



POLY PROPERTY

Poly Property Group Co., Limited

保利置業集團有限公司

股份編號 Stock Code: 00119



# 2019 ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

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## ABOUT THIS REPORT

Poly Property Group Co., Limited ("Poly Property"; together with its subsidiaries, the "Group" or "We") is a state-owned enterprise under the State-owned Assets Supervision and Administration Commission of the State Council of the People's Republic of China. It is principally engaged in three major business segments, namely property development, property investment and property management.

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. 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, and build a positive social image by shouldering corporate social responsibilities and creating social values.

## 關於本報告

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」)是中華人民共和國國務院國有資產監督管理委員會監管的中央企業之一,主營業務為房地產開發、房地產投資及物業管理三大業務板塊。

公司秉承「用心做人,誠信做事」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品質和商業價值,為客戶締造美好的生活環境,同時為股東創造理想的回報。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。

## Scope of this Report

Poly Property is pleased to publish its environmental, social and governance (“ESG”) report, which summarises its policies, performance and measures relating to ESG. This report covers major property development projects directly managed and controlled by Poly Property in Mainland China. Unless otherwise indicated, the disclosure of key performance indicators only covers the Hong Kong and Shanghai headquarters, in line with the report of last year. The reporting period is from 1 January 2019 to 31 December 2019 (the “Reporting Year” or “2019”).

## Reporting Standards

This report has been prepared in accordance with the “comply or explain” provisions of “Environmental, Social and Governance Reporting Guide” under Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited. This report has been reviewed and approved by the board of directors of the Company. The board of directors has confirmed that it shall be responsible for supervising the sustainable development of the Company, and reviewing the truthfulness, accuracy and completeness of this report.

## Contact and Feedback

Poly Property values your inputs on our sustainability performances. 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>.

## 報告範圍

保利置業欣然刊發其環境、社會與管治（「ESG」）報告，概述了其與ESG相關的政策、表現及措施。本報告範圍涵蓋保利置業在中國內地直接管理控制的主要物業發展項目，而關鍵績效指標的披露除特別註明外，僅涵蓋香港總部和上海總部，與去年的報告範圍一致；本報告期為二零一九年一月一日至二零一九年十二月三十一日（「報告年度」、「2019年」）。

## 報告標準

本報告已根據香港聯合交易所有限公司證券上市規則附錄二十七《環境、社會與管治報告指引》「不遵守就解釋」的規定編製。此乃經本公司董事會審閱及批准。董事會已確認其有責任監督本公司的可持續發展，以及審閱此報告的真實性、準確性及完整性。

## 聯絡及回饋

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>。



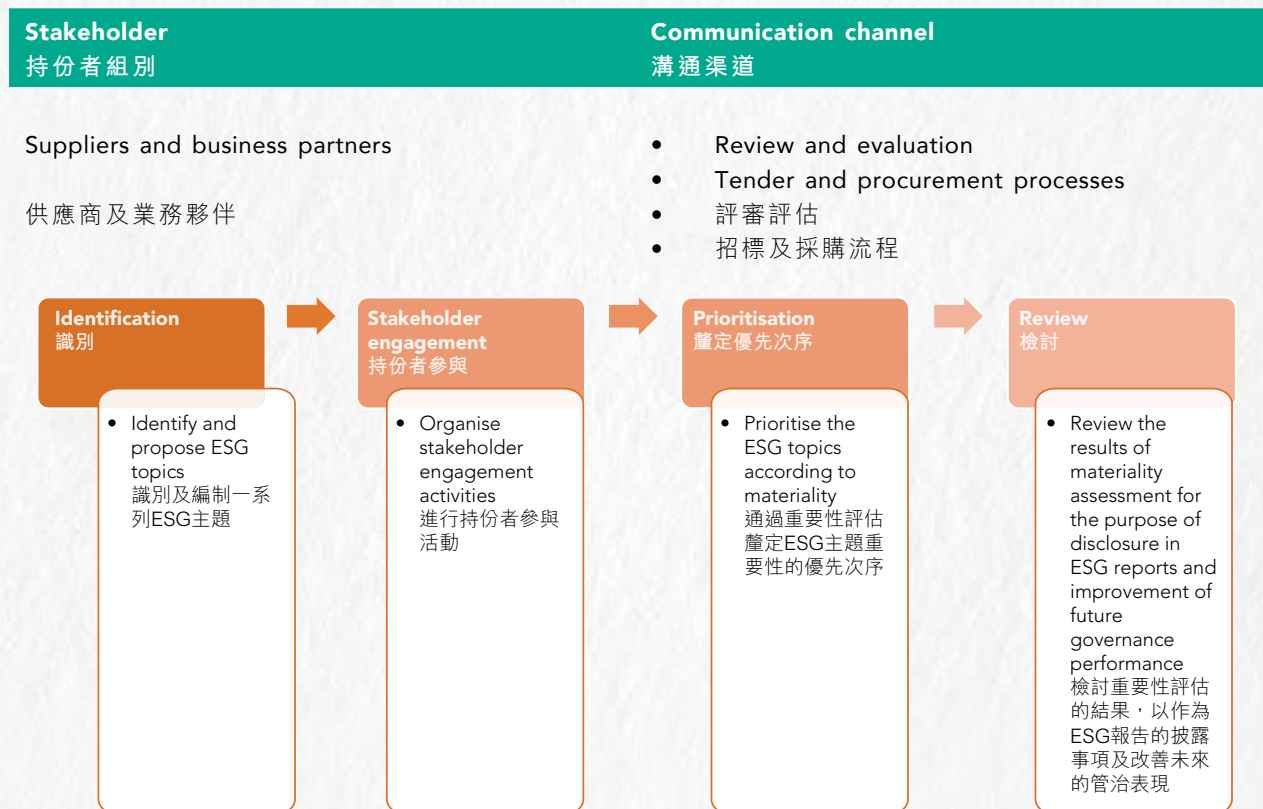
## STAKEHOLDER ENGAGEMENT & MATERIALITY ASSESSMENT

Poly Property gives priority to the interests of its stakeholders and values their opinions, as we believe that stakeholder engagement is crucial to the performance of corporate social responsibilities and the continuous success of ESG management. In order to understand the concerns of stakeholders, we regularly organise stakeholder engagement activities through various channels. During the Reporting Year, we communicated with major internal and external stakeholders to understand their views:

## 持份者參與及重要性評估

保利置業最優先考慮持份者的利益，並重視他們的意見，因為我們認為持份者的參與對企業社會責任的實施及ESG管理的持續成功至關重要。為了解持份者的關注事項，我們通過各種渠道，持續進行了多項持份者參與活動。在報告年度內，我們已接觸內部及外部的主要持份者，以聽取其意見：

