



**Poly Property Group Co., Limited**  
**保利置業集團有限公司**

Stock Code: 00119



# 2018

**ENVIRONMENTAL, SOCIAL  
AND GOVERNANCE REPORT**

環境、社會及管治報告

This is the Environmental, Social and Governance Report (the “Report”) for 2018 published by Poly Property Group Co., Limited (“Poly Property”; collectively the “Group” or “We” together with its subsidiaries), which outlines the economic, environmental and social policies, performances and measures adopted or achieved by Shanghai and Hong Kong headquarters and several wholly-owned subsidiaries of Poly Property.

Given that businesses in Mainland China account for the majority of investments of Poly Property, while business operations exert a significant impact on its sustainability, this Report mainly focuses on the environmental and social impacts brought by the Group’s property development projects in Mainland China.

This Report mainly covers relevant information of the Group from 1st January, 2018 to 31st December, 2018, with a reference to information of previous years.

This Report has been prepared in accordance with the latest version of the “Environmental, Social and Governance Reporting Guide” contained in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited.

Poly Property values your inputs on our performances of sustainability. If you have any comments and suggestions, please send us an email at [admin@polyhongkong.com.hk](mailto:admin@polyhongkong.com.hk). For more information on the corporate social responsibilities (CSR) of Poly Property, please visit our official website at <http://www.polyhongkong.com>.

保利置業集團有限公司(下稱「保利置業」, 聯同其附屬公司稱為「本集團」或「我們」)二零一八年的《環境、社會及管治報告》(下稱「本報告」), 當中概述了保利置業在上海和香港的總辦事處及多間全資附屬公司在經濟、環境及社會方面的政策、表現及措施。

保利置業在中國內地的業務運營佔其投資的大部分, 考慮到本集團的業務運營對可持續發展的重要影響, 本報告將以本集團在中國內地物業發展的項目對環境及社會影響作為主要考慮因素。

本報告涵蓋本集團二零一八年一月一日至二零一八年十二月三十一日期間的相關信息, 資料以二零一八年為主, 亦包含部分以往年度資料作為參考。

本報告根據香港聯合交易所有限公司證券上市規則附錄二十七闡述的《環境、社會及管治報告指引》最新版本之規定編製。

保利置業重視閣下對我們可持續發展績效的意見及建議, 請透過電郵方式表達閣下寶貴意見: [admin@polyhongkong.com.hk](mailto:admin@polyhongkong.com.hk)。閣下亦可透過本公司官網獲取保利置業更多社會責任信息: <http://www.polyhongkong.com>。

## OUR VISION AND PHILOSOPHY

### Development Vision

The Group aspires to be a world famous leading Chinese property developer with a renowned brand backed by cultural substance.

### Mission

The Group is driven by a corporate spirit and fine tradition that attaches importance to dedication, honesty and integrity. Its developmental strategy advocates professionalism, customer-orientation, market-orientation and internationalism. It also strives to enhance the architectural quality and commercial value of the properties by instilling cultural substance into its property projects. Ultimately, it aims to build a pleasant living environment for its clients and create satisfactory returns to its shareholders.

### Operation Philosophy

The Group is in pursuit of corporate excellence with trustworthy management, efficiency and sustainable development.

Our strategy of sustainable development is based on four key themes: civilisation inheritance, working together, caring for employees and protecting the environment. Sustainable development is to ensure the long-term success and win-win of our business, clients and communities. We build awareness for environmental protection, occupational safety and social responsibility in day-to-day operations and risk management, and work closely with all stakeholders to promote corporate social responsibility.

## 我們的願景和理念

### 發展願景

旨在成為富有文化內涵，品牌彰顯的中國領先、世界知名房地產開發商。

### 使命

秉承「用心做事，誠信做人」的企業精神和優良傳統，推進專業化、人文化、市場化、國際化的發展策略，藉文化內涵提升建築的質量和商業價值，為客戶締造美好的生活環境，同時為股東創造理想的回報。

### 經營理念

睿智進取，誠信經營，效率優先，持續發展。

我們的可持續發展戰略是基於四個關鍵主題：文明傳承、攜手共向、關懷員工及環保共創。可持續發展是為確保我們的業務、客戶及小區的長期成功及雙贏。我們透過在日常運營及風險管理中建立環境保護、職業安全及社會責任意識，與我們的利益相關方保持緊密聯繫，攜手進步，共同體現企業社會責任。

## CIVILISATION INHERITANCE

### Cultural + Green Real Estate

#### Expertising in Cultural Real Estate, Dedicating in Building 25 Cities

The Group's business purpose — "Poly Brings You Joyful Living" — fully embodies its philosophy and determination to build cultural real estate and enrich the cultural life. With this purpose in mind, the Group strives to ensure that people can feel the perfect blend of culture and life in every corner of its residential projects, business centres, parks, shopping malls, club facilities and transportation facilities, be it hardware or ambient environment.

#### Incorporating Green Products into Property Development, Becoming a Leading Cultural Real Estate Enterprise

As a brand affiliated to one of the largest cultural enterprises in China, Poly Property has always focused on the development of cultural real estate and insists on injecting cultural substance into real estate, to promote the development of Chinese cultural undertakings. Poly Property is dedicated to becoming a cultural real estate enterprise with green influence by exploring the extensive and in-depth integration of green products and cultural contents and hence laying a solid foundation for the green building concept. The Group is committed to building homes and serving clients with love, contributing to the community and serving millions of households, to lead people's way of life with properties that have cultural substance and warm people's lives with culture.

## 文明傳承

### 文化地產+綠色地產

#### 專築文化地產、精築中國二十五城

保利置業秉承「心保利、悅萬家」的企業宗旨，充分體現本集團專築文化地產，重視豐富文化生活的理念和決心。本著該宗旨，本集團的住宅項目、商業中心、公園、購物商場、會所設施、交通配套等，無論是硬件設施或環境氣氛，都能確保每一位朋友身臨每一個角落，都能親身感受文化與生活的完美交融。

#### 把綠色產品融入文化地產開發、領航文化築家

作為國內最大的文化企業之一旗下品牌，保利置業始終專注文化地產開發，堅持以文化築家的理念，致力於中國文化事業的發展與推動。保利置業要成為具有綠色影響力的文化地產企業，從綠色產品的廣度及深度上結合文化內容進行探索和發展，夯實綠色建築理念。集團致力從心出發，以愛築家，用心為客戶，回饋社會，服務於千萬家庭，讓建築引領生活方式，讓文化溫暖生活。

## SAFETY MANAGEMENT

### Safety of Workers as Top Priority

As a leading property developer in China, the Group fully understands the inherent risks of the industry and is committed to minimising the risks. In order to fulfil the Group's supervision responsibility for safety production, Poly Property will specify the responsibility main bodies and establish a long-term mechanism for safety production, to prevent and mitigate safe production accidents and guarantee the life and property safety of all employees of the Group and other people.

Pursuant to relevant PRC laws and regulations, the Group has established the Measures for the Supervision and Administration of Production Safety, which define the scope and contents of safe production responsibilities, urge the Group and subordinate enterprises to define the responsibility main body for safety production, and realise the synchronous planning, implementation and development of safe production and enterprise development. Such supervision mechanism ensures that the Group and subordinate enterprises supervise safe production inputs, sort out hidden hazards and manage emergent situations in accordance with established rules and regulations. The Hong Kong headquarter and subsidiaries of the Group have also formulated corresponding occupational safety and health policies with reference to regulations of local regulatory authorities, and strived to improve the working environment of employees and the safety management levels in line with the business needs of the Group.

The Group also pays attention to safety production education and training. The Group and subordinate enterprises have formulated the rule only employees with certificates may carry out corresponding jobs and the system of training and appraisal, and actively develop publicity materials for safe production education and warning, in order to eliminate or reduce occupational health and safety risks. This year, Poly Property performed over 420 times of emergency drills and trainings, involving around 12,000 employees.

