會先呈交環境影響報告予有關政府部門，並確保取得審批後方可動工。我們委聘環保及安全紀錄良好的工程承包商負責我們旗下項目的開發工程，並要求承包商嚴格遵守所有現行中國環保及安全法律及法規，包括項目所用的建築材料、施工方法、工地環境管理等。

The Group implements the following guidelines for the emission of greenhouse gas and exhaust gas generated in daily business activities: all construction machinery remaining idle shall be turned off; vehicle engine shall be switched off whenever stopped; employees shall be reminded to turn off all electrical equipment before leaving the Company; machinery, equipment and vehicles which satisfy the national and international environmental standards shall be selected and used; and inspection and maintenance shall be conducted on a regular basis, in order to avoid excessive air emissions caused by damaged components and to help minimize oil consumption.

**ii. Air pollution – dust**

As dust may be generated due to wind or power during the project construction, the Group prevents dust generation in accordance with our internal guidelines to reduce air pollutants. Specific measures are as follows: all vehicles carrying sand and stone and other waste materials shall be covered with canvas to make sure such vehicles would not generate a lot of dust during transportation; vehicle tires shall be washed when entering or exiting the construction site, and to spray road and vehicles with water to avoid dusts are carried away along with the vehicles; and equipment upgrades are conducted to reinforce dust control, lower emissions of hazardous gas and dust.

本集團日常經營活動中的溫室氣體及廢氣排放指引包括要求關掉所有閒置的施工機械及嚴格執行停車熄匙、提醒員工離開本公司前關掉所有電器、選用符合國家及國際環保標準的機器、設備及車輛，並安排定期檢測及維修，預防零件破損導致排放過量廢氣，並有助減少耗油量。

**ii. 空氣污染－揚塵**

開發項目施工時會因風力或動力產生揚塵，因此，本集團根據內部指引，控制工程所產生的揚塵，減少空氣污染物。措施包括利用帆布遮蓋所有運載砂石等廢料的車輛，確保這些車輛不會於運載過程中製造大量揚塵；車輛進出工地時清洗輪胎，以及向道路及車輛灑水，避免將泥塵跟隨車輛離開工地；透過設備技術提升以加強控制揚塵、減少有害氣體及粉塵的排放。

**iii. Hazardous and non-hazardous waste treatment**

As to general inert wastes and non-inert construction materials generated during the daily operations, the Group generally conduct classification of such wastes. General inert wastes generated during construction or fitting-out process, including construction scraps, debris, dirt, pitch and concrete, may be recycled as construction materials or used for land formation, if suitable. Therefore, the Group would engage professional contractors for recycling and treatment thereof. Non-inert construction materials which are not suitable for recycling or reuse, including plastic, bamboo, wooden materials, plants, packaging wastes and other organic materials, would be transported to public garbage landfill for treatment. In case of any other metal and chemical wastes, we appoint professional contractors for recycling and treatment thereof. All wastes will be properly disposed of before being carried away from the site.

In order to minimize the generation of solid electronic wastes, the Group has set up an "Information Management Center", which is responsible for unified procurement, installation, maintenance and recycling of computers and other electronic products. The Information Management Center arranges designated staff to recycle those electronic devices which have been used for long, or damaged and cannot be reused, with relevant records of registration and proper discarding treatment.

Office wastes are generally gathered at a designated place as required by the property management office of the building. Moreover, the Group will conduct classification of wastes, and engage contractors for recycling of toner cartridges and spent refrigerants.

**iii. 有害及無害廢棄物處理**

就日常營運中產生的一般惰性廢物及非惰性建築物料，一般而言，本集團會將進行廢物分類。建築、裝修等作業過程中的一般惰性廢物，包括建築碎料、瓦礫、泥土、瀝青及混凝土等，如適用的話，可循環再用作為建材或可被用作平整土地之用。因此，本集團會交由專業承辦商回收及處置；對於非惰性建築物料，如塑膠、竹、木料、植物、包裝廢物及其他有機物料，如不適合回收再用或再造，我們會運往公眾垃圾堆填區棄置。如有其他金屬及化學廢料，我們會委聘專業承辦商回收及棄置。所有的廢棄物於運離工地前，均會妥善放置。

為減少產生電子固體廢物，本集團已建立「信息管理中心」，該部門對電腦及其他電子類產品進行統一採購、安裝、維修及回收工作。採購時間較長、或已損壞及無法再使用的電子儀器，均由信息管理中心派專人回收，並做好相關登記處理工作，適當棄置。

辦公室廢物方面，除了根據辦公室大廈管業處要求，將一般垃圾棄置於指定地方外，我們亦會進行垃圾分類，並委聘承辦商回收碳粉盒及已使用的製冷劑。

**iv. Sewage discharge**

Contractors are required to properly dispose sewage produced during construction process according to the laws. All sewage shall be discharged into the designated environmental treatment facilities in accordance with the instructions. Siltation traps and sedimentation tanks are equipped to reduce water pollution caused by garbage, oil or other materials.

