



**建業實業有限公司**  
**Chinney Investments, Limited**  
*(Incorporated in Hong Kong with limited liability)*  
**(Stock Code: 216)**

**2018/19 ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT**

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## **About the Company**

Founded in 1959, Chinney Investments, Limited (“Chinney Investments”, collectively with our subsidiaries, the “Group”) (Stock Code: 216) is listed on the Main Board of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”).

The Group’s core businesses include property development, property investment and other property related businesses. Our assets are located in Hong Kong, Chongqing, Guangzhou, Nanhai and Shenzhen of Mainland China. Our property development and investment activities are conducted by Hon Kwok Land Investment Company, Limited (“Hon Kwok”) (Stock Code: 160) and Hon Kwok’s subsidiaries (“Hon Kwok Group”). The Group was engaged in fashionable garment production in Dongguan which was discontinued during the Reporting year.

Throughout the years, the Group has incorporated a strategic management approach to the business and actively engages with stakeholders to understand their needs and thoughts. We are committed to capturing, disclosing, and reviewing our Environmental, Social and Governance (“ESG”) performance, with an aim to ensure financial sustainability of the Group, and at the same time, monitoring and controlling the environmental and social risks associated with our business operations.

## **About this Report**

This ESG Report (the “Report”) is prepared in accordance with the Environmental, Social and Governance Reporting Guide set out in Appendix 27 (the “ESG Reporting Guide”) to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited. This Report provides an overview of the Group’s ESG policies and management approach and presents our sustainability initiatives and performance for the period from 1 April 2018 to 31 March 2019 (the “Reporting year”). The Group strives to adhere to the reporting principles of materiality, quantitative, balance, and consistency when disclosing our ESG performance.

The scope of this Report covers the Group’s major businesses and operations in property development, property investment, property related business, and garment business of which the Group has financial control. The garment business was discontinued during the Reporting year. The following operations are included within:

<b>Business / Activity</b>	<b>Location</b>
Administration	Chongqing, Guangzhou, • Offices

	Hong Kong, Nanhai and Shenzhen	
Garment	Dongguan	<ul style="list-style-type: none"> <li>J.L. Garment Group (discontinued within the Reporting year)</li> </ul>
Properties invested / managed	Chongqing	<ul style="list-style-type: none"> <li>Chongqing Hon Kwok Centre</li> <li>Chongqing Jinshan Shangye Zhongxin</li> </ul>
	Guangzhou	<ul style="list-style-type: none"> <li>Ganghui Dasha</li> <li>No. 5 Residence</li> <li>The Botanica</li> </ul>
	Hong Kong	<ul style="list-style-type: none"> <li>Hon Kwok Jordan Centre</li> </ul>
	Nanhai	<ul style="list-style-type: none"> <li>Metropolitan Oasis Phase 1 and 2</li> </ul>
	Shenzhen	<ul style="list-style-type: none"> <li>City Square</li> <li>City Suites</li> </ul>
Properties under development	Guangzhou	<ul style="list-style-type: none"> <li>45-107 Beijing Nan Road development project</li> </ul>
	Hong Kong	<ul style="list-style-type: none"> <li>Kin Chuen Street development project</li> </ul>
	Nanhai	<ul style="list-style-type: none"> <li>Metropolitan Oasis Phase 3</li> </ul>
	Shenzhen	<ul style="list-style-type: none"> <li>Hon Kwok City Commercial Centre</li> </ul>

Construction and trading businesses, which are reported in our Annual Report 2018/2019, are operated by Chinney Alliance Group Limited (“Chinney Alliance”) (Stock Code: 385), a 29.1% owned associate. Please refer to Chinney Alliance’s ESG Report regarding the ESG information of our construction and trading businesses.

This Report has been approved by the Board before publication and is available from the websites of the Stock Exchange and of Chinney Investments.

## **How we manage ESG risks**

The Board provides overall direction on management of sustainability issues and ESG risks. Senior managers of regional operations integrate ESG considerations into our daily operations, handle daily ESG matters in accordance with the guidelines provided by the Board, and report to the Board in due course to ensure that the Group strictly abides by local ESG-related regulations and ordinances. ESG performance of the Group is regularly evaluated and reported to our stakeholders in the annual ESG report to demonstrate our efforts in building a sustainable future.