## 安全管理

### 保利置業視職工安全為首要考慮

作為中國領先的地產開發商，本集團充分理解行業的固有風險，並致力將風險減至最低。為履行本集團安全生產監管責任，保利置業將全面落實安全生產主體責任作為安全生產責任管理工作的基礎，建立安全生產長效機制，以防止和減低生產安全事故，保障集團職工及人民群眾的生命財產安全。

依據中國國家法律法規，本集團制定了《安全生產監督管理辦法》，當中界定各項履責範圍和內容，督促本集團及各下屬企業全面落實安全生產主體責任，實現安全生產與企業發展的同步規劃、同步實施及同步發展。此監督機制為確保集團及各下屬企業已遵照所建立的規章制度，監督安全生產投入、隱患排查治理及應急管理等。對於本集團在香港設立的總部及各下屬企業，亦遵照本地監管當局的規定，制定了相關職業安全健康政策，並切合集團業務各項需要，致力於改善員工工作環境及提高企業安全的管理水平。

為關注安全生產的教育和培訓制度，本集團及各級企業制定各相關持證上崗制度及培訓考核制度，積極組織安全科普教育和警示教育的宣傳材料以消除或減低職業健康安全風險。今年，保利置業各單位應急演練和培訓統計總計420餘次，參與人數約一萬二千餘人。

During the reporting period, the safety management structure of Poly Property remained stable. All subordinate enterprises have introduced safety supervising accountability at different levels by further improving the system of “Being responsible to the party and policies, one position duo responsibilities, centralised supervision and management and accountability” in accordance with the “Five Implementation and Five Accomplishments” requirement.

During the safety production meeting held in 2018, Poly Property and each of its subsidiaries entered into an undertaking of safe production liabilities, which stated the safety goals and assessment measures for the year, and prompted each of its subsidiaries to confirm key responsibilities and to enhance of its safety awareness. Each of its subsidiaries has gradually improved its safe production responsibilities system, reasonably introduced safe production responsibilities for every position and entered into undertakings of safe production liabilities with employees at different level, putting the safe production responsibilities into practice.

During the reporting period, the Group had no casualties or direct economic and property losses caused by production safety accidents.

## Construction in Progress

The Group organised two full-fledged inspections on the safety production of its construction in progress, involving 79 of its construction projects in progress, 52 contracting units, 50 supervision units and more than 200 subcontractors, and covering a total of 520 square meters of construction area. Our protection facilities for safe production at each construction in progress further improved during the year. The safety facilities and normalised management level at each construction site were further enhanced. We set up safety experience zones for 24 projects, accounting for 53% of the total number of inspected projects. We used integral climbing scaffolding in 17 projects, accounting for 32% of the total number of inspected projects. Fixation and instrumentalised protection facilities were adopted in 49 projects, accounting for 92% of the total number of inspected projects. In 2018, 22 projects under construction were awarded the “Safe and civilised model construction site at

在本報告期內，保利置業安全管理架構基本穩定，各級企業表照「五落實五到位」規定，進一步完善「黨政同責、一崗雙責、齊抓共管、失職追責」體系，逐級落實安全監管責任。

二零一八年，安全生產工作會上，保利置業與各子公司簽訂安全生產責任書，規定年度安全工作目標和考核措施，督促各子公司落實主體責任、強化安全意識。各子公司逐級完善安全生產責任體系，合理規定各崗位安全生產職責，層層簽訂《安全生產責任書》，落實安全生產責任。

報告期內，本集團沒有任何生產安全事故導致任何人員傷亡或直接經濟財產損失。

## 在建工程

在建工程方面，本集團全年組織了兩次安全生產全覆蓋檢查，檢查在建標段79個，總包單位52家，監理單位50家，分包單位200餘家，施工面積520平方米。本年度各在建項目安全生產防護設施進一步完善。各施工現場的安全設施投入和常態化管理水平進一步提高：設置安全體驗區的標段24個，佔股檢項目總數的53%；使用整體爬升式腳手架的標段17個，佔受檢項目總數的32%；使用定型化、工具化防護設施的項目49個，佔受檢項目總數的92%。二零一八年，各區域共有22個在建工程獲得省、市級安全文明施工標準化工地稱號。年度檢查發現並處理消

city and provincial level". The Group inspected, identified and handled 3,150 issues in relation to safety threats or deficiencies in relation to fire management, scaffold, formwork support, electricity usage for construction, electronic equipment and work-at-height operations. In 2018, companies in each region performed quarterly, monthly and ad-hoc inspection for 318 times in total, which ensured all projects were fully under control without unregulated blind spots and achieved their expected control targets.

## Leased Properties

For leased properties, property management headquarters organised an annual full-scale safety production check from 11th–29th November, with an emphasis on five dimensions: management agencies and regulations, equipment maintenance and safety protection, daily inspection and hidden threat rectification, emergency plans, and training and education, and carried out a major review on deficiencies discovered last year. Due to the diversity in the businesses of our lessees and the inconsistency of safety awareness of their staff, each owner strengthened the inspection and supervision on its lessees and issued 152 rectification notices to the lessees which had significant hidden safety deficiencies. This effectively enhanced the safety management and prevention for commercial projects. In 2018, leased properties performed over 140 regular and ad-hoc safe production checks in total, which identified and eliminated more than 1,000 potential deficiencies.

## Residential Communities under Management

In respect of residential communities under management, property management headquarters carried out an inspection for a period of six months on safety production management of sales offices under management of subsidiaries, property projects and platform companies from July to December. 2,300 safety risks and deficiencies were inspected, identified and handled in the inspection, and the rectification rate was 70%.

防管理、腳手架、模板支撐、享工用電、機具設備、高處作業等六類安全隱患3,150條。二零一八年，各區域公司實施季度、月度和不定期檢查318次，確保了所有項目處於受控狀態，無監管盲區，達到了預期控制目標。

## 收租物業

收租物業方面，對於租賃物業，物業管理總部於十一月十一日至二十九日組織了年度全面安全生產檢查，重點是五個維度：管理機構和法規，設備維護和安全保護，日常檢查和隱患整改，應急預案，和培訓和教育，並對去年發現的缺陷進行了重大審查。並對去年所發現不足之處實施了重點覆查。由於各承租商戶業態多樣，商戶員工安全意識參差不齊，各業主公司加大了對商戶的檢查和監督力度，全年各物業對安全隱患嚴重的租戶開具整改通知書152份，有效提高了商業項目安全管理防範係數。二零一八年，各收租物業自行組織定期或不定期安全生產檢查共140餘次，發現並消除隱患1,000餘項。

## 在管住宅小區

在管住宅小區方面，七至十二月，物業總部對下屬各分、子公司在管的售樓處、住宅項目以及平台公司的安全生產管理工作進行了為期六個月的檢查，檢查發現並處理安全隱患或不足之處2,300項，整改率70%。

## Enhancement of Emergencies Management Enhancement and Improvement of Handling Capability

Starting from June of this year, typhoons “Ewiniar”, “Ampil”, “Jongdari”, “Yagi”, “Rumbia” and “Mangkhut” had landed in South China and East China regions, including Guangdong, Guangxi, Zhejiang and Shanghai, suffering heavy rains. The management of the Group paid great attention, carefully arranged, deployed and focused on ① strengthen safety production responsibility system and strengthen personnel on duty; ② enhance severe weather emergency response plan and prepare to implement such plan according to change in weather; ③ strengthen safety hazard investigation and management; and ④ daily zero accident report system.

In 2018, we have organised 420 trainings and educations for each of projects under construction with over 12,000 participants. We have organised 160 trainings and educations for the residential communities with over 14,000 participants.

## SUPPLY CHAIN MANAGEMENT

### Centralised Procurement

In order to assure product quality, enhance brand image and improve work efficiency, the Group has rolled out centralised procurement for projects developed by regional companies in 2010, and gradually optimises the management rules, procedures, operational guides and related management requirements for centralised procurement through actual communication with regional companies and with reference to actual situations of each region. Open or invited tender is performed for each procurement project based on the principles of openness, fairness, impartiality and honesty, and appropriate suppliers are selected through full competition. The implementation of centralised procurement in each region is also incorporated into the scope of the Group’s internal audit.