**iv. 污水排放**

本集團要求承建商按照法律規定，妥善處理工程中產生的污水。所有污水須根據指示排放到指定之環保處理設施。為減少因垃圾、油或其他物料造成的水污染，我們會配置隔沙井及沉積池。

Types of emissions 排放物種類	Unit 單位	Amounts 數量
Construction wastes 建築廢物	tonnes 噸	100 100
Sewage 污水	tonnes 噸	480 480
Tires 輪胎	tonnes 噸	0.36 0.36
Office wastes 辦公室廢物	tonnes 噸	17 17
CO <sub>2</sub> e (electricity consumed) 二氧化碳當量 (電力消耗)	tonnes 噸	2,315 2,315
SO <sub>x</sub> e (gasoline consumed) 硫氧化物當量 (汽油消耗)	Kilograms 千克	77 77

## Environmental, Social and Governance Report 2017

### 環境、社會及管治報告2017

Disclosure of key performance indicators (“KPI”) under A1 aspect in the ESG Guide by the Group is summarised as follows:

就本集團有關ESG指引中A1層面的關鍵績效指標之披露，現概述如下：

KPI A1.1	The types of emissions and respective emission data (where appropriate) have been set out in the paragraphs above.
關鍵績效指標A1.1	排放物種類及相關排放物數據（如適用）已載列於上述各段。
KPI A1.2	The Group generally engages contractors for the work of property development and maintenance. The Group formulates rules and requirements in respect of environmental protection management with contractors, and does not require contractors to collect relevant data regarding emissions of exhaust gas for the Group. Therefore, the Group is not in possession of detailed information of relevant types of emissions and respective emission data.
關鍵績效指標A1.2	本集團一般會委聘工程承包商進行旗下物業的開發及維修工程。本集團與工程承包商會訂立環保管理規則及要求，但並未強制要求工程承包商為本集團收集氣體排放數據，因此本集團沒有相關排放物種類的詳細資料及排放物數據。
KPI A1.3 and A1.4	Total wastes produced have been set out in the paragraph headed “Hazardous and non-hazardous waste treatment” above.
關鍵績效指標 A1.3及A1.4	所產生廢棄物總量已載列於以上「有害及無害廢棄物處理」段落。
KPI A1.5	Please refer to the paragraphs above for measures to mitigate emissions and results achieved.
關鍵績效指標A1.5	減少排放量的措施及所得成果可參考上述各段。
KPI A1.6	The ways how wastes are handled and reduction initiatives have been set out in the paragraph headed “Hazardous and non-hazardous waste treatment” above.
關鍵績效指標A1.6	處理廢棄物的方法及減低產生量的措施已載列於以上「有害及無害廢棄物處理」段落。

## 2. Use of Resources

The Group encourages the employees to save energy and improve resource use efficiency through various measures including:

- Use “recycled paper” for printing of unessential documents and encourage paper recycling in the offices;
- Promote green outing and charge for car parking services to encourage employees to commute by public transportation;
- Prescribe the principle of “care for property and promote economy” in the Employee Handbook and other codes of conduct, and develop a sound atmosphere of energy saving by mutual supervision within the department in daily work;
- Promote to avoid use of disposable goods, such as paper cup, paper plate and plastic tableware;
- Maintain at an appropriate indoor temperature, which shall be no less than 26°C for the air conditioning system in the office;
- Employees are required to turn off all air conditioners and lighting system in the office before leaving the Company.

As regards property operation, the Group adopts natural sunlight and LED lighting system to reduce power consumption, install water-saving equipment in washroom and other facilities to reduce water usage, perform regular maintenance for escalators and elevators to ensure efficient operation while limiting usage during low traffic hours to save energy. We also implement suitable greening works within our properties to improve environment and air quality.

## 2. 資源使用

本集團鼓勵員工透過不同措施，做到節約能源，提升資源使用效率，包括：

- 於辦公室內，使用「再生紙」打印非重要文件，鼓勵循環再用紙張；
- 提倡綠色環保出行，收取一定停車費用，鼓勵員工乘坐公共交通工具上班；
- 在員工手冊等行為準則內列明「愛護財物、提倡節約」的原則，並於日常工作中由部門內部相互監督而形成良好的節約氛圍；
- 提倡避免使用一次性用品，如紙杯、紙碟及塑膠餐具等；
- 維持合適室內溫度，在辦公室空調系統設定不低於26度；
- 要求員工離開本公司前，關掉所有冷氣機及辦公室照明系統。

在物業運營方面，本集團透過採用自然採光及LED照明系統減少電力消耗；在衛生間等設施使用節水設備以減少用水；定期維修電梯及升降機等設備，確保高效運作，並於人流較少時段採取限制開放，以減少能源消耗。此外，我們亦會在物業範圍進行適當綠化，改善環境及空氣質素。

## Environmental, Social and Governance Report 2017

### 環境、社會及管治報告2017

Summary data of resource consumption:

資源消耗數據摘要：

Types of resource consumption 資源消耗種類	Unit 單位	Amounts 數量
Electricity 電力	kWh 千瓦時	3,411,848 3,411,848
Gas 燃氣	MJ 兆焦耳	251 251
Gasoline-automobiles 汽油—汽車	tonnes 噸	5,212 5,212
Water 水	tonnes 噸	338,260 338,260
Paper 紙張	tonnes 噸	11 11
Earth and rock/gravel/cement 土石／碎石／水泥	tonnes 噸	5,007 5,007

Disclosure of KPI under A2 aspect in the ESG Guide by the Group is summarised as follows:

就本集團有關ESG指引中A2層面的關鍵績效指標之披露，現概述如下：

KPI A2.1 關鍵績效指標A2.1	Direct and/or indirect energy consumption by type and intensity in total has been set out in the summary data above. 按類型及密度劃分的直接及／或間接能源總耗量已載列於以上數據摘要。
KPI A2.2 關鍵績效指標A2.2	Water consumption in total has been set out in the summary data above. 總耗水量已載列於以上數據摘要。
KPI A2.3 關鍵績效指標A2.3	Description of energy use efficiency initiatives has been set out in the paragraphs above. 能源使用效益計劃之相關描述已載列於以上段落。
KPI A2.4 關鍵績效指標A2.4	The Group has no issue in sourcing water that is fit for purpose, and considers our water consumption is within the reasonable standard. Water efficiency initiatives have been set out in the paragraphs above. 本集團就求取適用水源上沒有任何問題，並認為用水量處於合理水平。提升用水效益計劃已載列於以上段落。
KPI A2.5 關鍵績效指標A2.5	The Group mainly provides foundation engineering and site ground investigation services, therefore disclosure of packaging material used for finished products does not apply to us. 本集團主要提供地基工程及現場土地勘測服務，故有關製成品所用包裝材料的披露並不適用。

### 3. The Environment and Natural Resources

#### *Improve awareness of environmental protection*

The Group organizes various training and public welfare activities for its employees, such as tree planting on Arbor Day, battery recycling, environmental trailwalk, and garbage collection activities, on an irregular basis to improve their awareness of environmental protection. We hope to cultivate our employees' active attitude towards environmental protection through their personal involvement.

In addition, the Group also issues internal guidelines for environmental protection and shares green office and other relevant environmental information. We specify "environmental protection and attention to appearance" and other contents in the code of conduct in the Employee Handbook.

### 3. 環境及天然資源

#### *提升環保意識*

本集團不定期會組織各類培訓及公益活動予我們的員工，藉此提升員工的環保意識。如植物節種樹、電池回收、環保毅行活動、撿垃圾運動等，希望員工們透過親身參與，培養愛護環境的正面態度。

此外，本集團亦發出內部環保指引，分享綠色辦公室等相關環保資訊。我們在員工手冊的行為準則內容中寫明「保護環境、注重儀表」等內容。

Disclosure of KPI under A3 aspect in the ESG Guide by the Group is summarised as follows:

KPI A3.1

關鍵績效指標A3.1

Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them have been set out in the paragraphs above.

描述業務活動對環境及天然資源的重大影響及已採取處理有關影響的行動已載列於以上段落。

就本集團有關ESG指引中A3層面的關鍵績效指標之披露，現概述如下：

## SOCIAL ASPECTS

### Employment and Labour Practices

#### 1. Employment

##### i. Employment policy

The Group has developed the Human Resource Management System according to the Labour Law of the People's Republic of China 《中華人民共和國勞動法》，which contains the recruitment management system, training management system, performance management system and remuneration and welfare system. Each specific system is printed, bound and filed, and made public on the internal network platform of the Company.

The Group's Human Resource Management System ensures equal promotion opportunities and other packages, minimum wage, maximum work hours, compensation leave, provident fund or retirement protection, and long-term service awards for all employees. As to promotion path, the Group has specified the path, qualifications and requirements for promotion in the recruitment management system. The Company's other welfare, bonus incentives, etc. are clearly stated in the remuneration and welfare system.

## 社會層面

### 僱傭及勞工慣例

#### 1. 僱傭

##### i. 僱傭政策

本集團根據《中華人民共和國勞動法》制定《人事管理制度》，制度中分別涉及招聘管理制度、培訓管理制度、績效管理制度及薪酬福利制度，並對每一個制度成文打印，裝訂成冊，留檔，並在本公司相關內部網絡平台進行公告發佈。

本集團的《人事管理制度》確保所有員工獲得平等晉升機會及其他待遇、最低工資、最高工時、補假、強積金或退休保障、長期服務獎勵等。對於晉升途徑，本集團在招聘管理制度中已闡明晉升的途徑、資質及要求。對本公司其他福利待遇、獎金激勵等在薪酬福利制度中一一清晰列舉。

The Group does not have a large number of temporary workers, and most of our employees are those who have entered into legal labour contracts with the Group, which safeguards all legal interests of our employees. For some outsourcing or temporary workers at grass-roots posts, the Group maintains equal packages for them to firmly protect the interests of all employees. Some workers who are on roster, such as those in the canteen and other front-line places, enjoy overtime pay/rest adjustment benefits; and those who are subject to variable work hours, such as drivers, may receive allowances or overtime pay according to the labour contract law.

During the Reporting Period, the Group did not violate any laws and regulations that had a significant impact on the Group relating to employment.

*i. Equal opportunity and diverse policy*

The Group operates in the real estate industry which features more male workers. However, we adhere to a fair recruitment principle and ensure equal opportunities for both male and female. We have set up a talent recruitment mechanism with working experience, technical skills and work performance as the key indicators for recruitment, and no discrimination due to gender, age, geographical region, nationality, ethnicity, religion and belief, sexual orientation, physical disability, or marital status.

*ii. Communication with employees*

The Group values communication with our employees and is committed to strengthening the relationship between the employees and the Company. The Group holds birthday party for employees each month and carries out team building and other themed activities to enable them feel during the experience, and organizes sports meeting, spring or autumn outing to promote exchanges among employees.