## **Stakeholder engagement**

Continuous engagement with stakeholders is important for the Group to meet stakeholders' needs and expectations. The Group endeavors to create long-term value for our stakeholders including but not limited to investors, employees, tenants, guests, and owners of properties managed. Over the years, we strive to acknowledge the opinions and feedbacks from our stakeholders. We maintain close liaison with stakeholders continuously through daily encounters, meetings, and interviews. Apart from active communication, we are also committed to maintaining a high level of transparency through press releases, announcements, promotional materials and ongoing dialogue. We believe these engagement exercises are the key to strengthening our environmental and social practices, and thus enhancing our performance.

The Group welcomes any comments or suggestions from our stakeholders. Please contact us for any comments or suggestions about this Report or our ESG-related practices:

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## **Materiality assessment**

A review on last year's ESG material list, which was identified based on the results of previous stakeholder engagement, has been conducted through media and peer review to re-evaluate the focuses of the Group's ESG strategies. The results were then discussed, prioritized and endorsed by the Board and management.

Upon the annual review of ESG issues, a total of 10 issues are considered material to the Group. The results are summarized in the below table. This Report will place emphasis on issues that are considered material to our business.

Key aspects	Material ESG issues identified
Environment	<ul style="list-style-type: none"><li>• Energy usage</li><li>• Greenhouse gas emission</li></ul>

	<ul style="list-style-type: none"><li>• Waste management</li></ul>
Employment and labour practices	<ul style="list-style-type: none"><li>• Talent attraction and retention</li><li>• Equal opportunities</li><li>• Safe working environment</li></ul>
Operating practices	<ul style="list-style-type: none"><li>• Quality assurance</li><li>• Anti-corruption</li><li>• Customer data privacy</li></ul>
Community	<ul style="list-style-type: none"><li>• Community participation</li></ul>

## **Caring for the environment**

Steered by the spirit of environmental stewardship, the Group is wholly devoted to protecting the environment and conserving natural resources. Over the years, we dedicated ourselves to minimizing any negative impacts arising from our operations by adopting environmentally-friendly measures and policies.

### **Reducing energy consumption and greenhouse gas emissions**

In light of the growing threats from climate change to our business and the community, we make every effort to minimize energy consumption by improving energy efficiency. Majority of the Group's energy usage comes from electricity consumption in common areas of properties managed and the garment factory. Throughout the years, we adopted a wide range of measures to enhance energy efficiency and reduce carbon footprint across all business units.

Adopting sustainable initiatives in our buildings is crucial to the responsible management of our properties. LED lights are installed in the public areas as major lighting to reduce energy usage at a number of our properties. We also encourage our tenants to replace their light fixtures with LED lighting as long as appropriate. Apart from using energy-efficient lighting, sensors for lighting control are also installed in public areas of City Square and Metropolitan Oasis, where lights would only be switched on when sound and motion is detected. The lighting equipment is also equipped with timers where they will be automatically switched off at designated hours. To develop a thorough systematic plan to reduce energy consumption, the Group established a guideline on energy management for our Chongqing operations. The guideline not only highlights the duties and responsibilities of staff members in implementing energy-saving measures, but also provides a detailed and quantitative approach to energy management. For instance, the use of air conditioning/heating is only permitted in our offices when the temperature reaches 28 °C during summer or drops below 12 °C during winter. Also, the thermostat may not be adjusted lower than 25 °C in summer nor higher than 20 °C in winter. Water and electricity consumption are monitored and recorded on a monthly basis to aid detection of abnormal situations like water leakage.

The Group has also taken proactive measures at the Hong Kong headquarters to control the energy use and emissions. To advocate energy-saving responsibilities among employees, we incorporate energy-saving practices into the Employee's Handbook. Employees are encouraged to switch off the office equipment such as computers, photocopiers, printers and air-conditioners when they are not in use. To enhance energy efficiency, priority is given to purchasing electronic equipment with Grade-1 Energy Labels for all Hong Kong operations.

During the Reporting year, the Group complied with all applicable laws and regulations regarding air

and greenhouse gas emissions, including the Air Pollution Control Ordinance (Cap. 311) in Hong Kong, the Environmental Protection Law, and the Prevention and Control of Atmospheric Pollution Law of the People's Republic of China.

### Reducing waste

Our aim is to minimize the impact of solid waste on the natural environment. Recognizing that the majority of waste recorded is generated by tenants, guests, residents, and other users of the premises, the Group has adopted a series of waste management measures to minimize the environmental impact of waste generated in our daily operations.

Being selected by the Government as a pilot area of waste sorting and recycling, City Square in Shenzhen offers recycling bins for clothing, battery and glass. To further facilitate waste segregation and recycling, our contracted cleaners segregate recyclables, leftovers, hazardous waste, and non-hazardous waste collected from residents and tenants.