## 加強应急管理，提升處置能力

今年六月起，颱風「艾雲尼」、「安比」、「雲雀」、「摩羯」、「溫比亞」、「山竹」等先後在華南、華東多地登陸，廣東、廣西、浙江、上海等多次遭受暴雨襲擊。集團管理層高度重視，認真安排部署，重點做好以下工作：①強化安全生產責任制，強化人員值守；②完善應對災害性天氣的應急預案，根據天氣變化，隨時準備啟動預案；③切實加強安全隱患排查治理；及④執行日報零報告制度。

二零一八年，各在建項目組織職工培訓教育420場，參與人數1.2萬餘人次。各住宅小區組織教育培訓160場，參與人數1.4萬餘人次。

## 供應鏈管理

### 實施集中採購

為確保產品質量、提升品牌形象及提高工作效率，本集團於二零一零年正式在各區域公司的開發項目中實施集中採購，與各區域公司積極溝通並結合各區域實際情況，逐步完善各區域公司的集中採購管理細則、流程、操作指引及相關管理規定。採購過程均採用公開或邀請的招標方式進行，遵循公開、公平、公正和誠實信用的原則，通過充分競爭，選擇合適的供貨商方。對於各區域集中採購工作的執行情況一概納入本集團內部審計範圍。



The Group has also established a transparent contract cost management system and sound supervision mechanism to ensure fair competition among suppliers, maintain reasonable interests of various stakeholders, and enhance the brand image and competitiveness of the Group.

In respect of procurement, all relevant personnel should strictly abide by related regulations and corporate rules and regulations on clean and conscientious procurement in accordance with the Professional Codes of Conduct, protect the Company's business secrets, intellectual property rights and know-how, strictly follow the principles of fairness and impartiality, and proactively reject any improper benefits. Meanwhile, relevant personnel are obliged to communicate the principles hereof to its advisory agencies, suppliers and contractors, and attach the Integrity Agreement as annex to the relevant contract. The Group regularly publishes details of reporting channels on its website or by posting an announcement, specifying the address, telephone, email and other information for whistle-blowing, to facilitate employees' commenting or providing feedback.

In terms of tender for construction projects, the Group leans more toward environmental protection measures during construction, such as technical measures for noise reduction and environmental pollution reduction, compliance with state-level laws, regulations and standards on environmental protection, soil and water conservation and pollution prevention enforced in the locality where the project is located, and fulfilment of environmental and ecological protection responsibilities.

All procurement-related personnel must comply with the Professional Codes of Conduct, adhere to the honesty and trustworthy principles, abide by professional ethical standards, and carry out procurement, tender, contract and other management tasks in an objective, impartial, independent and scientific manner. All departments should actively work with each other, promote full communication and information sharing, and make full use of respective professional knowledge and abilities to promote and optimise the professional management and standardised systems of the Company.

本集團建立了陽光透明的成本合約管理體系和健全的監督機制以確保供貨商間公平競爭，同時維護合作各方合理的權益，以提升本集團的品牌形像及競爭力。

根據《職業操守準則》規定，在採購方面，所有相關人員在廉潔守紀方面應嚴格遵守法規和各單位的規章制度，保護公司的商業秘密、知識產權和專有技術，嚴格遵守廉潔公正原則，主動拒絕任何不正當的利益。同時，相關人員有義務向諮詢機構、供貨商、承包商宣傳此原則，並在其合同中附上《廉潔協議》。本集團有關機構均定期通過企業網站、張榜等方式公佈受理信訪舉報主要管道的詳細信息，主要包括信訪地址、電話、電子郵箱等，方便員工反映任何關注或意見。

對於施工投標方面，本集團更側重考慮施工的環境保護措施，包括減少噪音和降低環境污染等相應技術措施，遵守國家級工程所在地有關環境保護、水土保護和污染防治的法律、法規和標準等，履行其環境與生態保護職責。

所有採購相關人員都遵守《職業操守準則》的監督和管理，以誠實守信為本，遵守職業道德標準，客觀、公正、獨立、科學地開展採購、招投標、合約等各項管理工作。各部門積極配合、全面溝通、信息共享，充分利用各人的專業知識和能力，推進和優化公司的專業化管理和標準化體系建設。

## Quality Supervision

Poly Property is driven by a corporate spirit and fine tradition that attaches importance to dedication, honesty and integrity, and strives to enhance the architectural quality and commercial values of the properties by instilling cultural substance into its property projects and to build a pleasant living environment for its clients. As a result, the Group attaches great importance to quality supervision measures and their execution. In addition to the overall strength of suppliers, the Group also focuses on the abilities of suppliers in terms of contract fulfillment. The Engineering Contract Management Measures promulgated by the Group dwells on the planning, contract signing and fulfillment under its engineering contract system, including on-site certification management and engineering settlement. A series of comprehensive audit, certification and acceptance procedures are conducted upon project completion, to ensure that each project has strictly followed requirements on schedule, quality, safe and civilised construction, etc. as specified in the contract and related documents. In the event that the project has quality issues or the contracting unit has breached the contract during the contract fulfillment process, relevant departments will explain the situation and handling opinions in detail. In order to standardise the management of the supply chain to suit the Group's sustainable development, the Group will further strengthen communication and work together with suppliers, to offer the best and most comfortable living environment for our esteemed clients. Several rounds of quality supervision guaranteed the products of Poly Property are safe and harmless, and therefore, there are no product recalls due to safety and health reasons.

## 執行質量監管

保利置業秉承「用心做事，誠信做人」的企業精神和優良傳統，藉文化內涵提升建築的質量和商業價值，為客戶締造美好的生活環境，因此，本集團特別重視質量監管方面的措施及執行方式。除著重考慮質量優良的供貨商實力以外，本集團亦十分注重供貨商在履行合約各方面的能力。本集團的《工程合同管理辦法》詳細描述了集團工程合同管理體系的策劃、訂立及履行，其中包括現場簽證管理及工程結算。工程竣工一概進行一系列的全面審核、簽證和驗收，確保每個項目都嚴格履行合同及有關文件規定的進度、質量、安全和文明施工等各項要求。若工程存在質量問題或履約過程中承包單位存在違約等情況，相關部門將嚴格作出詳細說明及處理意見。為規範可持續發展的供應鏈管理，本集團將不斷改進，加強與供貨商溝通，相輔相成，旨在為我們的尊貴客戶提供最優秀舒適的生活環境。經過多輪品質監管，保利置業保證產品安全與健康，因此從沒因安全與健康為理由而需收回產品。

## RISK MANAGEMENT AND CORPORATE GOVERNANCE

### Internal Control

Headed by members of the Board, the Audit Committee and the Risk Management Committee of Poly Property are responsible for examining the Group's risk management and internal audit system and regulations and carrying out routine internal audits, in a bid to strengthen its risk control and optimise its business structure. The two committees strive to ensure the implementation of effective internal control and the attainment of business objectives and overall strategic objectives via the internal control system within their respective powers. At the same time, audit teams of the Group and subsidiaries should fully understand the internal control environment and system of audited units, and conduct thorough audits for main businesses of the Group and subsidiaries in an independent, objective and impartial manner.

Onsite audit is mainly based on checking of the implementation of various regulations, their operational efficiency and effectiveness, and the completeness of compliance and progress documents and comprehensive audits are conducted by means of substantive inspection, onsite inventory and staff interviews. Audit evidences should be collected in strict accordance with laws, regulations and corporate systems, to ensure their legitimacy and effectiveness. Contents of onsite audits should include, without limitations to, accounting, tender management, contract management, sales management, human resources management, and cost and fund management.