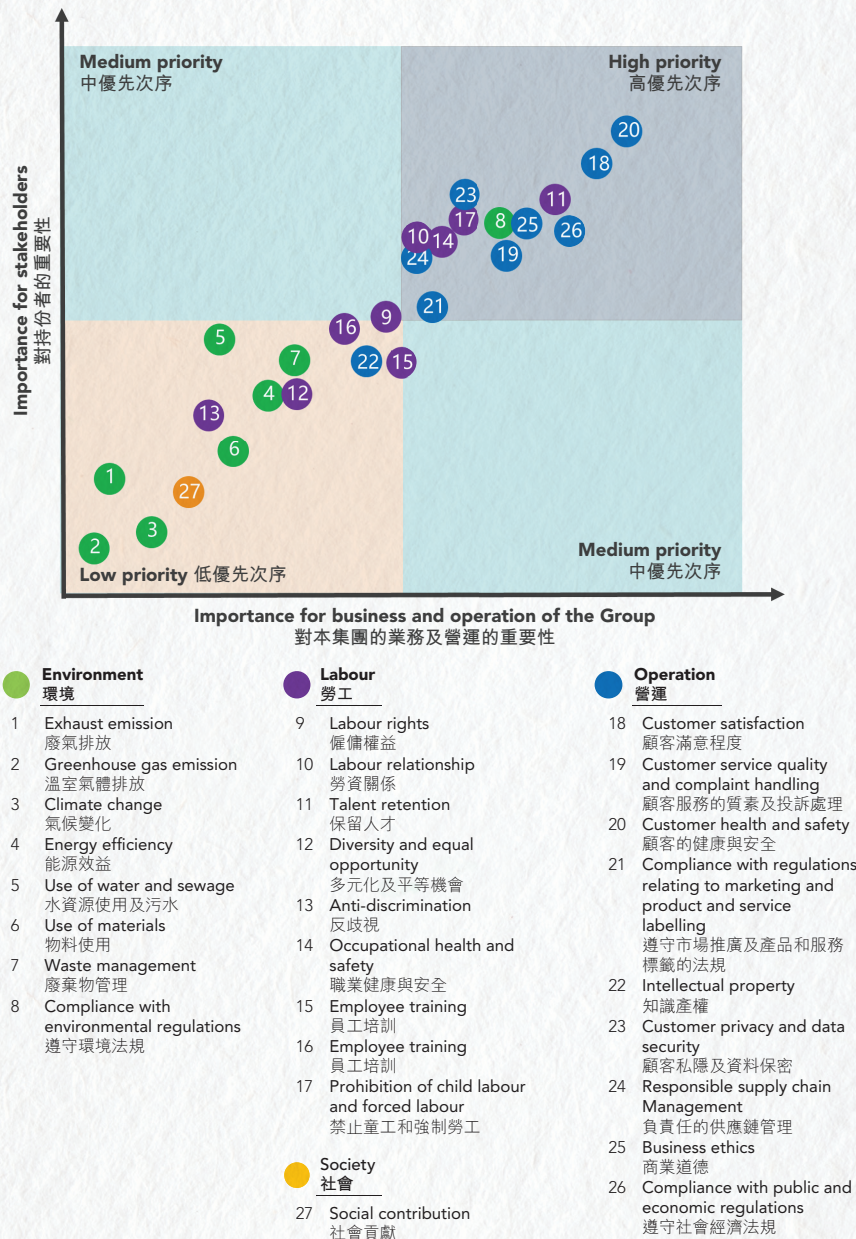
Stakeholder 持份者組別	Communication channel 溝通渠道
Investors and shareholders  投資者及股東	<ul style="list-style-type: none"> <li>Website of the Company</li> <li>Announcements of the Company</li> <li>Annual general meetings</li> <li>Annual reports and interim reports</li> <li>公司網站</li> <li>公司公佈</li> <li>股東週年大會</li> <li>年報及中期報告</li> </ul>
Customers  客戶	<ul style="list-style-type: none"> <li>Website of the Company</li> <li>Social media</li> <li>公司網站</li> <li>社交媒體</li> </ul>
Employees  僱員	<ul style="list-style-type: none"> <li>Trainings</li> <li>Intranet</li> <li>Suggestion box</li> <li>Annual and quarterly performance appraisal</li> <li>Team building activities</li> <li>Reporting system</li> <li>訓練及培訓</li> <li>內聯網</li> <li>意見箱</li> <li>年度和季度績效考核</li> <li>團隊建設活動</li> <li>舉報機制</li> </ul>





In order to identify important topics relating to our sustainable development, we have issued an online questionnaire to invite internal and external stakeholders to comment on the materiality of 27 issues for business operation and stakeholders, covering labour remuneration, environmental protection, supply chain management, provision of products and services, social investment and other topics. According to the questionnaire results, we have developed the following materiality matrix diagram:

為識別與本集團可持續發展相關的重要主題，我們發佈了一份網上問卷調查，邀請內部與外部的持份者為二十七項議題對業務營運和對持份者的重要性發表意見，當中涵蓋了勞工待遇、環境保護、供應鏈管理、產品及服務提供及社區投資等主題。根據問卷結果，我們得出以下重要性矩陣圖：





The topics are divided into three categories: high, medium and low priorities. Topics at the top right corner of the matrix diagram are defined as the most relevant topics to the Group and the most concerned topics by stakeholders, for better strategy planning and resource allocation. After identifying the expectations of stakeholders, we will be committed to improving our ESG performance.

我們依照重要性評估的結果把各議題分為三類：高、中及低優先次序，矩陣圖上右上角為定義為與本集團最相關且為持份者關注的主題，以更好地進行策略規劃和資源分配。在確認了持份者的期望後，我們會致力改善我們在ESG方面的表現。



## RESPONSIBLE OPERATION

Upholding business ethics, the Group creates sustainable values for our business partners and the community, and strives to build good relationships with customers, supply chains and the community.

### Supply Chain Management

The Group has 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.

## 負責任營運

本集團堅信以道德進行業務，並為我們的業務合作夥伴和社區創造可持續價值，努力與客戶、供應鏈和社區建立長期關係。

### 供應鏈管理

本集團建立了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。



<b>Centralised procurement</b>	<p>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.</p>
<b>實施集中採購</b>	<p>為確保產品質量、提升品牌形像及提高工作效率，本集團於二零一零年起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。</p>

<p><b>Improving tender and procurement systems</b></p>	<p>In addition to emphasising win-win cooperation with suppliers, the Group also continuously strengthens its supply chain management so as to improve the systems, measures and rules, and to identify the objectives, procedures and duties of management. Based on the principles of openness, fairness, impartiality and honesty, appropriate suppliers are selected through full competition.</p> <p>Before acceptance of new suppliers, the supplier management department shall collect information about new suppliers for preliminary qualification assessment together with the supplier engagement department and other related departments, including business licenses, qualification certificates, credit rating certificates, ISO corporate management system certificates and other qualifications. Upon approval of preliminary qualification review, they will be enlisted as potential suppliers for review of qualification for final acceptance through site visit by responsible officers of the construction supplier management department. Upon qualification approval, the suppliers will be registered into the "Qualified Construction Supplier List". Suppliers will then be qualified for participation in the procurement, bidding and contracting process.</p>
<p><b>完善招標採購體系</b></p>	<p>保利置業集團注重與供方合作共贏的同時，亦不斷加強供應鏈管理，以完善相關制度、辦法及細則，明確有關管控要點、流程及職責。遵循公開、公平、公正和誠實信用的原則，通過充分競爭，選擇合適的供方。</p> <p>在新供方引入需求時，由供方管理部門負責新供方資訊收集，並連同供方使用部門及相關部門對新供方資格進行預審，審查的相關資料包括營業執照、資質證書、信用等級證書、ISO企業管理體系證書等。在資格預審審批後，列入潛在供方，可安排進行入庫資格審查工作，由工程供方管理部門組織相關部門人員對潛在供方進行現場考察。供方通過資格審批後，才將該供方列入《工程合格供方庫》備案，備案後的供方才有資格參與相應採購、招投標工作和簽訂合同。</p>
<p><b>Establishing information platform</b></p>	<p>The Group has established a tender and procurement management system, enabling online contract management to improve and refine business information and to standardise management procedures.</p>
<p><b>搭建資訊化平台</b></p>	<p>搭建招標採購管理系統，實現線上合同管理，提升了線上監控效果，構建了透明的招標採購體系，提升業務資訊化、精細化、規範化管理水準。</p>