*Recycling bins at City Square, Shenzhen*

To minimize the consumption and disposal of paper at offices, we encourage our employees to use email and electronic office system for communication, and to use duplex printing whenever possible. Unwanted office equipment such as computers are donated to the Salvation Army to extend their life cycle and divert electronic wastes from landfills.

During the Reporting year, the Group complied with all applicable laws and regulations regarding waste management, including Waste Disposal Ordinance (Cap. 354) in Hong Kong, and the Prevention and Control of Solid Waste Pollution Law of the People's Republic of China.

### Using resources wisely

Recognizing that the exploitation of resources poses an impact on the environment, the Group spares no effort in looking for effective approaches to minimize water and plastic packaging materials consumption in our operations.

The Group does not consume a significant amount of water in our operations. Water is utilized mainly for cleaning common areas of managed properties. Nonetheless, we are constantly in search of ways to enhance water consumption efficiency as water is consumed by tenants and residents. Since we do not have direct control of water usage by tenants and residents, labels and notices are displayed at our properties to promote water conservation. Tenants and residents are also encouraged to contact us for maintenance in case of water leakage. Dual-flush toilets are installed at various properties to conserve water. At City Suites, our serviced apartment, bed sheets and towels are generally replaced once to twice a week, to reduce water consumption and the usage of detergent. During the Reporting year, there was no water sourcing issue within the Group.

At the garment factory, the Group encouraged employees to develop water-saving habits in workplace and staff dormitory. Plastic materials were necessarily used for finished packaging. However, to avoid unnecessary usage of plastic packaging, the Group only purchased packaging materials according to customer demand. To further reduce carbon emissions from transportation, we only purchased such materials from designated suppliers in Mainland China.

## **Caring for our employees**

Employees are an integral part of our Company and we are devoted to providing our staff with fulfilling work experience and career advancement. The Group implements different measures to recruit the best talents, help employees develop their full potentials, and protect them from harm in the workplace.

### **Attracting talents**

The Group believes that building a supportive team with the right talent is vital to the business's success. Therefore, the Group makes concerted efforts to attract and recruit talented skilled workers at all levels. Valuing diversity, fairness, and the principle of non-discrimination, we strictly abide by relevant laws and regulations including Employment Ordinance (Cap. 57), Sex Discrimination Ordinance (Cap. 480), Disability Discrimination Ordinance (Cap. 487), Family Status Discrimination Ordinance (Cap. 527), Race Discrimination Ordinance (Cap. 602) in Hong Kong, as well as the Labour Law and Labour Contract Law of the People's Republic of China.

To attract qualified talent, we provide competitive salary and employee benefits to our staff. Understanding that some employees might want more flexibility in their retirement planning, the Group provides employees in Hong Kong with different Mandatory Provident Fund options and will match their selected contribution percentage. In an effort to better protect our employees, we also provide staff in Hong Kong with medical insurance that covers not only ordinary and accident medical expenses but also partial costs of basic dental care services. Following statutory regulations, we provide our staff in Mainland China with an insurance package that includes Endowment insurance, Employment injury insurance, Unemployment insurance, Medical insurance, Maternity insurance and Housing Provident Fund. For positions involving higher safety risks, such as drivers and employees who are required to visit our construction sites, the Group provides additional accident insurance.

We understand that employees view achieving a healthy work-life balance as a primary concern and the Group makes every endeavor to promote this goal. Starting 1 January 2019, we eliminated the alternate Saturday workday in our Hong Kong office and switched to a five-day work week so employees can enjoy weekends with families and friends. Also, employees working more than three years at the Group will be granted one additional day-off each year until the number of total annual leaves reaches a maximum of 18 days. In addition, we provide maternity leave, marriage leave, leave for jury services, and compassionate leave. For our operations in China, the Group arranges annual leave for our employees working more than one year, in accordance with the Regulation on Paid Annual Leave for Employees of the People's Republic of China. For employees working more than one year but less than 10 consecutive years at our organization, they are entitled to five days of

annual leave. For employees with 10 to 20 years of working experience at our organization, they are entitled to 10 days of annual leave. For employees with more than 20 years of working experience at our organization, they are entitled to 15 days of annual leave.

