



HARBOUR CENTRE DEVELOPMENT LIMITED

Stock Code : 0051

ESG REPORT 2018



THE MURRAY

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About this Report

REPORT STANDARD AND SCOPE

Harbour Centre Development Limited's ("HCDL's" or "the Group's") Environmental, Social and Governance ("ESG") Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (Appendix 27) issued by The Stock Exchange of Hong Kong Limited ("HKEX ESG Guide").

The scope of the Report focuses on our ESG performance and management approach at Marco Polo Hongkong Hotel ("MP Hong Kong"), The Murray, Hong Kong, a Niccolo Hotel ("The Murray") and Marco Polo Changzhou ("MP Changzhou"), from 1 January to 31 December 2018¹ (the "reporting year").

Stakeholder Engagement and Materiality Assessment

In preparation of this Report, we commissioned an independent consultant to identify material issues and to collect stakeholder feedback regarding our ESG strategy and performance based on the AA1000 Stakeholder Engagement Standard 2015. As part of Wharf Real Estate Investment Company Limited's ("Wharf REIC's") stakeholder engagement exercise, we have solicited feedback from over 700 stakeholders in 2017 by online survey, interviews and focus group discussions, covering employees, suppliers, contractors and sub-contractors, tenants, investors and financial analysts, and community partners.

The following describes the detailed four-step process undertaken to determine the material issues for disclosure in this Report.

Step 1 Identification	We referred to the HKEX ESG Guide to identify topics which may be considered important for disclosure.
Step 2 Prioritisation	The disclosures of local, regional and international peers were reviewed to identify industry practices. Stakeholders were invited to rank the materiality of various ESG issues and share their thoughts on this Report. Results from the peer benchmarking exercise and the outcomes of the stakeholder engagement were compiled and analysed to indicate the overall materiality level for each ESG issue. A prioritised list of material issues was developed for Step 3.
Step 3 Validation	To finalise the list of material issues, the outcomes of steps 1 and 2 were brought forward for discussion with the Group's senior management which confirmed the list of material topics for disclosure in this Report.
Step 4 Review	ESG issues and the corresponding impact boundary are reviewed regularly to ensure that they remain relevant and material to the Group.

¹ The Murray is opened on 15 January 2018, therefore, the data reported in this Report covers period from 15 January 2018 to 31 December 2018.

Material Issues

Issues	Overall Materiality Level
Environmental	
Air Emissions	MEDIUM
Greenhouse Gas Emissions	MEDIUM
Energy Consumption	HIGH
Water Consumption	HIGH
Packaging Materials	MEDIUM
The Environment and Natural Resources	MEDIUM
Social	
Employment	HIGH
Occupational Safety and Health ("OSH")	MEDIUM
Development and Training	HIGH
Labour Standards	HIGH
Supply Chain Management	HIGH
Product Responsibility	MEDIUM

Sustainability Governance

Following Wharf REIC's philosophy of sustainability and governance structure, HCDL has dedicated executives to coordinate and manage sustainability programmes. We also meet regularly with the Cross-Business Unit ("BU") Corporate Social Responsibility ("CSR") Group to report our CSR performance and share best practices. For details of our stringent corporate governance structure and internal control mechanism, please refer to the Corporate Governance Report in the Group's [Annual Report 2018](#).

Our Environment

Emissions Management

As a leading hotel development and investment company, we strive to protect our environment through monitoring our carbon footprint and reducing greenhouse gas emissions. MP Hong Kong has been participating in the Carbon Audit Programme of the HKSAR Environmental Protection Department ("EPD"), to ensure the transparency of our performance. The EPD will publish emission figures on the Carbon Footprint Repository for Listed Companies in Hong Kong² after audit. This report also includes those figures. Our employees attended training on EarthCheck Certification³ requirements to understand how they can contribute to sustainable tourism. Over 300 hours of the relevant training has effectively raised their awareness and facilitated the application of some innovative ideas in the hotels. MP Hong Kong and MP Changzhou have been awarded silver certification by EarthCheck.

Energy Management

We continue to improve energy efficiency through various great and small initiatives at all three hotels. An energy-saving protocol is implemented and communicated to our frontline staff, providing guidance to daily operations, such as turning off electrical appliances when not in use.