<b>Tightening the control and supervision of procedures</b>	All personnel participating in tender and procurement shall comply with the laws and regulations, corporate rules and regulations, and requirements of job duties. Tender documents shall include sunshine declaration and integrity agreement, requiring all tenderers to comply with.
嚴格流程管控及監督	參與招標採購工作的所有人員均應遵守國家相關法律法規、公司規章制度及崗位職責要求，招標文件中均應包含陽光宣言和廉潔合作協定，要求所有投標人遵守。
<b>Enhancing the management and evaluation of suppliers</b>	The Group has preliminarily established a database of suppliers to regulate the acceptance of suppliers to the database, selection and evaluation of suppliers. Focus is placed on the evaluation and rating of cooperating entities for facilitating continuous improvements among cooperating entities, minimising management risks and enhancing product quality. Suppliers who fail in evaluation are immediately excluded from the database.
強化供方管理及評估	初步建立了供方庫，規範供方入庫、入圍及評估管理；注重合作單位評審定級，促進了合作單位的持續改進，減低了合作單位的管控風險，並提升了產品品質。評估不合格的供方及時清除出庫。
<b>Focusing on the implementation of policies</b>	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.
注重政策貫徹落地	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。
<b>Complying with the Professional Codes of Conduct</b>	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.
恪守職業操守準則	所有採購相關人員均需遵守《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、資訊共用，充分利用個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 align with 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.

During the Reporting Year, after several rounds of quality supervision, there were no product or service recall due to safety and health reasons, and the Group does not aware of any material violations of laws and regulations related to health and safety, advertising and labelling of products and services in Hong Kong and Mainland China.

## 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方實力以外，本集團亦十分注重供方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，加強與供方溝通，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。

於報告年度，經過多輪品質監管，本集團沒因安全與健康為理由而需收回產品或服務，且並不知悉任何重大違反與香港及中國大陸產品及服務的健康及安全、廣告及標識事宜有關的法律及法規情況。



## Anti-corruption

Poly Property always pursues stringent anti-corruption policy. All employees must strictly comply with the "Employee Code of Conduct" to ensure that the reputation of the Group will not be damaged by fraud, infidelity, corruption and other illegal acts. Employees shall maintain the highest professional standards when doing business, and must not seek competitive advantages and promote the business interests of the company through unethical or illegal business practices. All employees must comply with the applicable laws, regulations and rules of the jurisdiction in which the company conducts business. Employees shall avoid any conflicts of interest and must not abuse their positions or powers in the Group in order to seek personal benefits. At the same time, the Group also actively discourages clients from giving gifts or employees from accepting gifts.

The Group has formed a clear set of supervision and whistle-blowing guides, under which all units or individuals have the right to report any violations of the Company or its departments. After receiving a report, the Group will take appropriate actions to investigate, properly protect the whistleblower and keep his/her identity confidential. The Group sets 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. 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.

## 反貪污

保利置業一貫奉行嚴格的反腐倡廉政策，各員工必須嚴格遵守《員工紀律守則》，確保集團的聲譽不會因欺詐、不忠、貪污等違法行為而受損。與他人有業務往來時員工應維持最高的專業標準，不得通過不道德或非法的商業行為尋求競爭優勢、促進公司的商業利益。所有員工必須確保遵守公司開展業務的司法轄區的適用法律、法規和規則。員工應避免任何利益衝突，不得濫用其在本集團的職位或權力，以謀取私人利益。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。

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。收到實質舉報後，集團會認真開展適當行動進行調查，並對舉報者給予適當保護，對其訊息進行保密。集團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。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。

In respect of procurement, employees shall select contractors/suppliers based on merits, competitiveness, price, reliability and reputation in accordance with the Professional Codes of Conduct. All relevant personnel shall strictly abide by related regulations and corporate rules and regulations on clean and conscientious procurement, protecting the Company's business secrets, intellectual property rights and know-how, strictly following the principles of fairness and impartiality, and proactively rejecting 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.

During the Reporting Year, the Group is not involved in any corruption incidents. The Group is not aware of any material violation on the relevant laws and regulations of Hong Kong and Mainland China relating to bribery, extortion, fraud and money laundering.

## Confidentiality Policies

The Group attaches great importance to the protection of confidential information. All personnel who have come into contact with technical and business secrets of the Company and clients are obliged to undertake confidentiality obligations to prevent any leakage of information and protect commercial confidentiality and client information. Employees 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. Meanwhile, we highly value creativity and respect intellectual property rights. Our employees are also prohibited from disclosing or exploit any patents and trademarks.

During the Reporting Year, the Group is not aware of any material violation of the relevant laws and regulations of Hong Kong and Mainland China relating to the confidentiality and intellectual property rights of products and services provided.

在採購方面，根據《職業操守準則》規定，員工應根據優點、競爭力、價格、可靠性和聲譽選擇承辦商／供應商，所有相關人員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、供方、承包商說明本集團的原則，並在其合同中附上《廉潔協議》。

於報告年度，本集團沒有涉及任何貪污事件，且並不知悉任何重大違反與香港及中國內地有關防止賄賂、勒索、欺詐及洗黑錢相關法律及規例的情況。

## 保密政策

本集團非常重視機密資料的保護，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，確保無洩密的情況發生，保障商業秘密和客戶隱私。在任何情況下，員工不得擅自將公司信息、保密資料等重大內部訊息或商業秘密以任何方式向其他單位或個人透露。與此同時，我們高度重視創造力並尊重知識產權，員工不得披露或利用任何專利及商標。

於報告年度，本集團並不知悉任何重大違反與香港及中國內地有關所提供產品和服務的私隱事宜及知識產權相關法律及規例的情況。



## RESPONSIBLE EMPLOYER

Caring for employee should be the top priority of any enterprise, so Poly Property attaches great importance to the health, growth, development and treatment of employees as well as their relations to the Group. 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.

### Safety of Workers as Top Priority

Work safety is the basis and foundation on which business operations are unfolded. Without a safe working environment, all operating results will be in vain. The Group adheres to the 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 does 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 Group. In order to fulfill 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.

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.

## 負責任僱主

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、待遇和與集團的關係，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。



### 職工安全為首要考慮

安全工作是企業經營的基礎和根基，沒有安全的工作環境，一切的經營業績都將歸零。本集團堅持「以人為本、安全發展」的理念和指導原則，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，為集團穩健經營持續營造良好安全生產環境。為履行本集團的安全生產監管責任，保利置業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。

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。

All subordinate enterprises have established Safe Production Committee, responsible for safe production management. The chairman and deputy general manager of safe production of our subordinate enterprises serve as the head and deputy head of the Safe Production Committee, respectively. Members of the committee include other management officers, persons in charge of relative functional departments and general manager of major subsidiaries. The Safe Production Committee studies and proposes measures and suggestions to improve safe production and formulates safe production rules and regulations and annual work plan in accordance with national safe production policies, laws and regulations and working plan of the Safe Production Committee. It also organises supervision and management of safe production and conducts annual safe production evaluation effectively. The Hong Kong headquarters and subordinate enterprises 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 that only employees with certificates shall 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. We have also established contingency plans for safe production incidents and analysis on potential danger and risks of all construction sites for risk evaluation, preparation of materials, team building, equipment maintenance and practicing drill on a normal basis.