Besides ensuring adequate rest time for employees, the Group is devoted to enriching their work experience through the organizing of different group activities. For instance, the Group arranges welcome and farewell lunches for newly-joined and leaving staff respectively. Employees are invited to participate in corporate events like Christmas Lunch, Chinese New Year Lunch, and Annual Dinner as well as other leisure activities such as recreational group outings, birthday parties, speech competitions and flower arrangement activities etc. By organizing different activities, the Group hopes not only to enhance the sense of belonging among employees, but also foster a warm and friendly working environment.



*The Group's Annual Dinner*



*Awards presentation to employees at the Group's Annual Dinner*



*Outing organized for the Group's employees and their family members*



*Staff participating in the Group's speech competition*

### Retaining talents

The Group believes that the development of a sustainable human resources strategy relies on an organization's ability to assist employees in climbing the career ladder and achieving work accomplishments. Only through taking care of the long-term development of our employees will we succeed in retaining talented individuals and sustaining long-term business growth.

To that end, the Group makes sure that the efforts of our employees bear fruit. We set up an annual salary review session to evaluate employee salary progression based on their performance over the year and reward their contributions accordingly. In addition, we recognize the endeavors of our existing employees and favor internal promotion over external recruitment. Employees with outstanding performances are eligible for internal transfer or promotions, whereby their applications will be considered on a case by case basis.

The Group is also dedicated to facilitating employees' knowledge acquisition and personal development. All new staff are given on-the-job training and assistance. In our Mainland China operations, group training is also provided to newly hired staff regularly to accustom them to our corporate culture and employee ethics.

To further nurture our talent, we organize both internal and external training events in accordance with the needs of various different departments. During the Reporting Year, our Mainland China offices organized two internal Microsoft Excel training sessions for staff and engaged external consultants covering topics such as contractual disputes, and individual income tax reform. Moreover, ample financial resources are granted for employees to apply for membership in recognized technical and professional institutes, such memberships are requirements in, for examples, providing security services, operating high-voltage and low-voltage electrical apparatus, or performing accounting and finance duties. By sponsoring professional memberships, we hope our employees would not only build up their professional qualifications but also leverage their expertise and contribute to our business operations.



*Staff participating in an internal Microsoft Excel training workshop*



*Staff participating in a legal knowledge seminar*

### Safeguarding occupational health and safety

The Group provides our employees with a safe working environment and protects them from occupational hazards. The Group strictly abides by relevant laws and regulations in our operating locations, including Occupational Safety and Health Ordinance (Cap. 509) in Hong Kong, Work Safety Law, and Prevention and Control of Occupational Diseases Law of the People's Republic of China.

The Group incorporates an Office Health and Safety guideline into the Employee's Handbook. Employees are required to inform the Company of any health-related issue or concern that may affect their work performance, such as becoming pregnant, taking prescribed medication or suffering any injury, so that the Company may provide a better work arrangement. More importantly, they are required to report any injuries, strains or illnesses they might have suffered as a result of their work. In our Hong Kong office, we have installed water filters and air purifiers to create a more hygienic working environment and promote employees' well-being. Employees are encouraged to keep our premises clean and tidy. In our Shenzhen office, we create a healthy and comfortable working environment by decorating office areas with plants, providing our employees with ergonomic chairs, and giving our employees herbal tea during summer.

With an aim toward raising employee awareness of fire hazards and electricity overloading, our Employee's Handbook expressly discusses safety measures such as firefighting equipment locations, a floor plan displaying exit routes at our offices, and the presence of a sprinkler system. Employees are required to inform the Administration Department if any fire hazards have been noticed or suspected, including any blockage of escape routes, damage or dilapidation of firefighting equipment items, improper use of office equipment or electrical appliances, or inappropriate working practice that might cause fire risks or electricity shocks.

## **Operating responsibly**

The Group engages in diversified segments of the real estate business, including property development and investment, property management, serviced apartment management, and office leasing. Therefore, we work with a vast network of contractors, tenants and residents during our daily operations. Undertaking responsibilities throughout our value chain, we have implemented different measures in both the upstream and downstream operations to ensure high product quality, satisfying tenant and resident experience, reliable business partnerships, as well as good business ethics.

### **Managing contractors and suppliers**

During the construction phase of our properties, the Group ensures that our main contractors comply with all relevant local laws and regulations. In Hong Kong, we maintain long term partnership with a contractor whose occupational health and safety management system has been certified to OHSAS 18001:2007 for managing construction works of our development projects. Our main contractor provides regular on-site health and safety training to all workers at construction sites to prevent the occurrence of safety incidents owing to insufficient safety knowledge among individual workers. The subsidiaries of the contractor have also developed their environmental policies in compliance with ISO 14001:2015 Environmental Management System and ISO 50001:2011 Energy Management System. Different measures to minimize environmental impacts, including dust and emissions prevention and control, noise mitigation and wastewater management, are adopted at all our construction sites. The Group encourages our contractors to implement water saving measures to prevent fresh water wastage at construction sites.