### Anti-corruption

Poly Property always pursues stringent anti-corruption policy and safeguards interests of the Company by strictly abiding by laws, regulations, industry conventions and corporate rules and regulations, and adhering to the principle of seeking truth from facts. The Group has formed a clear set of supervision and reporting guides, under which all units or individuals have the right to report any violations of the Company or its departments. Subsidiaries should set in place reasonable, feasible and effective supervision and reporting channels based on respective actual situations and appropriately protect the whistleblower and keep his identity confidential. The Audit Committee of the Group sets forth clear guides for the acceptance scope, violation behavior, reporting channels, handling procedures and information confidentiality of whistle-blow incidents in accordance with related management regulations, and is fully responsible for handling whistle-blows and petitions of law or disciplinary violations.

## 風險管理及企業管治

### 內部監控

保利置業的審計委員會及風險管理委員會各由董事會成員領導，兩個委員會負責以加強風險管控及優化業務結構為前提，檢視本集團風險管理及內部審計體系和制度，主導例行內部審計的項目。兩個委員會根據其各自職權，透過內部控制體系，保障企業有效實施內部控制，確保經營目標及整體戰略目標的實現。同時，集團及下屬公司各審計組確保內部審計工作的獨立性、客觀性及公正性，全面瞭解被審單位內部控制環境及體系，對集團和各下屬公司主要營運事務進行透徹審核。

現場審計工作以檢查各項制度的執行落實情況、營運的效率及效果、合理合規和過程資料的完整性為主體，透過實質性檢查、現場盤點和人員訪談，進行全面性審核。所收集的審計證據必須嚴格遵守法律、法規規定和公司制度，以保證審計證據的合法性及有效性。現場審計主要工作內容包括但不限於會計核算、招投標管理、合同管理、銷售管理、人力資源管理、費用資金管理等。

### 反貪污

保利置業一貫奉行嚴格的反腐倡廉政策，嚴格遵守法律法規、行業公約及公司規章制度，堅持實事求是的原則，維護公司利益。本集團已形成一套清晰的監督及舉報準則，所有單位或個人均有權利對任何公司或部門的違反行為作出舉報。各子公司結合自身情況，設置合理、可行、有效的監督舉報管道，並對舉報者給予適當保護，對其訊息進行保密。集團的審計委員會根據相關管理辦法中對於受理範圍、違反行為、舉報管道、處理程序及資料保密等作出明確指引，全權負責紀檢監察信訪舉報工作。

All relevant personnel should strictly abide by related regulations and corporate rules and regulations on clean and conscientious procurement in accordance with the Professional Codes of Conduct, protect the Company's business secrets, intellectual property rights and know-how, strictly follow the principles of fairness and impartiality, and actively reject any improper benefits. Meanwhile, relevant personnel are obliged to communicate the principles hereof to advisory agencies, suppliers and contractors, and attach the Integrity Agreement as annex to the contract.

The Group regularly publishes details of reporting channels on its website or by posting an announcement, specifying the address, telephone, email and other information for whistle-blowing, to facilitate employees' commenting or providing feedback.

During the reporting period, the Group is not involved in any corruption incidents.

## Non-disclosure Provisions

All personnel who have come into contact with technical and business secrets of the Company and clients are obliged to undertake confidentiality obligations, strictly abide by the non-disclosure provisions of the Company, and shall not disclose any of the Company's confidential information, important internal information or business secrets to any other unit or individual in any manner.

## Working Together for Charity

### Blue Charity

Driven by a corporate spirit and fine tradition that attaches importance to dedication, honesty and integrity, Poly Property insists on its corporate culture of building homes for the people without neglecting its social responsibilities. As such, we participate in community charity by understanding the needs in various regions and take practical actions to serve the public and fulfill corporate responsibilities.

在採購方面，根據《職業操守準則》規定，所有相關人員在廉潔守紀方面應嚴格遵守法規和各單位的規章制度，保護公司的商業秘密、知識產權和專有技術，嚴格遵守廉潔公正原則，主動拒絕任何不正當的利益。同時，相關人員有義務向諮詢機構、供貨商、承包商宣傳此原則，並在其合同中附上《廉潔協議》。

本集團有關機構均定期通過企業網站、張榜等方式公佈受理信訪舉報主要管道的詳細信息，主要包括信訪地址、電話、電子郵箱等，方便員工反映任何關注或意見。

於報告期內，本集團沒有涉及任何貪污事件。

## 保密準則

集團的保密準則要求所有知悉公司、客戶的技術和商務秘密的人員務必負有保密義務，嚴格遵守公司保密協議規定，不得擅自將公司信息、保密資料等重大內部信息或商業秘密以任何方式向其他單位或個人透露。

## 攜手共享

### 藍公益

保利置業秉承「用心做事、誠信做人」的企業精神和優良傳統，堅持文化先行，為民立業的精神，不忘自身的社會責任。因此，我們置身於小區公益，瞭解各地的小區需要，以實際行動為社會大眾服務，履行企業責任。



As a social responsible corporate, we will continuously contribute to the regions where we operate, and actively strive to promote the development and growth of society. In 2018, we organised series of activities like last year to raise their awareness of climate change and environmental pollution, and encourage employees to practice green living so as to protect the environment and contribute to the society, such as tree planting activities, visits in remote areas and homes for the elderly, visiting and caring for children, etc.

## Care for Employees

Care for employee should be the top priority of any enterprise, so Poly Property attaches great importance to the health, growth, development and remuneration of employees as well as their relations to the Company. We strive to provide all necessary support for employees so that they could create a better future for clients and communities together with the company.

As for recruitment, Poly Property intends to attract talent all over the country to join the "Poly family", helping them to cultivate themselves in terms of both professional ethics and characters, so that they could be equipped with the "four characters" and "four spirits" and complete the transition from growth to maturity and then to success. At the same time, with the same characters and spirits, the Group supports and carries out various exchange and care programmes for all employees, regardless of city, subsidiary and post.

"Four Characters": Conscience, Sense of Responsibility, Compassion, and Honesty

"Four Spirits": Team Spirit, Scientific Spirit, Humanistic Spirit, and Professional Spirit

## Training and Development

In response to the evolving market environment and challenges, Poly Property provides diversified and all-round trainings for managers at all levels, professional technicians and staff members in different forms to improve their management standards, professionalism and comprehensive abilities in order to enhance the human resources management and organisational efficiency in pursuit of sustainable, stable and sound development of the company.

我們，作為一家對社會負責任的企業，將繼續回饋我們經營所在地區，積極努力、促進社會的發展和成長。二零一八年，我們像去年一樣舉辦了一系列活動，提高他們對氣候變化、環境污染的認識，並鼓勵員工實踐綠色生活，以保護環境及回饋社會，例如植樹活動、偏遠地區探訪、老人院探訪及關愛兒童等。

## 關懷員工

關懷員工是一家企業的首要重責，故保利置業非常重視員工的健康、成長、發展、待遇和與公司的關係，並致力為員工提供一切所需支持，與企業並肩奮鬥，共同為客戶和小區創造更理想及美好的未來。

在人才招聘方面，保利置業的企業發展理念旨在鼓勵各地人才來到「保利」這個大家庭，在品德和情操方面進行自我教育和自我塑造，培養高尚的道德情操，努力具備「四個心」和「四種精神」，致力完成「從成長到成熟，從成熟到成功」的發展階段。集團同時本著同樣的心和精神支持員工，為各城市、各附屬公司、各崗位部門的員工舉行各式各樣的交流活動和貼心計劃，讓每一位同事深刻感受到保利的一份關懷。

「四個心」：良心、責任心、愛心、誠實之心

「四種精神」：團隊精神、科學精神、人文精神、敬業精神

## 培訓發展

為應對不斷發展的市場環境和挑戰，保利置業積極組織開展多層次、多形式、全方位的培訓，全面提升各級管理人員、專業技術人員和員工團隊的管理水平、專業素質和綜合能力，提升人力資源管理水平和組織績效，促進公司持續、穩定、健康發展。

Poly Property is committed to provide diversified career development opportunities for its employees. Employees are motivated and given opportunities to show their talents under the appraisal and evaluation system and education and training mechanism, with an aim to achieve mutual growth of the employees and the Company, and enhance the personal and social values of the employees. For career development, the career path of employees is under management. Open recruitment process is conducted for positions in regional branches, and the "dual channels" system for the positions of management and specialised technicians to promote multiple development opportunities for employees and expand their career path, so as to stimulate the vitality and motivation of employees for higher organisational efficiency.