各下屬企業根據公司情況設立安全生產委員會(「安委會」)，為安全生產管理工作的領導機構，由下屬企業董事長擔任主任、安全生產分管副總擔任副主任，其他主管領導及有關職能部門負責人、主要子公司總經理為成員。安委會根據國家安全生產方針政策、法律法規和安委會工作決定，研究提出改進企業安全生產工作的措施及建議，制定安全生產規章制度及年度工作計畫；組織開展安全生產監督管理工作，並有效進行年度安全生產考核。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。我們亦建立了安全生產事故應急預案，分析各施工現場的危險源或風險點，做好常態下的風險評估、物資儲備、隊伍建設、裝備完善、預案演練等工作。



To further implement the latest deployment and measures for prevention and control of Coronavirus, fully support pandemic preventions, and to ensure the health and safety of construction workers and maintain normal construction works, Poly Property has formulated specialised contingency plan for the prevention and control of Coronavirus, according to the principle of “prevention first, gradable control, multilayered management and prompt response”. We proactively promote knowledge of Coronavirus prevention by posting pandemic prevention slogans to enhance self protection awareness. Poly Property has strengthened environmental hygiene and promptly sanitised unhygienic spots.

為進一步貫徹落實關於新型冠狀病毒預防控制工作的最新部署、堅決落實好各項防控措施，全力做好疫情防控工作、保障施工人員的身體健康與生命安全、維護施工現場正常的施工秩序，保利置業制定了新型冠狀病毒防控專項應急預案，貫徹執行「預防為先、分級控制、分層管理、及時處置」的工作原則。我們積極宣傳和普及新型冠狀病毒防控知識，張貼防護宣傳條幅標語，提高人員的自我保護意識；加強環境衛生整治，及時清理髒亂差和衛生死角。

The safety management structure of Poly Property remains 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 Reporting Year, the Group had no work-related fatalities. The Group is not aware of any material violation on the relevant laws and regulations of Hong Kong and Mainland China relating to the provision of a safe working environment and protecting employees from occupational hazards.

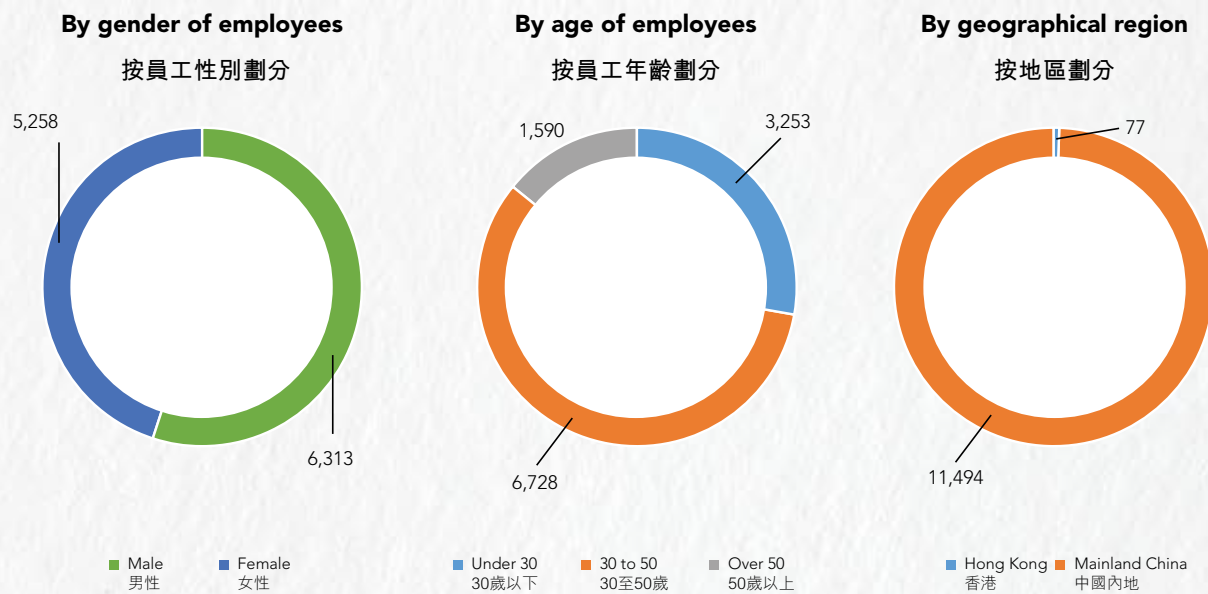
保利置業安全管理架構基本穩定，各級企業表照「五落實五到位」規定，進一步完善「黨政同責、一崗雙責、齊抓共管、失職追責」體系，逐級落實安全監管責任。於報告年度，本集團概無因工作關係而死亡事件，且並不知悉任何重大違反與香港及中國內地有關提供安全工作環境及保障僱員避免職業性危害的相關法律及規例的情況。

## Growing Together

Poly Property 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 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. As at end of 2019, the total number of full-time employees in Hong Kong and Mainland China was 11,571<sup>1</sup>. Employees aged between 30 to 50 accounted for 58% of total employees; and employees aged under 30 and employees aged above 50 accounted for 28% and 14% of total employees, respectively. Male and female employees accounted for 55% and 45% of total employees, respectively.

## 共同奮鬥

保利置業秉承「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所有員工，並竭力維護員工的待遇福利，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。於2019年年末，本集團總全職僱員人數為11,571人<sup>1</sup>，分佈於香港及中國內地。年齡介於30至50歲的僱員佔總人數的58%，30歲以下者及50歲以上者分別佔28%及14%。男性和女性員工分別佔總人數的55%及45%。



<sup>1</sup> Total number of employees includes employees of the Hong Kong headquarters, Shanghai headquarters and other regions in Mainland China as at 31 December 2019.

<sup>1</sup> 總僱員人數包含了香港總部、上海總部及以及中國內地其他地區截止二零一九年十二月三十一日的員工人數。



Overall turnover rate of employees 僱員整體流失比率				
Age group 年齡組別	Gender 性別	Hong Kong headquarters 香港總部	Shanghai headquarters 上海總部	Other regions in Mainland China 中國內地 其他地區
Under 30 30歲以下	Male 男性	1.3%	0%	53.18%
	Female 女性	1.3%	0%	47.56%
30 to 50 30至50歲	Male 男性	7.9%	9.09%	30.52%
	Female 女性	2.6%	10.34%	29.87%
Over 50 50歲以上	Male 男性	1.3%	0%	29.96%
	Female 女性	0%	0%	46.59%
Total 合共	Male 男性	10.6%	7.50%	38.26%
	Female 女性	2.6%	9.09%	38.16%

In order to actively cope with the changing policy environment and market competition, the Group strictly abides by relevant labour laws and regulations, and regularly reviews and revises its human resources policies, covering remuneration, trainings, working hours, leaves and holidays, career prospects and other benefits. Remuneration of employees is also reviewed regularly with reference to inflation, market condition and operation of the Group. The Group provides welfare such as marriage, bereavement, jury services, maternity and paternity leaves, year-end bonuses, medical insurance, mandatory provident fund, retirement programme and personal accident insurance for employees.

為積極應對不斷調整的政策環境和行業競爭，本集團嚴格遵守營運所在地的勞工準則條例，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，並定期檢討員工的薪酬水平。薪金根據通脹率、市場情況並結合集團的經營狀況等多種因素作出評估。本集團為員工提供的福利包括結婚假期、喪假、陪審員服務假、產假及男士侍產假、年終特別酬金、醫療保險、強制性公積金、退休福利及個人意外保險等。

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/herself or his/her successors and can be withdrawn upon the employee's retirement, death, or settlement in another country.

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。

We advocate equal employment opportunity and diversity and have zero tolerance in any form of discrimination. All employees and job seekers will be treated equally regardless of race, gender, marital status, pregnancy, disability status or other forms of difference that is unrelated to the job requirements. All decisions on recruitment, promotion, performance evaluation and salary adjustment are made solely based on qualifications, experiences and capabilities.