本集團未存在大量臨時工，大部分員工均為簽屬固定合法的勞動合同，保障員工一切合法權益。對於個別少量基層崗位外包或臨時人員，本集團在待遇環境方面一律平衡，堅決維護員工全體員工利益。部分員工需輪班工作，如食堂等一線崗位，均享有加班費／調休福利；對於司機等工時不定的崗位，本集團亦會按照勞動法給予補貼或加班費。

報告期間，本集團並無牽涉任何有關僱傭，且對本集團有重大影響的違法違規事件。

*i. 平等機會及多元政策*

本集團屬於房產行業，行業特點為男性較多，但我們堅持公平的用人風格，堅持男女平等。我們已建立人才招聘機制，以工作經驗、技術技能、工作表現為關鍵指標招聘。不以性別、年齡、地域、國籍、種族、宗教信仰、性取向、身體殘疾、婚姻狀況等歧視員工。

*ii. 員工溝通*

本集團重視員工溝通，致力加強員工與本公司之間的關係。本集團每月舉行員工生日會，以及開展團隊及其他主題活動，讓員工在過程中感受，如運動會、春秋遊等，促進員工交流。

## Environmental, Social and Governance Report 2017

### 環境、社會及管治報告2017

Meanwhile, we have set up a box for collecting employees' opinions, and arrange training, department meeting, and corporate summarisation meeting on an irregular basis to facilitate employees to express their opinions to the Company through different channels. The Group introduces our corporate structure, corporate culture and system to new employees in the induction training for them, in order to help them better understand the Company and enhance their sense of belonging.

#### iii. Dismissal

For an employee who fails to meet work requirements, or needs to be terminated due to violation of laws and regulations, the Group will dismiss him/her under the terms of our internal Employee Handbook. Relevant violation of the laws shall be processed according to the national laws.

During the Reporting Period, the Group was not involved in any labour disputes due to dismissal. The Group made payment for claims and dismissal payable by us as regulated by the state.

Summary of employment data:

	Unit 單位	
<b>Total number of employees</b> <b>員工總數</b>	person 人數	3,115
<b>Percentage by gender</b> <b>性別比例</b>		
– Male 男性	percentage 百分比	62
– Female 女性		38

同時，我們設立了員工諫言箱，亦安排不定期培訓、部門例會、公司總結會議等，讓員工能利用不同途徑向本公司表達意見。本集團在入職培訓中，對員工進行公司架構、企業文化及制度介紹宣講，幫助員工鞏固對本公司的了解及增加歸屬感。

#### iii. 解僱

對於不符合工作要求的員工，或因違法違規需要終止僱傭合同的員工，本集團均按照內部員工手冊條款進行解約，對於違法行為則按照國家法律進行處理。

本集團於報告期間未存在因解約而出現的勞資糾紛。對於國家規定的公司需支付的理賠和解約金，本集團均正常支付。

僱傭數據摘要：

	Unit 單位	
<b>Percentage by employment type</b>		
<b>僱傭類別比例</b>		
– Full-time long-term employees (male) 全職長期員工 (男性)	percentage 百分比	62
– Full-time long-term employees (female) 全職長期員工 (女性)		38
– Full-time contracted employees (male) 全職合約員工 (男性)		61
– Full-time contracted employees (female) 全職合約員工 (女性)		39
<b>Percentage by rank</b>		
<b>職級比例</b>		
– Administrative staff (male) 行政人員 (男性)	percentage 百分比	52
– Administrative staff (female) 行政人員 (女性)		48
– Other staff (male) 其他員工 (男性)		62
– Other staff (female) 其他員工 (女性)		38
<b>Percentage by age</b>		
<b>年齡比例</b>		
– Below 30 30歲以下	percentage 百分比	18
– 30-39 30-39歲		49
– 40-49 40-49歲		23
– 50-59 50-59歲		9
– 60 and above 60或以上		1
<b>New-recruited employees</b> <b>新聘員工</b>	person 人數	865
<b>Employee turnover</b> <b>員工流失</b>	person 人數	357

**2. Health and Safety**

*i. Occupational safety*

We pay attention to the safety and well-being of our employees. We value the safety and well-being of our employees as we strive to provide a healthy and safe workplace. The Group has established a comprehensive safety control system which details the guidance of daily occupational safety and contingency measures for accidents based on different work positions. With operation of heavy machines involved in construction works and the higher safety risks derived, the Group and its contractors provide adequate protective equipment. We also assign our staff to keep a close eye on every process and working environment management. Corrective actions will be taken immediately in case of any problems. The Group provides regular health and safety training and information to employees to raise their awareness. We also offer body check, medical insurance, pension and other regular insurance to staff of specific positions.

Our project management and safety control mechanism are made in accordance with the Safe Production Law of the People's Republic of China《中華人民共和國安全生產法》，Fire Law of the People's Republic of China《中華人民共和國消防法》，Provisions on Fire Supervision and Management of Construction Engineering《建設工程消防監督管理規定》，and Fire Supervision and Inspection Regulations《消防監督檢查規定》 issued by the Ministry of Public Security of the People's Republic of China. We urge our employees to strictly follow all guidelines under the mechanism. Employees and supervisors shall report to management and take necessary improving measures when there is any significant work safety risk and accident.