In our property management and serviced apartment business, the Group engages experienced contractors for landscaping and cleaning. Regular monitoring and reviewing are also performed to ensure the quality and compliance of our service providers. For instance, our service provider in Metropolitan Oasis is required to submit monthly reports summarizing the greenery and cleaning work, which are reviewed by our local property management team and quality evaluated against a checklist.

It is not common for our operations to perform regular bulk purchases. Therefore, we have not established any formal policies on selection of goods suppliers based on environmental and social risk considerations.

Our garment business implemented a comprehensive supply chain mechanism in which potential suppliers were evaluated in various aspects such as material quality, price, delivery time and service quality. To ensure their quality consistency, the Group also conducted periodic supplier audits.

## Delivering high-quality services

The Group believes that service quality contributes greatly to business success as it sustains the trust and reputation built with our customers and business partners. Operating in the real estate industry, we strive to create a people-oriented space where different stakeholder needs are well taken into consideration. Turning words into action, the Group has implemented internal quality assurance policies that are applicable to respective businesses to constantly monitor and review the quality of our services. In Hong Kong, we aim to provide our tenants at Hon Kwok Jordan Centre with a tranquil business environment, and avoid certain types of commercial activities that might disturb our visitors or tenants. In addition, to enhance the quality of our property management services, we engage internationally renowned real estate services providers, like Cushman & Wakefield and Savills, to provide building events during the Reporting year, covering topics like handling emergent incident or building team cooperation.



*In May 2018, our staff at Chongqing Hon Kwok Centre visited Guohua Financial Centre in Jiang Bei Zui to learn its property management practices*

Customer safety is our top priority. The Group implements various measures to keep our tenants and residents safe. The Group requires that adequate attendants and security guards are deployed at our properties to make sure that tenants and residents will receive immediate care all the time. Through regular fire drills, we ensure that our staff are capable of providing adequate assistance in facilitating effective emergency escape in case of accidents. Moreover, the Group believes that in creating a safe and harmonious living environment, we must consider and prepare for a wide range of possible risks and safety incident scenarios. Our safety management approach at City Suites, a serviced apartment property in Shenzhen, is a case in point. At City Suites, first-aid trainings are provided to all staff so that they are equipped with the knowledge to take care of residents' urgent medical needs. We have also provided anti-slip mat in bathtubs to enhance slip resistance and prevent shower-related injuries. Moreover, with an aim to prevent outsiders from breaking into the apartments, we restrict the elevator access of residential floors to resident card holders only.



*Employees participating in a fire drill at Chongqing Hon Kwok Centre*

We sincerely welcome all comments from our tenants, residents and visitors since their advice drives our future improvement. To collect their opinions in a systematic way, the Group established multiple complaint channels and standard complaint handling procedures at all our properties. Tenants and residents can speak to security guards or concierges in person or through hotline services. They may also write down their comments on the notice boards in public areas. Once submitted or filed, all suggestions or complaints are reviewed immediately and valid complaints are then recorded for follow-up. For instance, at Metropolitan Oasis, staff are required to handle complaints within eight hours. Moreover, the local property management team at Metropolitan Oasis conducts tenant satisfaction surveys on a yearly basis to evaluate their service performance.

### Protecting customer data privacy

The Group believes that customer data privacy protection is paramount to any steady business or client relationship, and strictly abides by the Personal Data (Privacy) Ordinance (Cap. 486) in Hong Kong. Our established guideline for the safe custody of documents is clearly stated in our Employee's Handbook. The guideline defines the types of documents which need to be stored separately and safely. In Hong Kong, ID card number of individual visitors to Hon Kwok Jordan Centre will only be kept for one month. For our operations in China, our tenants' key personal information is documented in hard copy only and are locked up in our offices where access is restricted to designated staffs.

## Anti-corruption

Understanding that business integrity is the backbone of all businesses, the Group strictly abides by the Prevention of Bribery Ordinance (Cap. 201) in Hong Kong, the Anti-Money Laundering Law and the Criminal Law of the People's Republic of China. In guiding our employees' behavior, we have established a group-level anti-corruption policy and incorporated it in both the Employee's Handbooks in Hong Kong and Mainland China offices. The policy outlines all types of prohibited behaviors that would be regarded as corruption.