## Growing Together

The Group is driven by a corporate spirit and fine tradition that attaches importance to dedication, honesty and integrity and prioritises the development of employees. It attends to the needs of all 13,000 employees, and provides good welfare and sound development and training programmes for them, in a hope to identify and retain talents who will fight and grow with the Group.

In order to actively cope with the changing policy environment and market competition, the Group strictly abides by relevant labour laws and regulations, prevents the employment of child or forced labour, and regularly reviews and revises its HR policies, covering the remuneration, trainings, working hours, leaves and holidays, career prospects and other benefits. Detailed rules on its privacy and confidentiality policies and measures are set to avoid any leakage of information and protect commercial confidentiality and client information. The Group also regularly updates personal information of employees including professional qualifications, academic backgrounds, contact numbers, address of domicile, etc.

保利置業始終堅持為員工提供各種職業發展機會，通過考核評估機制和教育培養機制，不斷激發員工的潛能，提供施展才華的機會，實現員工成長與公司經營協調一致、共同發展，創造員工的自身價值與社會價值。在職業發展方面，實施員工職業生涯管理，在區域公司開展崗位公開競聘，建立管理崗位和專業技術崗位「雙通道」機制，實現員工多通道發展，不斷拓展其職業發展空間，釋放員工的活力與積極性，提升組織效能。

## 共同奮鬥

本集團秉承「用心做事、誠信做人」的企業精神和優良傳統，以愛築家，以人為本，因此保利置業悉心照顧集團一萬三千名員工，並竭力維護員工待遇福利，提供良好發展空間及培訓計劃，以識別及留住人才與本集團一起奮鬥及成長。

為積極應對不斷調整的政策環境和行業競爭，本集團嚴格遵守勞工準則條例，防止僱傭童工或強迫勞動，定期進行審查並修訂有關人事制度，包括薪酬、培訓、工作時間、休息休假、事業發展等方面，並對隱私及保密政策和措施進行詳細的規定，確保無洩密的情況發生，保障商業秘密和客戶隱私。本集團也定期更新職員個人資料，包括專業任職資格、括學習學歷、聯繫電話、家庭地址等信息。

The Group provides welfare such as marriage, maternity and paternity leaves, year-end bonuses, medical programme, retirement programme and personal accident insurance for employees. Moreover, to ensure the health of the employees, the Group encourages employees to have physical check-ups regularly, so that they would pay attention to their health conditions.

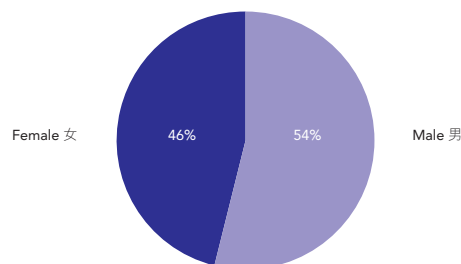
In order to establish a multi-layered retirement assurance system, Poly Property has implemented the enterprise annuity programme since 2012, which constitutes an integral part of the company's welfare system. The programme takes the retirement needs of employees into full account, under which both the company and the employee contribute a portion as annuity every month. Employees can choose whether to join the programme voluntarily. The contributed annuity is used for investment management. Pursuant to relevant regulations, the annuity belongs to the employee himself or his successors and can be withdrawn upon the employee's retirement, death, or settlement in another country.

The Group is convinced that fairness, honesty and integrity are our important assets, so employees should defend the good reputation of the Group. At the same time, the Group also actively discourages clients from giving gifts or employees from accepting gifts. For more information on anti-corruption, please refer to the relevant section in this Report.

The Group keeps a close eye on state and local policies, laws and regulations, and strives to effectively guarantee the welfare and health of employees.

During the year ended 31st December, 2018, the Group had no violations of employment rules and regulations that may severely impact the development, performance and business of the Group.

## Overview of the Group's Employees



Current employees by gender 目前男女員工人數

本集團為員工提供的福利包括結婚假期、產假及男士陪產假，年終特別酬金，醫療計劃，退休福利及個人意外保險等。此外，集團為保障員工的健康，鼓勵員工定期作身體檢查，旨在叮囑員工注重身體狀況。

為建立多層次養老保障體系，保利置業於二零一二年起實施企業年金方案，構成企業員工福利制度的組成部分。此企業年金充分考慮員工的退休生活保障，以自願性方式邀請員工參加，每月由企業及參加計劃的員工共同繳納年金所需費用。所繳納的年金將作投資管理用途，並按政策規定歸屬員工本人或其繼承人，於退休、身故或出境定居時領取。

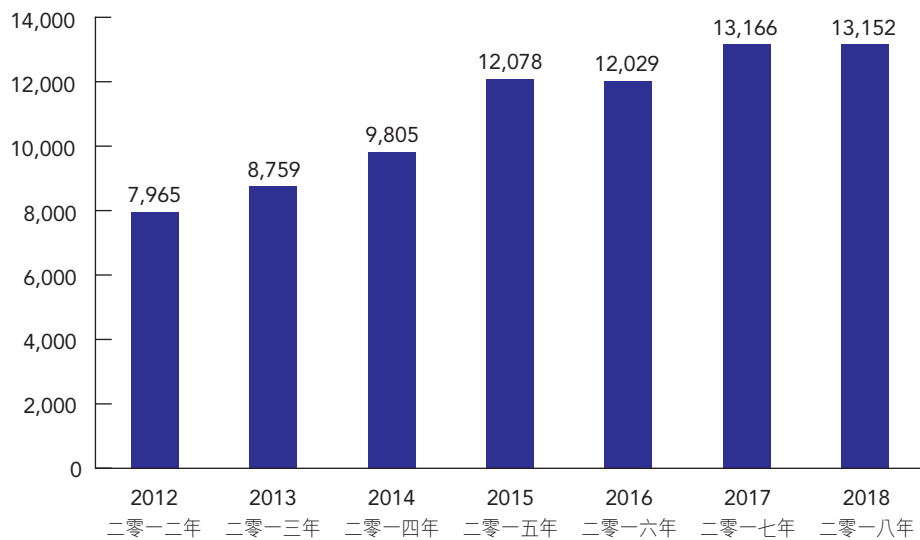
本集團深信公平、誠實、廉潔是公司重要的資產，保利員工必須維護集團的良好聲譽。同時，本集團也積極勸阻客戶送禮等行為，亦不鼓勵職員接受任何客戶禮物。更多相關反貪污的詳情，請參閱此報告內的相關章節。

本集團緊隨國家及各地方政策法律法規，務求本集團員工的福利及健康得到有效保障。

於二零一八年十二月三十一日止年度內，本集團並無因違反任何相關僱傭條例及規則而導致本集團的發展、表現及業務受到重大影響。

## 本集團員工概況

Staff headcount (unit: person)  
員工總數(單位:人)



Location 地區	Age 年齡	Total number of employees 僱員總數			Overall turnover rate of employees 僱員整體流失比率	
		Male 男	Female 女	Total 合共	Male 男	Female 女
Hong Kong 香港	>50	14	8	22	21%	0%
	41-50	9	11	20	44%	9%
	31-40	14	8	22	7%	100%
	<31	4	6	10	25%	33%
<b>Sub-total 小計</b>		<b>41</b>	<b>33</b>	<b>74</b>		
Shanghai 上海	>50	90	36	126	12%	3%
	41-50	190	128	318	12%	8%
	31-40	239	231	470	12%	17%
	<31	189	188	377	10%	18%
<b>Sub-total 小計</b>		<b>708</b>	<b>583</b>	<b>1,291</b>		
Other locations 其他地區	>50	1,164	703	1,867	10%	8%
	41-50	1,510	1,457	2,967	10%	11%
	31-40	1,715	1,423	3,138	14%	13%
	<31	1,993	1,822	3,815	28%	24%
<b>Sub-total 小計</b>		<b>6,382</b>	<b>5,405</b>	<b>11,787</b>		
<b>Total 合計</b>		<b>7,131</b>	<b>6,021</b>	<b>13,152</b>		