The entire building of The Murray is a green building. With the original design on windows with an orientation to avoid excessive sunlight and shield from harsh summer heat, the passive energy conservation system enabled The Murray building to obtain a Certificate of Merit of the Energy Efficient Building Award in 1994. The Murray pushed for a more sustainable design in mind during the renovation, introducing LED lightings to the entire building and thus avoiding high energy consumption.

At MP Hong Kong, LED lamp and strip are adopted in public areas such as in the restaurants and at the lobby areas. In particular, T5 fluorescent lamps are used in the Back Of House staircase and plant room area. After the installation in September 2017, electricity consumption has decreased by more than 4%. MP Changzhou took the initiative to adjust its chilled water temperature in summer and central heating time in winter to save energy. The former has successfully saved 12,004.8 kWh in three months, while the latter has reduced 6,031 cubic metres of gas usage of the hot water boiler in two months.

Water Management

HCDL is committed to water conservation. We start by reducing water consumption, water and sewage discharge, and ultimately providing a better environment for the next generation. Throughout our operations, reduction initiatives have been implemented.

² <https://www.carbon-footprint.hk/>

³ EarthCheck Certified provides a framework within which organisations can achieve the desired outcomes for emissions management. EarthCheck Certified is certified by the Global Sustainable Tourism Council ("GSTC") and has been approved by the CDP.

At MP Hong Kong, we installed water restrictor to regulate water flow, which mixes water with air to create a fine spray, hence reducing water consumption yet providing normal feel of washing and a good shower. By June 2018, the bath taps and shower areas of a total of 558 guest rooms were equipped with water restrictors, bringing a reduction of 5.6L water consumption per minute. Moreover, a green programme has been introduced to all guest rooms since 2014, where towels and bedsheets will be changed upon request. We wish to gradually nurture a water-friendly stay among our guests.

At MP Changzhou, we adopt low temperature laundry; regular inspections on the watering facilities are conducted to check any water leakage and employ timely rectification. These measures have effectively saved 2,057 tonnes of water in 2018.

Waste Management

We strive to minimise our impact on the environment and natural resources by proactively identifying opportunities to reduce waste across hotels. In our daily operations, we collect all our waste such as general refuse, waste paper and plastics, etc. at centralised bins and arrange contractors to pick up from our premises. This source separation practice reduces the amount of recyclable waste disposed of at landfills. MP Changzhou also treats municipal solid waste by incineration, which largely reduces the waste volume. Meanwhile, we try our best to extend the life cycle of materials whenever we can. For example, contractors of MP Changzhou transfers waste paper to destined licensed paper buyers to recycle every month. At MP Hong Kong, we have stopped serving plastic straws and plastic bottled water to guests in restaurants since 1 August 2018, drastically reduce plastic waste. At The Murray, coffee capsules left from using the coffee machines in all guest rooms are collected by room attendants and picked up for recycling. At MP Changzhou, plastic bottled water served at external events, convention and internal employee trainings are replaced by serving water in glasses. The Food and Beverages Department has stopped procuring bottled water since August 2018. This results in reducing 2,856 plastic bottles.

Food waste presents major environmental challenge, as it constitutes about 36% of waste being landfilled in Hong Kong⁴. Our hotels endeavour to mitigate the impact with different measures. At The Murray, edible surplus like pastry is donated to Foodlink. At MP Hong Kong, food waste is collected and released to Organic Resources Recovery Centre Phase I to produce energy and compost.

As majority of the waste produced by HCDL belong to non-hazardous waste, there is no significant impact on the environment from hazardous waste.

During the reporting year, there has been no non-compliance with environmental laws and regulations⁵.

4 https://www.epd.gov.hk/epd/english/environmentinhk/waste/prob_solutions/food_waste_challenge.html

5 Air Pollution Control Ordinance (Cap 311 of the laws of Hong Kong), Waste Disposal Ordinance (Cap 354 of the laws of Hong Kong), Water Pollution Control Ordinance (Cap 358 of the laws of Hong Kong), Noise Control Ordinance (Cap 400 of the laws of Hong Kong), and the Environmental Protection Law of the People's Republic of China

Our People

Employment

Our employees are one of our most important drivers for long term business growth. Starting with a fair and equal recruitment process, all candidates are solely assessed by their professional knowledge and experience in relevant areas, regardless of their gender, race, age or any other demographic characteristics. All employees are also encouraged to create an inclusive, collaborative and harmonious workplace.