我們提倡平等就業機會及多元化，絕不容忍任何形式的歧視。所有僱員及求職者均得到平等對待，不論種族、性別、婚姻狀況、懷孕、殘疾狀況及其他與工作要求無關的其他形式的差異。所有有關招聘、晉升、績效評估及薪資調整的決定均完全基於資歷、經驗及能力。

The Group strictly prohibit the employment of child and forced labour and ensure all employees has reached legal age before working. We conduct regular inspection to ensure no underage person is hired. In addition, we also ensure all employees work under consent and restrict any kind of forced labour.

本集團內嚴格禁止僱用童工及強制勞工，確保所有員工在開始工作前必須已達到法定年齡。我們會定期進行檢查，以確保並無僱用未成年人士。此外，我們亦會確保所有員工在協商一致的情況下工作，不受任何形式的強制勞工。

During the Reporting Year, the Group is not aware of any material violation on the relevant laws and regulations of Hong Kong and Mainland China relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunities, diversity, anti-discrimination, other benefits and welfare, and child and forced labour.

於報告年度，本集團並不知悉任何重大違反與香港及中國內地有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視、其他待遇及福利、童工以及強制勞工相關法律及規例的情況。



## Training and Development

In response to the evolving market environment and challenges, Poly Property provides all-round trainings to improve management skills, professionalism and comprehensive abilities of managers at all levels, professional technicians and staff members, in order to enhance the human resources management and organisational efficiency in pursuit of sustainable, stable and sound development of the company. New employees will receive on job training to have a general understanding of the Group and familiarise with their job duties and working procedures.

During the Reporting Year, the Group has organised effective, practical and relevant training courses in different aspects, including product management seminar, training programs for investment management, brand building and marketing strategies as well as practice of the complete life cycle of property development. During the Reporting Year, a total of 4,868 hours of training were provided<sup>2</sup>.

## 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全方位的培訓活動，提升各級管理人員、專業技術人員和員工團隊的管理水準、專業素質和綜合能力，提升人力資源管理水準和組織績效，促進公司持續、穩定、健康發展。新員工會接受入職培訓，讓他們對集團有整體的瞭解、清楚自己的工作職責和熟悉工作流程。

於報告年度，本集團根據有效性、實用性和針對性的培訓原則，組織了有關不同方面的培訓課程，包括產品管理培訓交流會、投資管理培訓會、品牌建設與行銷戰略、房地產開發全生命週期實戰沙盤演練等等，合共提供了4,868小時的培訓<sup>2</sup>。

### Effectiveness 有效性

- Employees can acquire knowledge and skills in certain aspects or learn some practices from training  
員工培訓後能達到培訓目的，學到某方面的知識、提升某方面的技能或養成某方面的習慣

### Practicality 實用性

- Employees are able to apply knowledge or skills acquired from training in practice, so as to improve working efficiency  
員工通過培訓掌握的知識或提升的技能能用於實際工作中，有效提高工作效率

### Relevancy 針對性

- Provision of trainings with different focuses, content and forms relevant to different positions and levels  
根據不同崗位、不同層次，實行側重點不同、內容不同、方式不同的針對性強的培訓

<sup>2</sup> Training data only included Hong Kong headquarters and Shanghai headquarters.

<sup>2</sup> 培訓數據只包涵香港總部和上海總部。

Poly Property is committed to providing 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. Employees are also encouraged to participate in job-related external training at the cost of the Company subject to approval.

## Care for Employees

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.

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。本集團亦鼓勵員工參加各項業務有關的外部培訓或課程，課程費經審批後用可獲報銷。

## 關懷員工

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。本集團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。

“Four Characters”: Conscience, Sense of Responsibility, Compassion, and Honesty

“Four Spirits”: Team Spirit, Scientific Spirit, Humanistic Spirit, Professional Spirit

「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





Badminton tournament  
羽毛球比賽



Basketball tournament  
籃球比賽



Movie watching  
觀影活動



Celebration of the International Women's Day  
三八婦女節慶祝活動

## RESPONSIBLE TO THE ENVIRONMENT

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, the Greenhouse Gas Control Measures under the "13th Five-year Plan" by the State Council, the Notice of the State Council on the Three-years Action Plan for Blue Sky Protection, the Provisional Measures on Management of Voluntary Reduction and Trading of Greenhouse Gases of the NDRC, and other greenhouse gas reduction requirements, as well as other environmental protection and energy conservation laws and regulations of the regions where we operate. During the Reporting Year, the Group is not aware of any material violation of the laws and regulations of Hong Kong and Mainland China relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

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 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.

## 對環境負責



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聲污染防治法》、《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》、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，以及我們營運所在地區的其他環保節能法律法規。於報告年度，本集團並不知悉任何重大違反與香港及中國內地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相關法律及規例的情況。

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，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。



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. We also proactively promote practices of environmental protection in daily operation by providing trainings to enhance environmental awareness of employees and encouraging them to participate in various green activities, such as tree planting day.

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。我們亦積極倡導日常運營中的環境保護實踐，通過培訓提高員工的環保意識，並鼓勵他們參加各種綠色活動，如植樹日等活動。



## Emission and Noise Control

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. Emissions shall only be allowed with valid permits and licenses. In addition, general contractors are also required to use green materials, products and equipment that are enlisted in the catalogue of national certified products, to ensure no harm is caused to human body.

We seek to minimise our impacts to the environment, including our neighborhood, the public and our employees. We use necessary sound insulation devices to reduce noise nuisance at its source. Furthermore, people working under the noise are provided with protective devices to protect their hearings. Trainings are also provided for proper use of the devices.

## 排放及噪音控制

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保計劃。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。所有排放均必須在持有有效的許可證及執照下方可進行。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，而工程設備等、均為國家認證產品名錄內，以確保無對人體有害的材料。

我們致力減低對周遭環境所造成的影響，包括鄰近社區、公眾及員工。因此，我們會在需要時添加隔音設備，希望能從源頭減少噪音排放。此外，我們會為所有在於噪音中工作的人員提供保護設備，維護他們的聽力。我們亦會為提供相關培訓，確保他們懂得正確使用該設備。



**“Seven 100%” Dust Control**

In order to effectively control the dust at the project sites, we have adopted the following seven measures:

1. continuous partitions surrounding the construction sites — 100%;
2. coverage of materials and open areas — 100%;
3. concrete coverage of the entrances and main access roads of construction sites — 100%;
4. provision of water spraying facilities at construction sites and all vehicles leaving the sites must be sprayed — 100%;
5. debris and other materials transported by vehicles must be covered — 100%;
6. sprinkling and spraying for dust reduction — 100%; and
7. dust detection and monitoring measures at the construction site — 100%.

**揚塵治理「七個100%」**

為了有效控制項目現場的灰塵，我們一直在採取以下七個措施：

1. 施工現場沿工地四周設置連續圍擋100%；
2. 物料、裸露場地遮蓋率100%；
3. 施工現場出入口，主要道路硬化率100%；
4. 出場車輛沖洗設施及沖洗制度落實率100%；
5. 渣土等運輸車輛出場密閉率100%；
6. 灑水、噴淋(霧)降塵措施100%；及
7. 施工現場揚塵監測和視頻監控措施100%。

During the Reporting Year, the air emissions of the Group are as follows:

於報告年度，本集團的空氣排放物數據為：

Air emissions <sup>3</sup> 空氣排放物 <sup>3</sup>	Unit 單位	2019 2019年
NOx 氮氧化物	Kg 千克	32.73
SOx 硫氧化物	Kg 千克	0.51
Particulate matters 顆粒	Kg 千克	39.28

The greenhouse gases from the daily operations of the Hong Kong and Shanghai headquarters are mainly produced from the use of electricity and consumption of vehicle fuel. During the Reporting Year, the total greenhouse gas emission of the Group was 341.99 tonne CO<sub>2</sub> equivalent and the intensity is 2.37 tonne CO<sub>2</sub> equivalent/employees. We will continue to explore measures to reduce our carbon footprint and to promote our green operation ideas.