## PROTECTING THE ENVIRONMENT TOGETHER

### Environmental Protection

Climate change has been a common challenge for the entire international community. As a state-owned enterprise, Poly Property strictly abides by the Environmental Protection Law of the People's Republic of China, the Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution, the Law of the People's Republic of China on Prevention and Control of Water Pollution, the Law of the People's Republic of China on Prevention and Control of Environmental Noise, the Law of the People's Republic of China on Prevention and Control of Solid Waste Pollution, the Energy Conservation Law of the People's Republic of China and other environmental protection and energy conservation laws and regulations of the regions where we operate. We also follow the Work Programme of the State Council on Control of Greenhouse Gas Emission under the "13th Five-year Plan", the Notice of the State Council on Printing and Issuing the Three-year Action Plan for Blue Sky Protection Campaign, the Provisional Measures of NDRC on Management of Voluntary Emission Reduction Transaction of Greenhouse Gases, and other greenhouse gas emission reduction requirements.

The Hong Kong and Shanghai headquarters of Poly Property have made improvements in energy saving and emission reduction. The specific measures include replacing ordinary light bulbs with energy-saving ones, regularly updating and maintaining heating and air conditioning systems and equipment, and improving the recycling of paper and other resources. In the Company's business activities, few packaging materials are used. Therefore, the use of packaging materials is not significant and relevant information has not been disclosed. This year, 160 kg of waste paper was recycled. At the same time, the Group also raises the environmental protection awareness of employees through a variety of means.

During the reporting period, the electricity consumption, gas consumption and greenhouse gas emission of the Group as counted in partnership with third-party vendors are as follows:

## 環保共創

### 環境保護

氣候變化已為國際社會普遍面臨的挑戰，作為一家中央企業，保利置業一直嚴格遵守《中華人民共和國環境保護法》、《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噪音污染防治法》、《中華人民共和國固體廢物污染環境防治法》、《中華人民共和國節約能源法》以及我們營運所在地區的其他環保節能法律法規，國務院發佈的《「十三五」控制溫室氣體排放工作方案》、《國務院關於印發打贏藍天保衛戰三年行動計劃的通知》、國家發展改革委發佈的《溫室氣體自願減排交易管理暫行辦法》等溫室氣體減排要求。

保利置業的香港和上海總公司在節能減排措施上都作出了一定改善，包括逐步用節能燈替代電燈，定時更新及保養採暖及空調系統和設備，提高紙張和其他資源的回收效率等。本公司業務一般不使用大量包裝材料，因此製成品所用包裝材料並不嚴重，相關資料並未披露。今年，廢紙的回收量達160千克。同時，本集團也透過不同方法提高員工對實踐環保的意識。

本報告期內，經第三方機構核算之用電量、用氣量及溫室氣體排放量如下：

		Hong Kong HQ 香港總公司	Shanghai HQ 上海總公司
<b>Emission (Company vehicle)</b>	<b>排放物(公司用車)</b>		
NOx	氮氧化物	107,662 g克	173,908 g克
SOx	硫氧化物	237 g克	324 g克
PM	懸浮粒子	9,694 g克	16,687 g克

		Hong Kong HQ 香港總公司	Shanghai HQ 上海總公司
<b>Total greenhouse gas emission (Company vehicle)</b>	<b>溫室氣體總排放量 (公司用車)</b>		
CO <sub>2</sub>	二氧化碳	38,072 kg 千克	52,130 kg 千克
CH <sub>4</sub>	甲烷	4 kg 千克	5 kg 千克
N <sub>2</sub> O	一氧化二氮	18 kg 千克	24 kg 千克
Scope 1 Direct greenhouse gas emission (Total direct greenhouse gas emission from diesel petrol)	範圍1直接溫室氣體(柴油汽油 直接溫室氣體總排放量)	38,094 kg 千克	52,159 kg 千克
Scope 2 Indirect greenhouse gas emission (Total indirect greenhouse gas emission from electricity)	範圍2間接溫室氣體(用電間接 溫室氣體總排放量)	86,891 kg 千克	157,686 kg 千克
Diesel petrol	柴油汽油	16,132 litre 公升	22,089 litre 公升
Non-hazardous waste	無害廢物	750 kg 千克	1,040 kg 千克
Hazardous waste	有害廢物	NIL 無	NIL 無
Electricity consumption	用電量	109,989 kWh 千瓦時	200,110 kWh 千瓦時
Gas consumption	用氣量	N/A 不適用	30 m <sup>3</sup> 立方米
Water consumption	用水量	N/A 不適用 (without individual water meter) (無獨立水錶)	N/A 不適用 (without individual water meter) (無獨立水錶)
Measures to mitigate emission, results achieved	減低排放物的措施及 所得成果	LED lights (if applicable) 採用LED燈(如適用); Power off the devices when not in use 在不使用時關閉設備	
How hazardous waste & non-hazardous waste are handled, results achieved	如何處理有害廢棄物及無害 廢棄物及所得成果	The non-hazardous waste is mainly office waste and kitchen waste generated in canteen in Shanghai that were handled by outsourced professional parties. The Company encourages electronic documentations, avoiding multi- packaging materials and appreciation of food. 無害廢棄物主要來源辦公室廢棄物和上海食堂廚 廢物由外部專業承包商處理。公司鼓勵電子化文 檔，減少多層包裝材料及珍惜食物。	

The construction supervision is focused on the rectification of hidden dangers, improvement of environmental protection awareness, and practice of ecological-based green development. To mitigate the impact of construction on the environment, the Group strictly complies with relevant standards and regulations promulgated by the state and local governments, and asks the general contractors to explain in detail the environmental protection guides and specific measures to be adopted during construction, including but not limited to reduction of waste water, dust, and exhaust generated during construction, noise and light pollution control, energy saving and emission reduction measures, disposal measures of solid wastes, reuse of non-renewable resources, and protection measures for water and soil erosion along the construction slopes.

The Group implements actual control measures in accordance with the construction plan of the general contractor and requires the general contractor to revise and improve the construction plan in a timely manner. The control measures hereof are designed to ensure that the general contractor takes appropriate control and mitigation measures and sets up corresponding treatment systems, to avoid the pollution of the construction site and ambient environment by harmful substances, prevent potential impacts on water quality or air, minimise the impacts of the construction on production and living condition in surrounding areas, and meet relevant requirements of the state and local governments.

In addition, the Group also requires the general contractor to use green materials, products and engineering equipment that are enlisted in the catalogue of national certified products, to ensure no harm is caused to human body.

## Green Real Estate

In response to the state's call for green buildings and the relevant strategic plans, Poly Property has rolled out the green property development strategy since 2012 based on its own characteristics, existing conditions and market demands. Poly Property also formulated the Green Building Star Rating Measures Guideline in 2014. In 2018, the "Green and Health Home" product enhancement was fully implemented and such scheme was applied to all new projects.