Besides implementing preventive measures, we adopt a zero-tolerance approach to any corrupted practices. In that, the Group has established a whistle-blowing policy and provided employees with designated channels for reporting suspected misconduct and malpractices. The policy outlines possible criteria for corrupted behavior that should be reported, clearly states the responsibilities of the Group and our Audit Committee and explains how employee complaints would be investigated and further handled. Informants making appropriate complaints under this policy are assured of protection against unfair dismissal, victimization or unwarranted disciplinary action, even if the concerns turn out to be unsubstantiated.

During the Reporting year, there was no concluded legal case regarding corrupted practices of our employees relating to bribery, extortion, fraud and money laundering.

## **Caring for the community**

In managing our real estate development business, the Group strives to create an inclusive and harmonious community environment in all operating locations. Therefore, the Group makes all-out efforts in promoting universal accessibility, preserving community environments, and contributing towards a better society. Various community service programmes such as blood donation, were organized during the Reporting year.

### **Case study 1: Providing barrier-free access at our properties**

The Group firmly believes that building designs should take care of everyone's needs. As such, we built barrier-free facilities at our properties to ensure universal access for all. For instance, ramps are provided to facilitate access for physically impaired individuals and for those who are pushing baby carriage.



*Ramp installed at City Square (left) and Metropolitan Oasis (right)*

## Case study 2: Participating clean-up campaign to protect our beautiful cityscape

We understand that facilitating a harmonious living environment not only requires quality buildings, but also the shared efforts of residents to protect the surrounding environment. Being part of the community, the Group's volunteers joined with local representatives to launch a clean-up campaign in Yubei District, Chongqing City. During the event, volunteers collected garbage and swept the streets to maintain the city's hygiene and tidiness. We believe that a society in which community members take on the responsibility of maintaining the city environment is a good illustration of modern environmental governance.



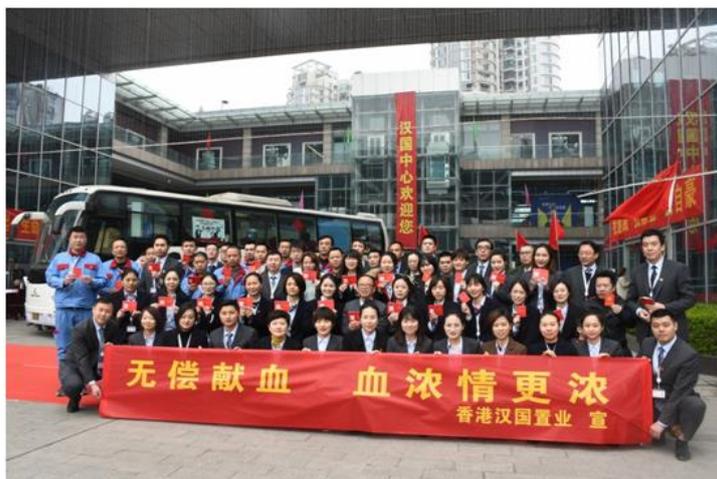
*Our volunteers participated in the clean-up campaign*



*Participants sweeping the dirt and leaves on the street*

### Case study 3: Participating in mobile blood donation programme to save lives

As the level of blood collection drops during summer and winter, blood centers in Chongqing City offer mobile blood donation services in an effort to alleviate the shortage of blood supply. To help patients who are in need for blood transfusion, over 60 volunteers from the Group queued up at Chongqing Hon Kwok Centre to participate in the mobile blood donation programme. In addition to helping patients in need, we believe that this event also helps encourage the public to participate in blood donation and play an active role in improving the lives of others.