香港和上海總部在日常營運中的溫室氣體主要來自外購電力使用和車輛燃料使用所產生的溫室氣體排放。於報告年度，本集團的溫室氣體排放合共為341.99噸二氧化碳當量，密度為2.37噸二氧化碳當量／僱員。我們會繼續尋求減碳的機會，推動綠色營運理念。

Greenhouse gases 溫室氣體排放	Unit 單位	2019 2019年
Scope 1 <sup>4</sup> 範圍一 <sup>4</sup>	tonne CO <sub>2</sub> equivalent 噸二氧化碳當量	87.17
Scope 2 <sup>5</sup> 範圍二 <sup>5</sup>	tonne CO <sub>2</sub> equivalent 噸二氧化碳當量	254.82
Total 總量	tonne CO <sub>2</sub> equivalent 噸二氧化碳當量	341.99
Intensity 密度	tonne CO <sub>2</sub> equivalent/employees <sup>6</sup> 噸二氧化碳當量／僱員 <sup>6</sup>	2.37

<sup>3</sup> Emission data only cover emissions from road vehicles of Hong Kong and Shanghai headquarters.

<sup>4</sup> Scope 1 are direct greenhouse gas emissions from the burning of fuel by vehicle used in operation.

<sup>5</sup> Scope 2 are energy indirect greenhouse gas emissions from the consumption of electricity provided by third parties during production.

<sup>6</sup> As at 31 December 2019, the total number of employees of the Group in Hong Kong and Shanghai headquarters was 144.

<sup>3</sup> 空氣排放物數據僅針對香港和上海總部的道路移動車輛所產生之空氣排放物。

<sup>4</sup> 範圍一直接溫室氣體排放來自燃燒用於營運公司用途的車輛燃料所引致的溫室氣體。

<sup>5</sup> 範圍二能源間接溫室氣體排放來自本集團的外購電力在生產過程中所引致的溫室氣體。

<sup>6</sup> 截至二零一九年十二月三十一日，本集團的香港總部和上海總部共有144名僱員。



We closely monitor the wastes generated by our operation activities through implementation of waste management. We classify wastes from our operations. Hazardous wastes are disposed by entities licensed for handling hazardous wastes to ensure the proper disposal of hazardous wastes. Given the nature of the operation of our Hong Kong and Shanghai headquarters, the wastes are mainly general office wastes and no hazardous wastes are generated.

通過實施廢棄物管理程序，我們密切監察營運活動產生的廢棄物。我們在營運中進行廢棄物分類，有害廢棄物均由持有危險廢物經營許可證的單位處置，確保有害廢棄物均得到妥當的處理。鑑於我們香港和上海總部的運營性質，主要產生的廢物類型是一般辦公室廢物，沒有產生有害廢棄物。

Waste 廢棄物	Unit 單位	2019 2019年
Non-hazardous waste <sup>7</sup> 無害廢棄物 <sup>7</sup>	tonne 噸	10.19
Intensity 密度	tonne/employee 噸／僱員	0.15

## Use of Resources

In order to utilise resources efficiently and to reduce greenhouse gas emission, we monitor the use of resources. The Hong Kong and Shanghai headquarters 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.

## 資源使用

我們致力通過監控能源使用以達致有效利用能源，從而減少相應的溫室氣體排放。香港和上海總部在節能減排措施上都作出了改善，例如逐步用節能燈替代傳統燈泡、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。

<sup>7</sup> The figure of non-hazardous waste does not include the figure of the Hong Kong headquarters as it is processed by the building management office. The non-hazardous waste generated by the Hong Kong headquarters is mainly general office waste such as waste paper, and the volume is small.

<sup>7</sup> 無害廢棄物數據不包含香港總部的數據，因由香港總部辦公室的大廈管理處處理。香港總部所產生的無害廢棄物主要是一般辦公室廢物如廢紙，生產量微小。

### **Saving Electricity 節約用電**

- Use of energy-saving and high efficiency equipment  
挑選節能高效設備
- Maximise the use of natural light and turning off unnecessary lighting systems  
盡量充分利用自然光，關掉不使用的照明系統
- Employees are reminded to turn off the power and monitor of personal computers after work  
提醒員工下班後關掉個人電腦的電源及顯示器

### **Saving Water 節約用水**

- Use of water-saving devices  
使用節水器具
- Properly control water flow  
適當控制水流量
- Immediately repair water dripping, spraying and leaking  
及時維修滴水、冒水、漏水等現象

### **Reducing Waste Paper 減少用紙**

- Use of electronic communication channels as far as practicable  
多利用電子通訊渠道
- Employees are reminded to print and copy only when necessary  
提醒員工有需要時才打印和複印
- Reuse of single-side printed papers  
回收單面印刷紙張循環使用

### **Vehicle Usage 車輛使用**

- Minimise unnecessary use of vehicles  
盡量減少不必要的車輛使用
- Maintain vehicles at safety and efficient fuel consumption conditions to reducing greenhouse gas emissions and energy consumption  
確保車輛安全及燃油消耗正常，減低溫室氣體排放和能源使用
- Repair and maintain vehicles regularly  
進行定期維修及保養



Adhering to the concept of Green Office advocated by Poly Property, employees are encouraged to use electronic communication channels as far as practicable to minimise paper usage. Waste paper collection boxes are placed in all departments to reuse paper as far as possible. During the Reporting Year, the consumption and intensity of consumption of resources of the Group are as follows:

保利置業倡導「綠色辦公」的概念，因此我們鼓勵員工充分利用電子通訊渠道，盡可能減少紙張消耗。每個部門都設置了各自的廢紙收集箱，盡可能地重複使用紙張。於報告年度，本集團的資源使用數據及各密度為：

Consumption of resources <sup>8</sup> 資源使用 <sup>8</sup>	Unit 單位	2019 2019年
Electricity 電力	kWh 千瓦時	317,380.00
Intensity 密度	kWh/employee 千瓦時／僱員	2,204.03
Unleaded gasoline 無鉛汽油	litre 公升	34,703.78
Intensity 密度	litre/employee 公升／僱員	241.00
Office paper 辦公室用紙	tonne 噸	1.86
Intensity 密度	tonne/employee 噸／僱員	0.01

## Green Building

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. 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. 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.

## 綠色建築

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。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，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。

<sup>8</sup> The Group did not encounter any material issue in sourcing water. Water consumption of Hong Kong and Shanghai headquarters was mainly for office use and the volume of consumption and drainage was small. The provision of water of headquarters was managed by the management office of the office building and no separate water meters were installed. No water consumption and drainage data were available. Furthermore, no packaging materials are used during the operation of the Group and the data of consumption of packaging materials were not available.

<sup>8</sup> 本集團在求取適用水源上並無重大問題，而香港和上海總部的用水主要為辦公室用水，耗水和排水量微小，且由辦公室的大廈管理處處理，不設個別租戶分錶，因此沒有用水量及排水量數據。另外，本集團業務一般並不涉及包裝材料的使用，因此包裝材料的耗量並不適用。

## RESPONSIBLE TO THE COMMUNITY

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 taking practical actions to serve the public and fulfill corporate responsibilities. During the Reporting Year, the Group had made direct donation of RMB152,000, donation of RMB12,263,400 in money and in kind for poverty alleviation and RMB1,778,000 for purchase of poverty alleviation products from selected poverty alleviation counties.