**2. 健康及安全**

*i. 工作安全*

我們關注員工的健康及福祉。我們重視員工的健康及福祉，致力提供健康、安全的工作環境。本集團已建立完善的安全管理制度，當中就不同員工的工作性質提供日常工作安全及意外事故應急處理指引。考慮到工地施工現場涉及大量機器操作，有較高的安全風險，本集團及工程承包商會為員工配備足夠的安全保護裝備。同時，我們會派員密切監督每個工序及現場工作環境管理，如有任何問題會及時糾正。本集團會為員工定期安排健康及安全培訓和提供相關資訊，希望藉此提高員工的安全意識。我們亦會為特殊作業崗位的員工提供體檢、醫療保險、養老金等常規保險等。

我們的工程項目及有關安全管理制度符合《中華人民共和國安全生產法》、《中華人民共和國消防法》、《建設工程消防監督管理規定》及中華人民共和國公安部頒佈的《消防監督檢查規定》。我們要求員工須嚴格跟循該制度下的工作指引。如有任何重大工作安全風險及意外，員工及主管須向管理層報告，並作必要改善措施。

As to occupational disease hazards, the Group repeatedly emphasises on the safety of site construction and the safety of water and electricity usage in offices at the morning and evening meetings, in addition to providing employees with physical examination. Such contents are also clearly set out in the Employee Handbook and site operation manual.

Apart from preventive measures, we also start from the safety awareness of our employees. The Group places great stress on safety courses, and arranges relevant firefighters to conduct fire fighting drills and lectures each year. Lectures on physical and psychological health of female employees are also conducted in a row on International Working Women's Day on 8 March.

During the Reporting Period, the Group identified no material safety accidents or work-related injuries; no employees suffered from occupational hazards relating to safe workplace; and the Group was not aware of any violation of laws and regulations relating to health and safety.

ii. *Physical and psychological health*

The Group encourages our employees to participate in various outdoor activities which are beneficial to their mind and body, such as badminton, yoga, ping pong, and Tai Ji, during their spare time after daily work, and reminds them to pay attention to their health, in order to promote their physical and psychological development and help them strike a balance between life and work.

The Group arranges physical examination for our employees once a year to make sure they better value their health; and where permissible, non-local employees or those who work abroad may be provided with accommodation or subsidies. The Group also purchases insurance for our employees in strict accordance with rules and regulations, and purchases commercial insurance for some temporary workers or those who are re-employed after retirement.

對於職業病危害，本集團在幫助做好體檢工作外，對於日常現場施工，平時辦公室用水用電安全等均在晨會、晚會進行強調與重複，而員工手冊與現場作業手冊也明確列文告知相關內容。

除防範措施外，我們亦從員工安全意識著手。本集團對於安全類課程非常重視，每年組織相關消防人員進行消防演習及講座，對於女職工身心健康講座也於三八國際婦女勞動節上安排進行。

報告期間，本集團沒有發生重大安全事故以及工傷；亦無任何有關安全工作環境及保障僱員避免職業性危害；且未有發現違反健康及安全法律及規例的情況。

ii. *身心健康*

於日常工作以外，本集團鼓勵員工多參與各類型有益身心的戶外活動，如羽毛球、瑜伽、乒乓球、太極等，提醒員工注意健康，促進僱員身心發展，保持工作及生活平衡。

本集團為保證員工能有更好的關注身體，體檢每年一次；而在條件許可下，提供給外地員工或駐外人員宿舍，或提供住房補貼。本集團亦嚴格按照規章制度，給員工購買保險，個別臨時性崗位或退休返聘人員也會購買商業保險。

**3. Development and Training**

The Group attaches importance to internal development and training. During the year, we designated specific training programs and invested over RMB1.66 million of annual training budget for supporting various training programs, covering engineering, finance, costs, research and development and other lines. Trainees included employees of the Company at all levels, and were greatly supported to go out for training and learning.

Training contents mainly focused on real estate industry posts and all sub-sector business capabilities as supplemented by managerial capacity and skills. Employee participation rate recorded a significant increase as compared with last year, mainly due to the fact that the Company made great efforts on training to offer a wider choice of lecturers and more extensive training forms, and that a sound learning atmosphere was developed where everybody could be supervised and encouraged by each other.

Some other subjective trainings organised, such as site visits and special summit lectures, were also well received by employees. We believe that such activities can broaden the horizons of our employees.

As a listed company, the Company pays special attention to the training of our senior management. Besides one or two management training(s) for all senior management, the Group conducts a large themed training for business executives each year.

The Group promotes internal promotion of employees. Our promotion system is mainly grouped into two major occupational systems, namely the management system and professional technical system. The latter includes finance, investment, engineering, research and development, marketing and management. In general, the Group conducts a performance assessment on our employees each year, and promotes those with outstanding work performance based on business needs to build our team on an ongoing basis.