*Our volunteers participated in the mobile blood donation programme*



*Blood donors donating their blood inside a mobile vehicle*

## Key performance table<sup>i</sup>

Environmental Performance		
	Unit	2018/19
<b>Emission</b>		
<b>Greenhouse gas (GHG) emissions</b>		
Direct GHG emissions (scope 1)	tonnes of CO <sub>2</sub> equivalent (tonnes CO <sub>2</sub> e)	26
Indirect GHG emissions (scope 2)	tonnes CO <sub>2</sub> e	9,091
<b>GHG emission intensity</b>		
Offices	tonnes CO <sub>2</sub> e/m <sup>2</sup> GFA	0.0424
Property management	tonnes CO <sub>2</sub> e/m <sup>2</sup> GFA	0.0092
Serviced apartment	tonnes CO <sub>2</sub> e/room night	0.0006
Garment business	tonnes CO <sub>2</sub> e/ HKD 1 million revenue	12
<b>Waste generated</b>		
Non-hazardous waste <sup>ii</sup>	tonnes	1,628
<b>Energy consumption</b>		
Petrol consumption		
Offices	L	8,967
	kWh	83,536
Garment business	L	767
	kWh	7,146
Electricity consumption		
Total	kWh	17,258,697
Offices	kWh	311,301
Property management	kWh	16,479,488
Serviced apartment	kWh	24,721
Garment business	kWh	443,187
Energy consumption intensity		
Offices	kWh/m <sup>2</sup> GFA	83
Property management	kWh/m <sup>2</sup> GFA	17
Serviced apartment	kWh/room night	1

<sup>i</sup> The reporting scope does not include properties under development

<sup>ii</sup> This covers non-hazardous waste collected from rented or sold premises in our portfolio, and the garment business; it does not include Hong Kong office and Shenzhen operations

Garment business	kWh/HKD 1 million revenue	22,517
<b>Water consumption</b>		
Total water consumption	m <sup>3</sup>	202,649
Offices <sup>iii</sup>	m <sup>3</sup>	839
Property management	m <sup>3</sup>	179,017
Serviced apartment	m <sup>3</sup>	3,859
Garment business	m <sup>3</sup>	18,934
<b>Water intensity</b>		
Offices <sup>iv</sup>	m <sup>3</sup> /m <sup>2</sup> GFA	0.7057
Property management	m <sup>3</sup> /m <sup>2</sup> GFA	0.1896
Serviced apartment	m <sup>3</sup> /room night	0.1741
Garment business	m <sup>3</sup> /HKD 1 million revenue	947
<b>Major packaging materials used</b>		
Plastic bag	pieces	150,212

<b>Social Performance</b>		
	<b>Unit</b>	<b>2018/19</b>
<b>Workforce profile (As of 31 March 2019)</b>		
Total workforce	no. of people	244
<b>Total workforce by gender</b>		
Male	no. of people	133
Female	no. of people	111
<b>Total workforce by employment type</b>		
Full time	no. of people	244
Part time	no. of people	0
<b>Total workforce by age group</b>		
Under 30	no. of people	42
30 – 50	no. of people	158
51 or above	no. of people	44
<b>Total workforce by geographical region</b>		
Mainland China	no. of people	215
Hong Kong	no. of people	29

<sup>iii</sup> The reporting scope covers Chongqing Office only

<sup>iv</sup> The reporting scope covers Chongqing Office only

<b>Employee turnover<sup>v</sup></b>		
Employee turnover rate	%	15.02
<b>Employee turnover rate by gender</b>		
Male	%	13.95
Female	%	16.35
<b>Employee turnover rate by age group</b>		
Under 30	%	21.33
30 – 50	%	14.57
51 or above	%	11.24
<b>Employee turnover rate by geographical region</b>		
Mainland China	%	11.88
Hong Kong	%	35.48
<b>Occupational health and safety</b>		
Injury rate	per 1,000 full-time-equivalent (FTE) workers	0
Lost days due to work injury	days	0
Work-related fatalities	number	0
<b>Development and training</b>		
Percentage of employees trained	%	77
<b>Percentage of employees trained by gender</b>		
Male	%	73
Female	%	83
<b>Percentage of employees trained by employment category</b>		
Senior management	%	38
Managers	%	68
Frontline and general staff	%	82
<b>Average training hours completed per employee by gender</b>		
Male	hours	21
Female	hours	17
<b>Average training hours completed per employee by employee category</b>		
Senior management	hours	6
Managers	hours	11
Frontline and general staff	hours	23

<sup>v</sup> The data excludes the garment business which was discontinued during the Reporting year; 135 employees were dismissed as the business was discontinued

<b>Supply chain management</b>		
Number of suppliers by geographical region <sup>vi</sup>		
Mainland China	number	89
Hong Kong	number	18
<b>Products responsibility</b>		
Products and service related complaints	number	0
<b>Anti-corruption</b>		
Concluded legal cases	number	0

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<sup>vi</sup> The data excludes the garment business which was discontinued during the Reporting year