At MP Hong Kong, a Compensation and Benefits Policy is implemented to stipulate competitive remuneration packages, work-related accident and travel insurance and other fringe benefits to safeguard employees' health, safety and wellbeing. Besides, we recognise the loyalty and contribution of staff by awarding them on retirement and after long service.

At MP Changzhou, "Five Social Insurance and One Housing Fund"⁶ as well as complementary insurance plans (including work-related accident insurance) are provided to our employees.

At The Murray, a Group Personal Accident Insurance is arranged for the senior management. Moreover, dental scheme and pre-employment check are provided to all staff. Regular health check is also arranged for eligible employees with healthcare inpatient and outpatient plans extended to eligible dependents.

Labour Standards

We have established policies governing employment, including Compensation and Benefits, Anti-discrimination, and Recruitment. In the reporting year, we have complied with all relevant legislations⁷ in Hong Kong and Mainland China and there were no established cases against HCDL.

Development and Training

Our staff contributes directly to the service delivery, they are also an integral part of building a long-term relationship with many of our stakeholders, such as customers and business partners. Therefore, we provide staff with a variety of trainings, ranging from anti-corruption, professional development, OSH, customer service, environmental protection to human rights, to facilitate continuous improvement of our service quality and risk management.

For all new hires, we hold an orientation programme, providing a warm welcoming to the team as well as necessary knowledge and skills to work in the assigned roles. At The Murray, colleagues take part in on-the-job learning activities, receiving high quality coaching from each department regarding their roles and responsibilities. We also provide etiquette workshops, education subsidy and more to facilitate their career development.

6 Includes Endowment Insurance, Medical Insurance, Unemployment Insurance, Occupational Health and Safety Insurance, Maternity Insurance and Housing Fund.

7 Employment Ordinance (Cap 57 of the laws of Hong Kong), Labor Contract Law of the People's Republic of China and Labour Law of the People's Republic of China; Sex Discrimination Ordinance (Cap 480 of the laws of Hong Kong), Disability Discrimination Ordinance (Cap 487 of the laws of Hong Kong), Family Status Discrimination Ordinance (Cap 527 of the laws of Hong Kong) and Race Discrimination Ordinance (Cap 602 of the laws of Hong Kong); Law of the People's Republic of China on Prevention and Control of Occupational Diseases

To establish a better talent succession pipeline and to transfer knowledge of success, leadership programme and succession planning events are offered to management level employees. The signature Red Ring Leadership Philosophy Training continues to foster the hotels' leadership culture to live bold and stay sharp, cradling outstanding hoteliers. In 2018, the Group's total training hours were 33,533 hours.

Safety and Health

We recognise the importance of OSH to employees and are committed to advancing it. With a formal OSH Policy and a detailed Safety Manual in place, our employees are familiar with best practices. The policy does not only urge for management of potential workplace accidents, but also aim to protect the long-term wellbeing of our employees. In our daily operations, employees are further reminded to safeguard the policy by pre-shift briefings, regular OSH talks and OSH posters.

Furthermore, regular trainings are provided by the Labour Department covering various essential topics on physical health and mental wellness, such as manual handling, work and general diseases, safe use of chemicals, healthy work style and stress management. To deal with fire-related emergency, a dedicated training on fire safety and evacuation training is conducted by our Security Managers, supplemented by the Fire Safety Guidelines. In the reporting year, there have been no work-related fatality cases, and no prosecution related to OSH against us.

Employee Wellbeing

Apart from work, we encourage our staff to maintain their work-life balance and pay attention to own wellbeing. By holding staff activities like birthday party and sports activities, staff can relax after work and learn new interests. Also, our employees are granted marriage, maternity and paternity leave in order to spend more time with their beloved ones.

Our Value Chain

Food Safety and Product Quality

Corporate responsibility is the cornerstone of delivering exceptional services. Our marketing and communications projects are planned and executed in a way complying with the Trade Descriptions Ordinance (Cap 362) and logo guidelines. At MP Changzhou, the legal department reviews all marketing materials before publishing to the public.