### Poly Property Blue Charity

Poly Property Blue Charity is the platform for organising cultural and charity activities of Poly Property and represents the Group to participate in all charity activities in China. Under the coordination of Poly Property Blue Charity, all subsidiaries work hand-in-hand to perform their social responsibilities. Poly Property Blue Charity focuses on six charity projects, including Future Project, Earth Project, Ribbon Project, Exceed Project, Care Project and Tent Project:



## 對社區負責

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，我們置身於社區公益，瞭解各地的社區需要，以實際行動為社會大眾服務，履行企業責任。於報告年度，本集團共投放15.2萬元人民幣直接捐款、1,226.34萬元人民幣扶貧金額（用作扶貧捐款及捐物）和177.80萬元人民幣扶貧採購金額（用作購買定點貧縣的扶貧產品）。

### 保利置業藍公益

保利置業藍公益是保利置業文化公益活動總平台，是全國各公司公益愛心行動的總代表。在保利藍公益的統籌指揮下，各子公司攜手同行，肩負起社會責任。保利置業藍公益致力於六大公益計劃的發展，分別為藍未來計劃、藍地球計劃、藍絲帶計劃、青出于藍計劃、藍天下計劃及藍帳篷計劃：

#### Caring for children

Caring about the growth of teenagers, Poly Property is committed to providing teenagers with a comfortable environment for healthy growth and elevating teenagers' cultivation in arts and culture.

#### 關愛兒童

保利置業積極關注青少年成長，致力於為青少年提供健康、舒適的成長環境，提升藝術文化修養。





### Environmental protection

Poly Property fulfills its duties as a state-owned enterprise by promoting environmental protection activities. In order to put environmental protection into practice, Earth Project advocates the concept of environmental protection and spreads the knowledge of environmental protection in different regions across China through more than 20 entities of Poly Property in China.

#### 環境保護

保利置業積極履踐央企職責，承擔起推動社會環保活動的使命。藍地球行動以保利置業全國20多家企業為原點，向各地播撒環保種子，宣傳環保知識，實踐環保行動。



### Caring for the elderly

Ribbon Project of Poly Property encourages society to care about the elderly by organising charity activities for elderly and urging society to respect elderly and turn care into action.

#### 關注養老問題

保利置業藍絲帶行動積極開展老年人公益活動，倡導全社會尊老敬老，將愛心化為行動，動員更多的人投身愛老護老的隊伍。



### Patriotism education programs for supporting army and the Party

Leveraging on the advantages in resources of China Poly Group, Exceed Project organises patriotism activities to support army and share patriotism philosophy. Exceed Project aims to enhance national pride and raise the spirit of nationalism, so as to encourage society to support army and the government.

#### 愛國主義擁軍愛黨教育

青出於藍行動依託中國保利集團強大的資源優勢，舉辦各類擁軍愛國活動，普及愛國知識，提升民族自豪感，激發愛國主義情懷，提升擁軍愛國意識。



### **Poverty alleviation**

Care Project strives in supporting underdeveloped regions and aiding people in need, so as to bring happiness to the general public.

#### **扶貧幫困**

關愛藍天下行動積極倡導扶助落後地區，相助困難人員，讓更多的人擁有溫暖康樂的生活。



### **Disaster relief**

Tent Project fully supports disaster relief by the subsidiaries of Poly Property and shows our care by promptly delivering materials to victims of disasters.

#### **救災支援**

藍帳篷行動積極推動保利置業各地公司的救災行動，將愛心及物資更快、更及時地傳達到亟待溫暖的受災人群。





Organised by 保利貴州置業集團公司, more than 300 property owners visited Yanjia Town and Yangba Town, Ceheng County in Buyi Miao Autonomous Prefecture of Guizhou to participate in "Helping Farmers in Beautiful Country", a poverty alleviation activity.

保利貴州置業集團公司組織300多名社區業主，來到黔西南布依族苗族自治州冊亨縣架鎮、秧壩鎮開展「美在鄉村，惠在農家」旅遊扶貧活動。



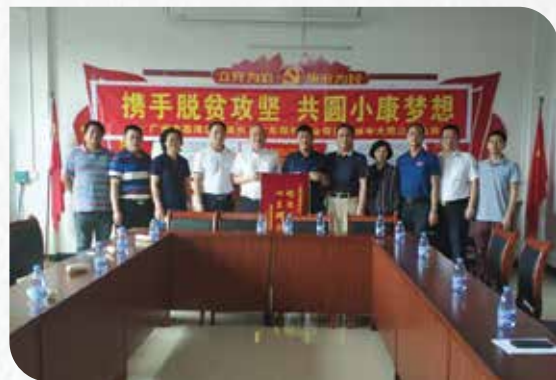
Our staff organised the collection and distribution of donations and production materials offered by more than 20 leading property management companies in Guizhou to Ceheng County.

保利駐縣駐村幹部多方籌措和協調，將貴州省物業管理行業20多家龍頭企業的捐贈和產業發展資源送到了所幫扶的冊亨縣。



Regular and ad-hoc visits to families in need to understand their problems for better poverty alleviation.

定期和不定期前往貧困戶家中，深入調研致貧原因，制定扶貧措施並抓好落實。



廣東保利置業有限公司 launched a poverty alleviation program for Youtian Village of Dalubian Town in Lianzhou of Guangdong. The deputy general manager visited the village and attended the donation ceremony.

廣東保利置業有限公司對廣東連州市大路邊鎮油田村開展幫扶活動，廣東公司副總經理到油田村進行實地慰問，代表公司出席捐助儀式。

## APPENDIX — INDEX OF ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE

## 附錄 — 《環境、社會及管治報告指引》索引

Subject areas, aspects, general disclosures and KPIs of Environmental, Social and Governance Reporting Guide 《環境、社會及管治報告指引》主要範疇、層面、一般披露及關鍵績效指標		Remarks 其他備註
<b>Subject area A Environmental</b> <b>主要範疇A環境</b>		
<b>A1 Emissions</b>	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.	For details, please refer to the section headed “Responsible to the Environment — Emission and Notice Control”
<b>A1 排放物</b>	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。	詳情請見「對環境負責 — 排放及噪音控制」部分
KPI A1.1	The types of emissions and respective emissions data.	For details, please refer to the section headed “Responsible to the Environment — Emission and Notice Control”
關鍵績效指標A1.1	排放物種類及相關排放數據。	詳情請見「對環境負責 — 排放及噪音控制」部分
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	For details, please refer to the section headed “Responsible to the Environment — Emission and Notice Control”
關鍵績效指標A1.2	溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	詳情請見「對環境負責 — 排放及噪音控制」部分
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	For details, please refer to the section headed “Responsible to the Environment — Emission and Notice Control”
關鍵績效指標A1.3	所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	詳情請見「對環境負責 — 排放及噪音控制」部分