**3. 發展及培訓**

本集團重視內部發展及培訓。我們年內制定詳細的培訓發展計劃，並投入年度培訓預算人民幣166萬元以上，用於支持各培訓開展。培訓對象涉及本公司各層級員工，涉及專業條線有工程、財務、成本、研發等多條線，大力支持員工外出培訓學習。

培訓內容主要以房產行業崗位為主，涉及各專業條線業務能力，輔之以管理能力技能訓練。較去年相比，員工參與率有明顯提升，主要因為：本公司對培訓支持力度大力增強，在環境師資上選擇餘地更多，培訓形式更豐富；在良好學習氛圍下大家互相監督互相鼓勵，形成良好的學習氛圍。

其他個別組織的主體性培訓也得到員工的歡迎，如外出考察、專題性峰會講座等。我們相信，該類型活動可以拓寬員工的高度與視野。

作為上市公司，本公司對於高級管理人員培訓尤其重視，每年本集團需進行一次業務高管大型主題培訓，除此之外針對所有高級管理層舉行一至兩次管理類培訓。

本集團推動員工內部晉升。本集團的晉升機會主要分為兩大職業體系，即管理體系和專業技術體系。當中，後者涉及財務、投資、工程、研發、營銷及管理。一般而言，本集團每年對員工進行績效考核，根據業務需要給予工作表現出色的員工晉升機會，持續為本集團建立梯隊。

#### 4. Labour Standards

The Group strictly abides by all laws relating to the labour standards in Hong Kong, and actively safeguards the basic personal interests of our employees to ensure they work in a fair and respectful environment. We resolutely reject use of child or forced labour. In order to prevent illegal use of child or forced labour, the human resource department of the Group requires candidates to provide effective identification certification before confirmation of employment to ensure they can be employed according to the law.

During the Reporting Period, the Group was not aware of any child or forced labour, nor involved in any cases of discrimination due to race, religion, age, disability, etc.

#### 4. 勞工準則

本集團嚴格遵守香港所有有關勞工準則的法律，積極保障員工的基本個人權益，確保他們在公平及受尊重的環境下工作。我們杜絕使用童工和強制勞動等行為。為打擊非法僱用童工及強制勞工，本集團人力資源部要求求職者在確認就業前提供有效的身份證明，以確保申請人可以依法就業。

報告期間，本集團並無童工或強制勞工，亦無任何涉及種族、宗教、年齡、殘疾等歧視案。

## OPERATING PRACTICES

### Supply Chain Management

The Group is committed to maintaining a proper management of supply chain and promoting sound practices in our supply chain. Besides cost, product quality and track record, we stress the importance of integrity of our suppliers and business partners. To our knowledge, our suppliers and business partners had a sound business record in the past and made no serious violation to the law or business ethics. We demand our activities of selecting suppliers and procurement to be in accordance with our Guidance of Tendering and Procurement Practice, in order to ensure all related works are regulated, which prevents any forms of transfer of interest by our suppliers and business partners for winning procurement contracts or partnership deals.

#### i. Procurement and supplier assessment

The Group has strict assessment on suppliers in terms of contract fulfilment as it requires the suppliers to fulfill responsibilities under the procurement contracts and guarantee their products and/or services meeting the Group's requirements. We will report suppliers for failing to meet our quality demand or fulfill contract responsibilities. Those suppliers will be blacklisted and banned from taking part in tendering of the Group's projects for certain years.

## 營運慣例

### 供應鏈管理

本集團積極維持妥善的供應鏈管理，推動供應鏈中的良好慣例。除了考慮成本、產品質素及往績紀錄外，我們非常重視供應商及合作夥伴的誠信。據我們所認知，我們的供應商及合作夥伴過去營商紀錄良好，未有出現任何嚴重違規或違反商業道德行為。我們要求所有供應商甄選及採購行為均須符合《招標採購作業指引》，確保有關工作得到規範，防止供應商及合作夥伴以透過任何形式的利益輸送而取得採購合約或合作關係。

#### i. 採購及供應商評估

本集團對供應商進行嚴格的履約評估，要求供應商履行採購合約項下的責任，以及確保其產品及或服務符合本集團之要求。對於不符合要求或未有履行合約責任的供應商，我們會及時將有關訊息匯報，嚴重者會被列入黑名單，在若干年內不得參與本集團下屬所有項目的投標工作。

#### ii. Environmental protection

The Group requires its suppliers and contractors to comply with any applicable environmental laws. All property projects shall be in compliance with the country's environmental certification and achieve energy saving and emission reduction to protect the environment during construction.

If a supplier or contractor violates any relevant environmental laws, and leads to charges by government authorities against the Group, significant and negative impact to the public and environment, or even the Group's losses of money or reputation, the Group will demand that supplier and contractor to take remedial measures. We will also replace that supplier and contractor while conducting internal review for improvement.

#### ii. 環境保護

本集團要求供應商及外判商須遵守任何適用的環境法規。除了物業須符合國家的相關環保認證，施工過程亦要積極做到節能減排、保護環境。

如供應商及外判商違反環保條例或其他法規，因而導致本集團被政府機關起訴、對公眾及環境造成嚴重負面影響，甚至導致本集團承受任何金錢或聲譽上的損失，本集團會要求該供應商及外判商立即作出修正措施，而我們亦會於事後更換該供應商及外判商，並進行內部檢討以作改善。

## Product Responsibility

#### i. Product quality

The Group rigorously complies with various laws of the country, including the Contract Law of the People's Republic of China 《中華人民共和國合同法》 and Construction Law of the People's Republic of China 《中華人民共和國建築法》. Prior to launch for sales or lease, all property projects shall meet relevant construction and acceptance requirements such as the Regulations on Quality Management of Construction Projects 《建設工程質量管理條例》 to avoid mistakes or flaws. The Group also coordinates regular check and maintenance, as well as the construction and acceptance for its commercial properties based on regulations, such as the Safety Specification for Manufacture and Installation of Elevators 《電梯製造與安裝安全規範》 (GB7588-2003), Safety Specifications for Manufacture and Installation of Escalators and Automatic Moving Walkways 《自動扶梯和自動人行道的製造與安裝安全規範》 (GB16899-1997), and Specifications for Elevator Technical Conditions 《電梯技術條件》 (GB/T10058-2009). We offer after-sales service to buyers and tenants which cover suitable maintenance and/or management service under the sales and lease contract. We believe that these initiatives effectively safeguard buyers and tenants with safety use. We proactively communicate with our customers in various channels to understand their needs. We will review our service processes against customer's opinions and promptly handle any complaints, with a view to improving our service and product quality.