The highest safety and health standards are applied in our operations. With respect to our hospitality business, food safety matters the most as it directly impacts our customers' health and satisfaction. Any scandals of food poisoning would damage the operation's reputation. Therefore, from food, to the tableware and the way of cleaning, we closely supervise to gatekeeping the highest standard on food safety. In Hong Kong, our catering operations comply with the nutritional and food allergy labelling regulations for all pre-packed food products. The Hazard Analysis Critical Control Point ("HACCP") based 43 points audit checklist has effectively directed us the way to manage food safety and hygiene. Our Hygiene Managers conduct daily checking to all the outlets in all three hotels. Also, we undergo two inspections every month, including one announced and one unannounced audit. Audit reports will be communicated to corresponding leaders to plan for corrective actions if applicable.

A high level of product safety does not only prevail in our operations, but also along our supply chain. The same level of requirement is applied to our high-risk food suppliers. During the tendering process, technical analyses are required for potential suppliers to prove the absence of allergy producing and skin irritating ingredients in the amenities. With monthly/quarterly audit on suppliers' performances by the Hygiene Manager and representatives from the Purchasing and Culinary departments, those who could not meet the standard will be rejected under the supplier management system.

At MP Changzhou, a systematic way to monitor food quality and hygiene, referencing HACCP, is implemented. Monthly training and examination on food safety are arranged for our employees to ensure solid understanding of the expected standard.

In the reporting year, we are proud to report that no incidents of non-compliance with regulations and voluntary codes⁸ resulting in fine or penalty have happened.

Customer Satisfaction

Customer satisfaction is at the top of our priority. In the Guest Satisfaction Online Survey Global Review Index for January – December 2018, we obtained a satisfaction rate of 91-93.9%, higher than our parent company's standard of 90%. Monthly meeting is held to review guest feedback collected from online booking sites and survey questionnaires for continuous improvement. In the case of customer complaints, a six-step problem solving technique is applied to identify the problem, implement and evaluate the solution. A Duty Manager will handle major complaints round the clock.

⁸ Fire Services Ordinance (Cap 95 of the laws of Hong Kong), Hotel and Guesthouse Accommodation Ordinance (Cap 349 of the laws of Hong Kong), Food Hygiene Code published by the Government of the Hong Kong Special Administrative Region, Food Safety Law of the People's Republic of China, Trade Descriptions Ordinance (Cap 362 of the laws of Hong Kong), Law of the People's Republic of China on Protection of Consumer Rights and Interests, Consumer Protection Legislations in Hong Kong and logo guidelines

Customer Privacy

We highly respect our customers' privacy and comply with the Personal Data (Privacy) Ordinance (Cap 486 of the laws of Hong Kong). With the introduction of the General Data Protection Regulation ("GDPR")⁹ by the European Commission, MP Hong Kong held a training in April 2018 to raise the awareness of all departments. Our data protection policy and Privacy Notice are reviewed to reflect GDPR requirements. Customers are also informed of the updates. In MP Changzhou, all computers are installed with firewalls; internet access right to high-risk websites are restricted to ensure security and better internal control. In the reporting year, there were no identified leaks, thefts, or losses of customer data and no substantiated complaints received concerning breaches of customer privacy.

Supply Chain Management

We prioritise suppliers who take the initiative to manage environmental and social risks. At MP Hong Kong, a set of food safety control requirements by the Food and Environmental Hygiene Department ("FEHD") governs how we purchase food and beverage items. Our food suppliers, including food production factories, market service and hawker management service, are required to meet the licensing requirements of FEHD. In practice, we trace the country-of-origin of all purchased food items and conduct regular and rotated social and environmental audits of our suppliers.

A specific clause to prohibit offerings of gifts, cash or coupons to our employees is included in all our tender documents and supplier registration forms, required by the Group's business ethics and integrity practice.

Anti-corruption

With the most stringent ethical business standard, we do not tolerate any form of bribery, extortion, fraud or money laundering in any of our operations. HCDL has established robust risk management and internal control systems to safeguard the interests of the company and its shareholders. Our Business Code of Conduct explains expectation on professional conduct during business engagements. In all our business units, we avoid situations where donations and sponsorships are used as a disguised form of bribery by executing systematic due diligence. Besides, to create a workplace with transparency and prudence, we follow the [Whistleblowing Policy and Procedures](#) outlined in corporate website. For more details, please refer to our Corporate Governance Report in the Group's [Annual Report 2018](#). In the reporting year, there were no reported legal cases regarding corrupt practices brought against HCDL.