## Appendix – HKEX ESG Reporting Guide content

### index

General Disclosures and KPIs		Reference / Remarks	Page
<b>A. Environmental</b>			
<b>Aspect A1 Emissions</b>			
General Disclosure		Caring for the environment - Reducing energy consumption and greenhouse gas emissions & Reducing waste	6-7
KPI A1.1	The types of emissions and respective emissions data.	Not disclosed. The Group generated no significant emissions during the Reporting year.	/
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity.	Key performance table - Environmental Performance	21-22
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity.	Not disclosed. The Group generated no significant hazardous waste during the Reporting year.	/
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity.	Key performance table - Environmental Performance	21-22
KPI A1.5	Description of measures to mitigate emissions and results achieved.	Caring for the environment - Reducing energy consumption and greenhouse gas emissions	6-7
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	Caring for the environment - Reducing waste	7
<b>Aspect A2 Use of Resources</b>			
General Disclosure		Caring for the environment	6-8
KPI A2.1	Directed and/or indirect energy consumption by type in total (kWh in '000s) and intensity.	Key performance table - Environmental Performance	21-22
KPI A2.2	Water consumption in total and intensity.	Key performance table - Environmental Performance	21-22

General Disclosures and KPIs		Reference / Remarks	Page
KPI A2.3	Description of energy use efficiency initiatives and results achieved.	Caring for the environment - Reducing energy consumption and greenhouse gas emissions	6-7
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	Caring for the environment - Using resources wisely	8
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	Key performance table - Environmental Performance	21-22
<b>Aspect A3 The Environment and Natural Resources</b>			
General Disclosure		Not disclosed. We do not consider our operations to have significant impact on the environment and natural resources.	/
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.		
<b>B. Social</b>			
<b>Employment and Labour Practices</b>			
<b>Aspect B1 Employment</b>			
General Disclosure		Caring for our employees - Attracting talents	9-11
KPI B1.1	Total workforce by gender, employment type, age group and geographical region.	Key performance table - Social Performance	22-24
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	Key performance table - Social Performance	22-24
<b>Aspect B2 Health and Safety</b>			
General Disclosure		Caring for our employees - Safeguarding occupational health and safety	13
KPI B2.1	Number and rate of work-related fatalities.	Key performance table - Social Performance	22-24
KPI B2.2	Lost days due to work injury.	Key performance table - Social Performance	22-24
KPI B2.3	Description of occupational health	Caring for our employees -	13

General Disclosures and KPIs		Reference / Remarks	Page
	and safety measures adopted, how they are implemented and monitored.	Safeguarding occupational health and safety	
<b>Aspect B3 Development and Training</b>			
General Disclosure		Caring for our employees - Retaining talents	11-12
KPI B3.1	The percentage of employees trained by gender and employee category.	Key performance table - Social Performance	22-24
KPI B3.2	The average training hours completed per employee by gender and employee category.	Key performance table - Social Performance	22-24
<b>Aspect B4 Labour Standards</b>			
General Disclosure		The issue of child and forced labour is not material to the Group's property investment and management operations. For the Group's fashionable garment production, since the business was discontinued during the Reporting year, the issue was no longer considered as material to the Group's operation. For our management practices implemented for preventing child and forced labour, please refer to the Group's 2017/18 ESG Report.	/
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.		
KPI B4.2	Description of steps taken to eliminate such practices when discovered.		
<b>Operating Practices</b>			
<b>Aspect B5 Supply Chain Management</b>			
General Disclosure		Operating responsibly - Managing contractors and suppliers	14
KPI B5.1	Number of suppliers by geographical region.	Key performance table - Social Performance	22-24
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.	Operating responsibly - Managing contractors and suppliers	14

General Disclosures and KPIs		Reference / Remarks	Page
<b>Aspect B6 Product Responsibility</b>			
General Disclosure		Operating responsibly	14-17
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	During the Reporting year, there was no products sold or shipped subject to recalls for safety and health reasons.	/
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	Operating responsibly - Delivering high-quality services & Key performance table - Social Performance	15-16 & 22-24
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	Not disclosed as this issue does not pose significant risk to our operation.	/
KPI B6.4	Description of quality assurance process and recall procedures.	Operating responsibly - Delivering high-quality services	15-16
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Operating responsibly - Protecting customer data privacy	16
<b>Aspect B7 Anti-corruption</b>			
General Disclosure		Operating responsibly - Anti-corruption	17
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.	Operating responsibly - Anti-corruption & Key performance table - Social Performance	17 & 22-24
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Operating responsibly - Anti-corruption	17
<b>Community</b>			
<b>Aspect B8 Community Investment</b>			
General Disclosure		Caring for the community	18-20
KPI B8.1	Focus areas of contribution.	Caring for the community	18-20
KPI B8.2	Resources contributed to the focus area.	Caring for the community	18-20