在施工監理的實踐中，以隱患治理為基礎，提高環境保護的意識水平，踐行生態文明的綠色發展。為減低施工期間對環境的影響，集團嚴格按照國家和地方政府的有關標準及規定，要求總承包闡明施工環保方針及採用的環保措施，包括但不限於減少施工產生的廢水、揚塵及廢氣排放量、噪音及光污染的控制措施、節能減排措施、固體廢棄物處理措施、不可再生資源循環運用措施、施工邊坡工程的水土流失保護措施等。

本集團根據總承包的施工計劃，執行實際管控措施，並要求總承包及時修訂和完善其施工環境保護計劃。該管控確保所有總承包均採取適當的控制及緩解措施，成立相應處理系統，避免有害物質污染施工場地及其周邊環境，避免對水質或空氣的潛在影響，把對施工場地周邊生產和生活的影響減至最低，並滿足國家和地方政府有關規定的要求。

此外，本集團更要求總承包確保其所提供的材料均為綠色環保產品，工程設備等，均為國家認證產品名錄內，以確保無對人體有害的材料。

## 綠色地產

為積極響應國家在綠色建築發展的號召和戰略規劃，保利置業根據自身特點和現實條件以及市場需要，從二零一二年至今，切實落實制定集團的綠色地產發展戰略，二零一四年完成保利置業《綠色建築星級評定措施指引》。二零一八年全面開展「綠色健康家」產品升級，所有新獲項目全部落地實施。

Poly Property strictly complies with relevant laws, regulations and standards on energy conservation and environmental protection, implements the green strategic development goals and vigorously promotes energy conservation and emission reduction tasks via strengthened management. The Group adheres to scientific, systematic and differentiated green property guiding ideology and does its utmost to offer green property options for clients.

### Branding with a Green Theme

Green buildings of Poly Property, characterised by their energy saving and conservation features, provides people with healthy and comfortable living environment. In the face of increasing awareness on environmental protection nowadays, Poly Property has duly performed its social responsibilities as a state-owned enterprise. At present, Poly Property has obtained 43 green building certificate as follows:

保利置業嚴格遵守有關節能及環保法律、法規及標準，落實綠色戰略發展目標，強化管理，大力推動節能減排工作，堅持以科學化、體系化、差異化的綠色地產指導思想，力爭為客戶提供綠色地產選擇。

### 品牌打造綠色主題

保利置業的綠色建築從建築本身做到節約和回歸，為人們提供健康、舒適的生活空間。在提倡環保生活的今天，保利置業充分履行央企的社會責任。目前保利置業共獲得綠色建築認證43個，如下：

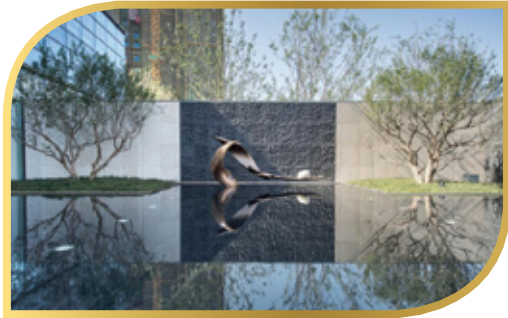
Existing Green Building Certifications of Poly Property	保利置業現有綠色建築認證	Quantity 數量
3-star national certification	國家三星級認證	3
2-star national certification	國家二星級認證	14
1-star national certification	國家一星級認證	19
U.S. LEED Gold certification	美國LEED金獎認證	1
Green building certification at provincial and municipal (directly under the central government) levels	省級、直轄市級綠建認證	6
<b>Total</b>	<b>共計</b>	<b>43</b>

### Wuhan Poly Riverview

We, through target research and combining green building technology standards and green health homes, focused on building exterior insulation, leakage prevention, permeable floor, rainwater collection, noise reduction, water purification, etc., and obtained the national three-star green building design logo certificate in 2018.

### 武漢保利江錦

保利江錦項目通過針對性的研究，結合綠色建築技術標準與綠色健康家，在外牆保溫隔熱、防滲漏、透水地面、雨水收集、隔音降噪、水源淨化等方面重點打造，在二零一八年其間獲得國家三星級綠色建築設計標識證書。



Wuhan Poly Riverview Project Demonstration Zone  
Courtyard Reality Map  
武漢保利江錦項目示範區庭院實景圖



Wuhan Poly Riverview Project Demonstration  
Zone Entrance Reality Map  
武漢保利江錦項目示範區入口實景圖

## Shandong Poly Triumph Mansion

Shanghai Poly Triumph Mansion located in Weihai City, Shandong Province, is the first project of Poly Real Estate in Weihai. Poly Triumph Mansion has obtained the national three-star green building design logo certificate, and is currently actively applying for the two-star certification of green building operation logo according to relevant requirements.

## 山東保利凱旋公館

保利凱旋公館位於山東威海市，是保利置業進駐威海的第一個項目。保利凱旋公館已獲得國家三星級綠色建築設計標識證書，目前根據相關要求積極申報綠色建築運營標識二星級認證。



Shandong Poly Triumph Mansion Entrance  
山東保利凱旋公館入口實景圖



Shandong Poly Triumph Mansion Picture  
山東保利凱旋公館專案實景圖

## Looking to the Future

Facing the future, Poly Property will adhere to the core operation philosophy of “Expertising in Cultural Real Estate” with a focus on “culture, harmony, nature and high end”. Driven by a corporate spirit and fine tradition that attaches importance to dedication, honesty and integrity, the Group will make persistent efforts to enhance the architectural quality and commercial value of the properties. Ultimately, it aims to build a pleasant living environment for its clients, shareholders and partners, create satisfactory returns to its shareholders, and build a positive social image by shouldering corporate social responsibilities and creating social values.

In an effort to build a green brand, we will work closely with the local governments, suppliers and other stakeholders to provide people with an eco-friendly, healthy and comfortable living environment.

## Safety Management

Safe production is the basis and foundation on which business operations are unfolded. Without safety, all operating results will be in vain. The Group will adhere to the scientific concept and guiding principle of “people-oriented and safe development”, further strengthen safety awareness, and enhance safe production operations. In addition, the Group will enhance supervision, accountability and rectification of safety-related matters, and do its utmost to prevent all kinds of safety incidents, so as to create a safe production environment for the stable and sustained operations of the Company.

## Protecting the Environment Together

The main objective of green property is to be achieved by promotion of green building rating and increase decorated properties, so as to obtain the Label under China’s Green Building Evaluation Standard.

## 展望未來

面向未來，保利置業將繼續秉持「專築文化地產」的企業經營理念，堅持以「文化、和諧、自然、高端」為核心，以「用心做事，誠信做人」的企業精神和優良傳統，不懈努力，力爭提升建築的品質和商業價值，為客戶、股東和合作夥伴締造美好的生活環境，並承擔社會責任，以雙手實現社會價值，建立優秀的企業形像。

我們努力打造綠色品牌，將與地方政府、供應商和其他利益相關方密切合作，為人們提供環保、健康及舒適的生活空間。

## 安全管理

安全生產工作是企業經營工作的基礎和根基，沒有安全，一切的經營業績都將歸零，本集團堅持安全生產「以人為本、安全發展」的科學理念和指導原則，進一步增強安全意識，加強對安全生產工作的領導，進一步強化監督，落實責任，加大安全整頓工作力度，堅決遏制各類安全事故，為公司穩健經營持續營造良好安全生產環境。

## 環保共創

綠色地產的主要目標將以推進綠色建築評級和推進住宅精裝修比例兩項內容作主導，以獲取中國綠色建築評價標識。

## Care for Employees

Looking to the future, the Group will strive to improve the education and training system for employees and establish a multi-layered, fully-covered training system with various categories and forms as well as distinctive characteristics. The system aims to fully tap into the potential of employees and nurture talent in a continuous manner, which will help guarantee the achievement of the Group's goals.

## Working Together for Sharing

In response to the slogan of "Poly Brings You Joyful Living" put forward this year, Poly Property will be firmly footed in its main businesses and build "dynamic, healthy, smart and cultural communities" from the four dimensions of "innovation, cross-border, sharing and experiencing". In order to highlight the humanistic and cultural substances of Poly as a life and artistic expert, the "Blue Charity" programme will continue to carry out a variety of community welfare activities and make due efforts in the construction of a harmonious and beautiful life for the general public.