⁹ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)

Our Community

Community investment is a vital part of our business and represents how we contribute to solving social issues. On top of supporting partner school of the flagship business-in-community initiative of the Wharf Group – Project *WeCan*, MP Hong Kong has worked with various non-profit organisations. The Children's Cancer Foundation New Year Party allows us to care for children suffering from cancer and create an atmosphere of hope. The Little Master Chef, Heep Hong Centre Visit and Heep Hong Graduation Ceremony, in collaboration with Heep Hong Society, connects our employees with children in special needs through teaching them to make World Cup football cake with their families, celebrating Christmas and providing a suitable venue for graduation ceremony, respectively.

The Murray conducted five career talks to students of various schools, preparing them with knowledge of future career in the industry. Meanwhile, The Murray engages in donating useful materials to people in need, such as food surplus (pastry and fruits), soap and bathroom amenities to Foodlink, Giving Bread and Soap Cycling regularly. Through these programmes, we provide not only direct support for homeless individuals, migrants and the elderly, but also facilitate the long term education in sanitation and hygiene, which are crucial to a healthy life.

In MP Changzhou, donations of clothing and toys to the city's volunteer association and children orphanage are also arranged.

Led by our strong spirit of corporate social responsibility, we are prepared to face the challenges ahead of us and continue to provide exquisite products and services for our customers, ensure the wellbeing of our employees while operating in a responsible and sustainable manner.

Appendix I: Performance Data Table

A1.1 Air Emissions¹⁰ in Total

	Unit	2018			2017	
		The Murray	MP Hong Kong	MP Changzhou	MP Hong Kong	MP Changzhou
NO _x emissions	kg	4.65	73.73	45.08 ¹¹	68.78	60.90 ^{11 12}
SO _x emission	kg	0.02	0.44	0.10 ¹¹	0.42	0.13 ¹¹
PM emission	kg	0.00	0.25	4.32	0.28	5.84 ¹²

A1.2 Greenhouse Gas Emissions¹³ Data in Total and Intensity¹⁴

	Unit	2018			2017	
		The Murray	MP Hong Kong	MP Changzhou	MP Hong Kong	MP Changzhou
Guest Night	Guest Night	88,696	221,802	62,911	199,420	65,500
Total Greenhouse Gas Emissions	Tonnes	10,450.68	10,145.10	5,828.88	10,265.11	7,129.31
	kg per guest night	117.83	45.74	92.65	51.47	108.84
Scope 1 emissions	Tonnes	61.49	948.30	968.02	878.02	871.29
	kg per guest night	0.69	4.28	15.39	4.40	13.30
Scope 2 emissions	Tonnes	10,389.19	9,196.80	4,860.86 ¹⁵	9,387.09	6,258.02 ¹⁶
	kg per guest night	117.13	41.46	77.27	47.07	95.54

A2.1 Direct and Indirect Energy Consumption and Intensity¹⁷

	Unit	2018			2017	
		The Murray	MP Hong Kong	MP Changzhou	MP Hong Kong	MP Changzhou
Total direct energy consumption – fuel ¹⁸	'000 kWh	321.13	4,920.42	4,397.12	4,552.24	3,948.96
	kWh per guest night	3.62	22.18	69.89	22.83	60.29
Total indirect energy consumption – electricity	'000 kWh	13,132.82	17,609.63 ¹⁹	6,909.54	17,009.79 ¹⁹	7,143.78
	kWh per guest night	148.07	79.39	109.83	85.30	109.07

A2.2 Water Consumption and Intensity²⁰

	Unit	2018			2017	
		The Murray	MP Hong Kong	MP Changzhou	MP Hong Kong	MP Changzhou
Water consumption	m ³	55,613.47	159,656	84,170	131,460	87,180
	m ³ per guest night	0.63	0.72	1.34	0.66	1.33

Appendix I: Performance Data Table

A1.3 & 1.4 Waste by Type and Disposal Method in 2018 (tonnes)