## 產品責任

#### i. 產品質量

本集團嚴格遵守《中華人民共和國合同法》及《中華人民共和國建築法》等國家法律，所有物業於出售或出租前均遵從《建設工程質量管理條例》等相關施工及驗收規定，以避免出錯及紕漏的機會。本集團亦會為旗下商用物業進行定期檢查及維修，包括按照《電梯製造與安裝安全規範》GB7588-2003；《自動扶梯和自動人行道的製造與安裝安全規範》GB16899-1997；《電梯技術條件》GB/T10058-2009等規範進行工程及驗收。我們為買家及租戶提供售後服務，根據銷售合同及租賃合同提供適當的維修及／或管理服務。我們相信，這些措施有效保障買家及租戶的使用安全。我們積極透過各種渠道與客戶溝通，以了解客戶所需。我們會根據客戶意見審視服務過程，及時處理與調查客戶投訴，從而完善客戶服務及產品質素。

**ii. Privacy policy**

During the Reporting Period, we had no access to intellectual property or other sensitive information regarding the patent technology and other information about production or construction. However, we do not rule out any possibilities of accessing trade secrets or personal data of our customers, suppliers or business partners in the future. Hence, we restrict our staff to carefully handle customer information, protect their privacy and intellectual property to avoid any unnecessary loss.

**iii. Advertising and labelling**

The Group has bespoke guidelines of how product sales and advertising solutions shall be conducted in strict compliance with the Advertising Law of the People's Republic of China《中華人民共和國廣告法》, Interim Measures for Administration of Internet Advertising《互聯網廣告管理暫行辦法》 and other relevant laws and regulations. We prepare advertising solutions that cater to the characteristics of the industry and projects. All product advertising activities are only done upon confirmation of meeting the requirements under the brand usage and product and service advertising solutions. We will also seek legal advice when necessary.

During the Reporting Period, the Group has complied with all laws and regulations that have a significant impact on the Group relating to health and safety, advertising, labelling and privacy matters relating to products and services provided.

**Anti-corruption**

The Group upholds the corporate values of "integrity" and "clean", and has built a control system according to the Criminal Law of the People's Republic of China《中華人民共和國刑法》, Anti-Money Laundering Law of the People's Republic of China《中華人民共和國反洗錢法》 and other regulations. We urge our directors, senior executives and all other employees to obey the law in business operation and capital market. The board of directors does not tolerate any kinds of corruption, bribery, extortion, money laundering and fraud. To strengthen our corporate governance, not only has the Group set up an internal audit department and an audit committee, and has hired external lawyer and auditor to comply with corporate governance requirements as set on listed companies by the Stock Exchange, we also continuously review the effectiveness of our internal control to prevent any similar incidents.

**ii. 私隱政策**

報告期間，我們在業務過程中未涉及到行業生產或施工專利技術等有關知識產權的敏感資料。然而，我們不排除日後或會接觸到客戶、供應商或合作夥伴的商業秘密甚至個人資料，因此，我們會規定員工謹慎處理客戶的資料，保障客戶私隱及知識產權，免受不必要損失。

**iii. 宣傳及標籤**

本集團對於產品銷售及宣傳方案均有清晰指引，嚴格遵循《中華人民共和國廣告法》、《互聯網廣告管理暫行辦法》等相關法律法規。我們會根據行業及項目特性，制訂合適的宣傳廣告方案。所有產品宣傳活動均於確認符合有關品牌使用及產品與服務宣傳方案的要求下進行。於需要時，我們亦會諮詢法律意見。

報告期間，本集團已遵守所有有關提供產品和服務的健康與安全、廣告、標籤及私隱事宜，且對本集團有重大影響的法律法規。

**反貪污**

本集團秉持「誠信」、「廉潔」的企業價值，按照《中華人民共和國刑法》、《中華人民共和國反洗錢法》等國家法律法規制訂一系列管理制度。我們要求董事、高級行政人員及所有其他員工在實體業務及資本市場經營層面均奉公守法。董事會絕不姑息任何貪污、賄賂、勒索、洗黑錢及其他欺詐活動。為加強企業管治，本集團除了設有內部審計部門及審核委員會，並聘請外部律師及審計師以符合聯交所對上市公司的企業管治要求外，我們亦持續檢討內部監控的成效，以防止類似事件發生。

During the Reporting Period, the Group was not aware of any bribery or fraud. The Group will review the implementation of relevant systems on a regular basis, and if necessary, input more resources for mechanism improvement.