## 關懷員工

展望未來，集團將致力完善員工的教育培訓體系，建立更具鮮明企業特色的多層次、分類別、多形式、全覆蓋的教育培訓體系，更能充分挖掘員工潛能，培育人才，為實現集團目標提供持續性的人才保證。

## 攜手共用

為回應保利在今年提出的「心保利·悅萬家」口號，立足主業，以「創新、跨界、共用、體驗」四大維度，建設「活力社區、健康社區、智慧社區、文化社區」等四大社區，彰顯保利生活藝術家的人文文化底蘊，保利「藍公益」將繼續開展各種形式的公益活動，為大眾市民建設至善和美的和諧生活，獻上最誠摯的一顆心。

## INDEX OF ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE ISSUED BY HKEX

## 香港交易所《環境、社會及管治報告指引》內容索引

Environmental, Social and Governance Reporting Guide issued by Hong Kong Exchanges and Clearing Limited and references of this Report

香港交易及結算所有限公司《環境、社會及管治報告指引》及本報告的參考資料

KPI 關鍵績效指標	Description 說明	Page/Notes 頁碼／註釋
<b>A. Environmental</b>		
<b>環境</b>		
Aspect A1: Emission 層面A1：排放物	General Disclosure 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 一般披露 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	16-18
KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emissions data 排放物種類及相關排放資料	16-17
KPI A1.2 關鍵績效指標A1.2	Greenhouse gas emissions in total 溫室氣體總排放量	16-17
KPI A1.3 關鍵績效指標A1.3	Total hazardous waste produced and intensity 所產生有害廢棄物總量及密度	17
KPI A1.4 關鍵績效指標A1.4	Total non-hazardous waste produced and intensity 所產生無害廢棄物總量及密度	17
KPI A1.5 關鍵績效指標A1.5	Description of measures to mitigate emissions and results achieved 描述減低排放量的措施及所得成果	17
KPI A1.6 關鍵績效指標A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果	17
Aspect A2: Use of Resources 層面A2：資源使用	General Disclosure Policies on the efficient use of resources, including energy, water and other raw materials 一般披露 有效使用資源(包括能源、水及其他原材料)的政策	16-19



KPI	Description	Page/Notes
關鍵績效指標	說明	頁碼／註釋
KPI A2.1	Direct and/or indirect energy consumption in total by type and intensity	17
關鍵績效指標A2.1	按類型劃分的直接及／或間接能源總耗量及密度	
KPI A2.2	Water consumption in total and intensity	17
關鍵績效指標A2.2	總耗水量及密度	
KPI A2.3	Description of energy use efficiency initiatives and results achieved	17-19
關鍵績效指標A2.3	描述能源使用效益計劃及所得成果	
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved	17-19
關鍵績效指標A2.4	描述求取適用水源上可有任何問題，以及提升水效益計劃及所得成果	
KPI A2.5	Total packaging material used for finished products	18-19
關鍵績效指標A2.5	製成品所用包裝材料的總量	
Aspect A3: The Environmental and Natural Resources	General Disclosure Policies on minimising the issuer's significant impact on the environment and natural resources	16-19
層面A3：環境和天然資源	一般披露 減低發行人對環境及天然資源造成重大影響的政策	
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	16-19
關鍵績效指標A3.1	描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動	
<b>B. Social</b>		
<b>社會</b>		
Aspect B1: Employment	General Disclosure Information on the policies and compliance with relevant laws and regulations that have a significant impact on the issuer and relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunities, diversity, anti-discrimination, and other benefits and welfare	13-14
層面B1：僱傭	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	
KPI B1.1	Total workforce by gender, functions, age group and geographical region	14-15
關鍵績效指標B1.1	按性別、僱傭類型、年齡組別及地區劃分的僱員總數	
KPI B1.2	Employee turnover by gender, functions, age group and geographical region	15
關鍵績效指標B1.2	按性別、僱傭類型、年齡組別及地區劃分的僱員流失比率	

KPI	Description	Page/Notes
關鍵績效指標	說明	頁碼 / 註釋
KPI B2	General Disclosure Information on the policies and compliance and major violation with relevant laws, regulations and rules relating to the provision of a safe working environment and protecting employees from occupational hazards	12-14
關鍵績效指標B2	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及嚴重違反相關準則、規則及規例的資料	
KPI B2.1	Number and rate of work-related fatalities	5
關鍵績效指標B2.1	因工作關係而死亡的人數及比率	
KPI B2.2	Lost days due to work injury	—
關鍵績效指標B2.2	因工傷損失工作日數	
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	13-14
關鍵績效指標B2.3	描述所採納的職業健康與安全措施，以及相關執行及檢查方法	
Aspect B3: Development and Training	General Disclosure Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities	12-13
層面B3：發展和培訓	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。描述培訓活動	
KPI B3.1	The percentage of employees trained by gender and functions	—
關鍵績效指標B3.1	按性別及僱員類別劃分的受訓僱員百分比	
KPI B3.2	The average training hours completed per employee by gender and functions	—
關鍵績效指標B3.2	按性別及僱員類別劃分，每名僱員完成受訓的平均時數	
Aspect B4: Labour Standards	General Disclosure Information on the policies and compliance and major violation with relevant laws, regulations and rules relating to the prevention of child and forced labour	12-14
層面B4：勞動準則	一般披露 有關防止童工或強制勞工的政策及遵守及嚴重違反相關準則、規則及規例的資料	
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour	12-14
關鍵績效指標B4.1	描述檢討招聘慣例的措施以避免童工及強制勞工	
KPI B4.2	Description of steps taken to eliminate such practices when discovered	—
關鍵績效指標B4.2	描述在發現違規情況時消除有關情況所採取的步驟	

KPI	Description	Page/Notes
關鍵績效指標	說明	頁碼／註釋
Aspect B5: Supply Chain Management	General Disclosure Policies on managing environmental and social risks of the supply chain	7-9
層面B5：供應鏈管理	一般披露 管理供應鏈的環境及社會風險政策	
KPI B5.1	Number of suppliers by geographical region	—
關鍵績效指標B5.1	按地區劃分的供貨商數目	
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored	7-9
關鍵績效指標B5.2	描述有關聘用供貨商的慣例，向其執行有關慣例的供貨商數目、以及有關慣例的執行及監察方法	
Aspect B6: Product Responsibility	General Disclosure 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, labeling and privacy matters relating to products and services provided and methods of redress	4-7
層面B6：產品責任	一般披露 有關所提供產品和服務的健康與安全、廣告、標識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	
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons	9
關鍵績效指標B6.1	已售或已運送產品總數中因安全與健康理由而須回收的百分比	
KPI B6.2	Number of products and service related complaints received and how they are dealt with	—
關鍵績效指標B6.2	接獲關於產品及服務的投訴數目以及應對方法	
KPI B6.3	Description of practices relating to maintaining and protecting intellectual property rights	8-10
關鍵績效指標B6.3	描述與維護及保障知識產權有關的慣例	
KPI B6.4	Description of quality assurance process and recall procedures	9
關鍵績效指標B6.4	描述質量檢定過程及產品回收程序	
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored	13
關鍵績效指標B6.5	描述消費者資料保障及私隱政策，以及相關執行及監察方法	

KPI	Description	Page/Notes
關鍵績效指標	說明	頁碼／註釋
Aspect B7: Anti-corruption	General Disclosure 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	10-11
層面B7：反貪污	一般披露 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	
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases	11
關鍵績效指標B7.1	於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果	
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored	11
關鍵績效指標B7.2	描述防範措施及舉報程序，以及相關執行及監察方法	
Aspect B8: Community Investment	General Disclosure Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests	11-12
層面B8：小區投資	一般披露 有關以小區參與來瞭解營運所在小區需要和確保其業務活動會考慮小區利益的政策	
KPI B8.1	Focus areas of contribution	11-12
關鍵績效指標B8.1	專注貢獻範疇	
KPI B8.2	Resources contributed to the focus areas	—
關鍵績效指標B8.2	在專注範疇所動用資源	