	The Murray	MP Hong Kong	MP Changzhou	Total
General Refuse to Landfill	744.00	1,716.60	55.67	2,516.27
Incinerated Waste	-	-	129.89	129.89
Waste Collected for Recycling				
Non-hazardous waste				
Paper	-	148.07	10.60	158.67
Plastics	0.00	0.27	3.84	4.11
Metals	0.00	0.88	2.66	3.54
Food waste	0.25	20.75	226.70	247.70
Glass	12.30	5.91	10.24	28.45
Soap	0.03	0.36	0.00	0.39
Hazardous waste				
Fluorescent lamps	N/A	0.08	0.00	0.08
Light bulbs	N/A	0.31	0.00	0.31
Waste ink cartridge	0.00	0.24	0.00	0.24
Waste cooking oil	1.52	2.45	0.54	4.51
Grand Total	758.10	1,895.92	440.14	3,094.16

	Unit	2018			
		The Murray	MP Hong Kong	MP Changzhou	Total
Wastewater discharge ²¹	m ³	47,418.07	157,288.40	67,336.00	272,042.47

B1.1 Total Workforce by Gender, Employment Type and Age Group

Business Unit	Employment Category ²²	2018		2017	
		Male	Female	Male	Female
MP Hong Kong	Senior management	6	8	7	7
	Middle management	81	59	82	59
	General staff	183	177	186	172
MP Changzhou	Senior management	5	0	4	2
	Middle management	44	39	45	39
	General staff	79	97	105	88
The Murray	Senior management	4	2	/	/
	Middle management	51	30	/	/
	General staff	199	137	/	/

Appendix I: Performance Data Table

Business Unit	Employment Type	2018	2017
MP Hong Kong	Full-time	510	512
	Part-time	4	1
MP Changzhou	Full-time	264	283
	Part-time	0	0
The Murray	Full-time	422	/
	Part-time	1	/

Business Unit	Employment Category	2018			2017		
		Below 30	30 – 50	Over 50	Below 30	30 – 50	Over 50
MP Hong Kong	Senior management	0	11	3	0	11	3
	Middle management	11	109	20	10	112	19
	General staff	129	159	72	114	173	71
MP Changzhou	Senior management	0	4	1	0	5	1
	Middle management	28	54	1	32	51	1
	General staff	67	77	32	90	75	28
The Murray	Senior management	0	4	2	/	/	/
	Middle management	2	75	4	/	/	/
	General staff	120	179	37	/	/	/

B1.2 Employee Turnover Rate by Gender and Age Group (Both Full-Time and Part-Time)

Business Unit	2018		2017	
	Male	Female	Male	Female
MP Hong Kong	29.63%	22.95%	22.55%	24.37%
MP Changzhou	62.50%	63.24%	31.39%	45.89%
The Murray	39.37%	57.40%	/	/

Business Unit	2018			2017		
	Below 30	30 – 50	Over 50	Below 30	30 – 50	Over 50
MP Hong Kong	29.29%	24.73%	27.37%	37.90%	17.23%	23.66%
MP Changzhou	106.32%	41.48%	26.47%	57.38%	24.43%	26.67%
The Murray	36.89%	48.84%	60.47%	/	/	/

Appendix I: Performance Data Table

B2.2 Lost Days due to Work Injury

Business Unit	2018		2017	
	Male	Female	Male	Female
MP Hong Kong	100	115	54	92
MP Changzhou	21	28	19	3
The Murray	128	172	/	/

B5.1 Number of Suppliers by Geographical Region in 2018

	Hong Kong	Mainland China	Other	Total
MP Hong Kong	100	0	0	100
MP Changzhou	0	15	0	15
The Murray	90	0	1	91