## Reporting policy

The Group has established an anonymous reporting mechanism, which encourages our staff, suppliers, business partners and other stakeholders to report any misconduct. We take adequate measures to preserve anonymity for the whistle-blowers. If we receive any report about corruption, bribery, extortion, money laundering and fraud, we will promptly initiate investigation, make internal verification and report to management or government authorities. With the Group's continued business development, we will further improve our anti-corruption system and reinforce regulation.

## COMMUNITY

### Community Investment

The Group endeavours to fulfill our CSR. During the Reporting Period, we actively give back to the society through community service and donations.

The Group will continue to explore different ways to promote CSR within the Company while organizing and participating in community activities which are suitable to our profile. We strive to allow our employees to give back to the community through these activities, with a view to raising their awareness of caring and helping the needy.

報告期間，本集團未發現任何貪污或詐騙事件。本集團會定期檢視有關制度的實行情況，如有需要，投放更多資源以完善機制。

## 舉報政策

本集團已建立匿名舉報機制，鼓勵員工、供應商、合作夥伴及其他持份者主動舉報任何不當行為。我們會為舉報人提供足夠身份保密措施。如收到任何有關貪污、賄賂、勒索、洗黑錢及其他欺詐活動的舉報，我們會即時進行調查，進行內部核實，並向管理人員匯報及通報政府機關。隨著本集團業務持續發展，我們將進一步完善反貪污的制度體系，不斷強化和加大監管力度。

## 社區

### 社區投資

本集團一直致力履行企業社會責任。報告期間，我們透過提供社區服務及贊助慈善活動，積極回饋及貢獻社會。

本集團會繼續積極研究於本公司內宣揚企業社會責任，組織或參與合適的社區活動。我們希望透過此類活動，讓員工親身為回饋社區，從而提升員工的社區意識，推動員工關懷、幫助有需要人士。

## The Stock Exchange ESG Reporting Guide Index 聯交所《環境·社會及管治報告指引》索引

Subject area 主要範疇	Contents 內容	Section in this ESG Report 本ESG報告章節
<b>A. Environmental 環境</b>		
<b>A1 Emissions 排放物</b>		
General Disclosure 一般披露	Information on the policies and 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. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的政策及遵守對發行人有重大影響的相關法律及規例的資料。	Environmental Aspects – 1. Emissions 環保層面－1.排放物
<b>A2 Use of Resources 資源使用</b>		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源（包括能源、水及其他原材料）的政策。	Environmental Aspects – 2. Use of Resources 環保層面－2.資源使用
<b>A3 The Environment and Natural Resources 環境及天然資源</b>		
General Disclosure 一般披露	Policies on minimizing the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	Environmental Aspects – 3. The Environment and Natural Resources 環保層面－ 3.環境及天然資源

## Environmental, Social and Governance Report 2017

### 環境、社會及管治報告2017

Subject area 主要範疇	Contents 內容	Section in this ESG Report 本ESG報告章節
<b>B. Social Aspects 社會範疇</b>		
	<i>Employment and Labour Practices</i> 僱傭及勞工常規	
<b>B1 Employment 僱傭</b>		
General Disclosure	Information on the policies and 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.	Employment and Labour Practices – 1. Employment
一般披露	有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的政策及遵守對發行人有重大影響的相關法律及規例的資料。	僱傭及勞工常規 – 1. 僱傭
<b>B2 Health and Safety 健康與安全</b>		
General Disclosure	Information on the policies and 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.	Employment and Labour Practices – 2. Health and Safety
一般披露	有關提供安全工作環境及保障僱員避免職業性危害的政策及遵守對發行人有重大影響的相關法律及規例的資料。	僱傭及勞工常規 – 2. 健康與安全
<b>B3 Development and Training 發展及培訓</b>		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work and description of training activities.	Employment and Labour Practices – 3. Development and Training
一般披露	有關提升僱員履行工作職責的知識及技能的政策及描述培訓活動。	僱傭及勞工常規 – 3. 發展及培訓

Subject area 主要範疇	Contents 內容	Section in this ESG Report 本ESG報告章節
<b>B4 Labour Standards</b> <b>勞工準則</b>		
General Disclosure 一般披露	Information on the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的政策及遵守對發行人有重大影響的相關法律及規例的資料。	Employment and Labour Practices – 4. Labour Standards 僱傭及勞工常規 – 4. 勞工準則
<i>Operating Practices</i> 營運慣例		
<b>B5 Supply Chain Management</b> <b>供應鏈管理</b>		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Operating Practices – Supply Chain Management 營運慣例 – 供應鏈管理
<b>B6 Product Responsibility</b> <b>產品責任</b>		
General Disclosure 一般披露	Information on the policies and 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. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的政策及遵守對發行人有重大影響的相關法律及規例的資料。	Operating Practices – Product Responsibility 營運慣例 – 產品責任
<b>B7 Anti-corruption</b> <b>反貪污</b>		
General Disclosure 一般披露	Information on the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的政策及遵守對發行人有重大影響的相關法律及規例的資料。	Operating Practices – Anti-corruption 營運慣例 – 反貪污

## Environmental, Social and Governance Report 2017

### 環境、社會及管治報告2017

Subject area 主要範疇	Contents 內容	Section in this ESG Report 本ESG報告章節
<i>Community</i> 社區		
<b>B8 Community Investment</b> <b>社區投資</b>		
General Disclosure 一般披露	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. 有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	Community – Community Investment 社區－社區投資



众安房产

ZHONG AN REAL ESTATE