- 10 Air emissions refer to the release of air pollutants namely nitrogen oxides ("NOx"), sulphur oxides ("SOx") and particulate matter ("PM") generated by motor vehicles and gaseous fuel consumption into the atmosphere.
- 11 The data only includes vehicular emissions.
- 12 The data has been adjusted to reflect actual situation.
- 13 Greenhouse gases are emitted from fossil fuel consumption.
- 14 Intensity refers to the greenhouse gases emitted from fossil fuel consumption for supporting the operation of 1 guest night.
- 15 GHG emission by electricity purchased in China in this Report is calculated based on China Eastern grid emission factor in 2012 年中國區域電網平均二氧化碳排放因子 (<http://www.cec.org.cn/d/file/huanbao/xingyexinxi/qihoubianhua/2014-10-10/5fbc57bcd163a1059cf224b03b751d8.pdf>) (0.7035 CO₂ kg/kWh)
- 16 GHG emission by electricity purchased in China in HCDL Annual Report 2017 is calculated based on IGES List of Grid Emission Factors Version 9.3 (<https://pub.iges.or.jp/pub/iges-list-grid-emission-factors>) (0.876 CO₂e kg/kWh)
- 17 Intensity refers to the energy consumption for supporting the operation of 1 guest night.
- 18 This figure does not include our tenants' consumption. Fuel consumed covers towngas, piped natural gas, unleaded petrol and diesel.
- 19 This figure includes the consumption of our tenants: Nishimura, Lane Crawford (escalator), Dan Ryan's Chicago Grill, Grand Ocean (lobby AC and screening room), SmarTone, Hutchison and PCCW.
- 20 Intensity refers to the water consumption for supporting the operation of 1 guest night.
- 21 The Murray and MP Hong Kong adopt the discharge factor on the water bills issued by Hong Kong's Water Supplies Department to collect the amount of wastewater discharge, whereas MP Changzhou calculates the data by multiplying the amount of water supply by 80%.
- 22 Senior management refers to General Manager and Executive Committee/Directors; Middle management refers to Managers and Supervisors; General staff refers to General Associates.

Appendix II: HKEX ESG Reporting Guide Content Index

Aspect	HKEX KPI	Description	Page Number/Remarks
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	A1.1	The types of emissions and respective emissions data	11
	A1.2	Greenhouse gas emissions in total and intensity	11
	A1.3	Total hazardous waste produced and intensity	The Group does not have significant impact on the environment from hazardous waste.
	A1.4	Total non-hazardous waste produced and intensity	12
	A1.5	Description of measures to mitigate emissions and results achieved	4
	A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved	5
A2 Use of Resources	A2	General Disclosure	4 - 5
	A2.1	Direct and/or indirect energy consumption by type in total and intensity	11
	A2.2	Water consumption in total and intensity	11
	A2.3	Description of energy use efficiency initiatives and results achieved	4
	A2.4	Description of issue in sourcing water, water efficiency initiatives and results achieved	4 - 5
	A2.5	Total packaging material used for finished products	The Group does not have significant impact on the environment from packaging materials.
A3 The Environment and Natural Resources	A3	General Disclosure	4 - 5
	A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	4 - 5
B. Social			
Employment and Labour Practices			
B1 Employment	B1	General Disclosure	6
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B2 Health and Safety	B2	General Disclosure	7
	B2.1	Number and rate of work-related fatalities	7
	B2.2	Lost days due to work injury	14
	B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	7

Appendix II: HKEX ESG Reporting Guide Content Index

Aspect	HKEX KPI	Description	Page Number/Remarks
B. Social			
Employment and Labour Practices			
B3 Development and Training	B3	General Disclosure	6 - 7
	B3.1	The percentage of employees trained by gender and employee category	-
	B3.2	The average training hours completed per employee by gender and employee category	-
B4 Labour Standards	B4	General Disclosure	We abide by relevant employment ordinances and statutory requirements of Hong Kong and Mainland China. No relevant cases of non-compliance were recorded.
	B4.1	Description of measures to review employment practices to avoid child and forced labour	
	B4.2	Description of steps taken to eliminate such practices when discovered	
Operating Practices			
B5 Supply Chain management	B5	General Disclosure	9
	B5.1	Number of suppliers by geographical region	14
	B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	9
B6 Product Responsibility	B6	General Disclosure	8 - 9
	B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons	-
	B6.2	Number of products and service related complaints received and how they are dealt with	8
	B6.3	Description of practices relating to observing and protecting intellectual property rights.	-
	B6.4	Description of quality assurance process and recall procedures.	8
	B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	9
B7 Anti-corruption	B7	General Disclosure	9
	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	9
	B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	9
Community			
B8 Community Investment	B8	General Disclosure	10
	B8.1	Focus areas of contribution	10
	B8.2	Resources contributed to the focus area	-