Subject areas, aspects, general disclosures and KPIs of Environmental, Social and Governance Reporting Guide 《環境、社會及管治報告指引》主要範疇、層面、一般披露及關鍵績效指標		Remarks 其他備註
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	For details, please refer to the section headed "Responsible to the Environment — Emission and Notice Control"
關鍵績效指標A1.4	所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	詳情請見「對環境負責 — 排放及噪音控制」部分
KPI A1.5	Description of measures to mitigate emissions and results achieved.	For details, please refer to the section headed "Responsible to the Environment — Emission and Notice Control"
關鍵績效指標A1.5	描述減低排放量的措施及所得成果。	詳情請見「對環境負責 — 排放及噪音控制」部分
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	For details, please refer to the section headed "Responsible to the Environment — Emission and Notice Control"
關鍵績效指標A1.6	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。	詳情請見「對環境負責 — 排放及噪音控制」部分
<b>A2 Use of Resources</b>	Policies on the efficient use of resources, including energy, water and other raw materials.	For details, please refer to the section headed "Responsible to the Environment — Use of Resources"
<b>A2 資源使用</b>	有效使用資源(包括能源、水及其他原材料)的政策。	詳情請見「對環境負責 — 資源使用」部分
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).	For details, please refer to the section headed "Responsible to the Environment — Use of Resources"
關鍵績效指標A2.1	按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	詳情請見「對環境負責 — 資源使用」部分

Subject areas, aspects, general disclosures and KPIs of Environmental, Social and Governance Reporting Guide 《環境、社會及管治報告指引》主要範疇、層面、一般披露及關鍵績效指標		Remarks 其他備註
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	Water consumption of Hong Kong and Shanghai headquarters was mainly for office use and the volume of consumption and drainage was small. The provision of water of headquarters was managed by the management office of the office building and no separate water meters were installed. No water consumption and drainage data were available.
關鍵績效指標A2.2	總耗水量及密度（如以每產量單位、每項設施計算）。	<p>For details, please refer to the section headed “Responsible to the Environment — Use of Resources”</p> <p>香港和上海總部的用水主要為辦公室用水，耗水和排水量微小，且由辦公室的大廈管理處處處理，不設個別租戶分錶，因此沒有用水量及排水量數據。</p> <p>詳情請見「對環境負責 — 資源使用」部分</p>
KPI A2.3	Description of energy use efficiency initiatives and results achieved.	For details, please refer to the section headed “Responsible to the Environment — Use of Resources ”
關鍵績效指標A2.3	描述能源使用效益計劃及所得成果。	詳情請見「對環境負責 — 資源使用」部分



Subject areas, aspects, general disclosures and KPIs of Environmental, Social and Governance Reporting Guide 《環境、社會及管治報告指引》主要範疇、層面、一般披露及關鍵績效指標		Remarks 其他備註
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	The Group did not encounter any material issue in sourcing water.
關鍵績效指標A2.4	描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。	For details, please refer to the section headed "Responsible to the Environment — Use of Resources" 本集團在求取適用水源上並無重大問題。  詳情請見「對環境負責 — 資源使用」部分
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	Not applicable as the operation of the Group did not involve the use of packaging material.
關鍵績效指標A2.5	製成品所用包裝材料的總量（以噸計算）及（如適用）每生產單位估量。	For details, please refer to the section headed "Responsible to the Environment — Use of Resources" 不適用，本集團業務一般並不涉及包裝材料的使用。  詳情請見「對環境負責 — 資源使用」部分
<b>A3 The Environment and Natural Resources</b>	Policies on minimising the issuer's significant impact on the environment and natural resources.	For details, please refer to the section headed "Responsible to the Environment — Green Building"
<b>A3 環境及天然資源</b>	減低發行人對環境及天然資源造成重大影響的政策。	詳情請見「對環境負責 — 綠色建築」部分

Subject areas, aspects, general disclosures and KPIs of Environmental, Social and Governance Reporting Guide 《環境、社會及管治報告指引》主要範疇、層面、一般披露及關鍵績效指標		Remarks 其他備註
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	For details, please refer to the section headed "Responsible to the Environment — Green Building"
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。	詳情請見「對環境負責 — 綠色建築」部分
<b>Subject Area B Social</b> <b>主要範疇B社會</b>		
<b>B1 Employment</b>	Information on: — the policies; and — compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	For details, please refer to the section headed "Responsible Employer — Growing Together"
<b>B1 僱傭</b>	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。	詳情請見「負責任僱主 — 共同奮鬥」部分
KPI B1.1	Total workforce by gender, employment type, age group and geographical region.	For details, please refer to the section headed "Responsible Employer — Growing Together"
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。	詳情請見「負責任僱主 — 共同奮鬥」部分
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	For details, please refer to the section headed "Responsible Employer — Growing Together"
關鍵績效指標 B1.2	按性別、年齡組別及地區劃分的僱員流失比率。	詳情請見「負責任僱主 — 共同奮鬥」部分



Subject areas, aspects, general disclosures and KPIs of Environmental, Social and Governance Reporting Guide 《環境、社會及管治報告指引》主要範疇、層面、一般披露及關鍵績效指標		Remarks 其他備註
<b>B2 Health and Safety</b>	Information on: — the policies; and — compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	For details, please refer to the section headed "Responsible Employer — Safety of Workers as Top Priority"
<b>B2 健康與安全</b>	有關提供安全工作環境及保障僱員避免職業性危害的： — 政策；及 — 遵守對發行人有重大影響的相關法律及規例的資料。	詳情請見「負責任僱主 — 職工安全為首要考慮」部分
KPI B2.1	Number and rate of work-related fatalities.	For details, please refer to the section headed "Responsible Employer — Safety of Workers as Top Priority"
關鍵績效指標 B2.1	因工作關係而死亡的人數及比率。	詳情請見「負責任僱主 — 職工安全為首要考慮」部分
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.	For details, please refer to the section headed "Responsible Employer — Safety of Workers as Top Priority"
關鍵績效指標 B2.3	描述所採納的職業健康與安全措施，以及相關執行及監察方法。	詳情請見「負責任僱主 — 職工安全為首要考慮」部分
<b>B3 Development and Training</b>	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	For details, please refer to the section headed "Responsible Employer — Training and Development"
<b>B3 發展及培訓</b>	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。	詳情請見「負責任僱主 — 培訓發展」部分
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	—
關鍵績效指標 B3.1	按性別及僱員類別（如高級管理層、中級管理層等）劃分的受訓僱員百分比。	—

Subject areas, aspects, general disclosures and KPIs of Environmental, Social and Governance Reporting Guide 《環境、社會及管治報告指引》主要範疇、層面、一般披露及關鍵績效指標		Remarks 其他備註
KPI B3.2	The average training hours completed per employee by gender and employee category.	—
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。	—
<b>B4 Labour Standards</b>	Information on: — the policies; and — compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	For details, please refer to the section headed “Responsible Employer — Growing Together”
<b>B4 勞工準則</b>	有關防止童工或強制勞工的： — 政策；及 — 遵守對發行人有重大影響的相關法律及規例的資料。	詳情請見「負責任僱主 — 共同奮鬥」部分
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	For details, please refer to the section headed “Responsible Employer — Growing Together”
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。	詳情請見「負責任僱主 — 共同奮鬥」部分
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。	—
<b>B5 Supply Chain Management</b>	Policies on managing environmental and social risks of the supply chain.	For details, please refer to the section headed “Responsible Operation — Supply Chain Management”
<b>B5 供應鏈管理</b>	管理供應鏈的環境及社會風險政策。	詳情請見「負責任營運 — 供應鏈管理」部分
KPI B5.1	Number of suppliers by geographical region.	—
關鍵績效指標 B5.1	按地區劃分的供應商數目。	—
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.	—
關鍵績效指標 B5.2	描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	—



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<b>B6 Product Responsibility</b>	Information on: — the policies; and — compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	For details, please refer to the section headed “Responsible Operation — Quality Supervision” and “Responsible Operation — Confidentiality Policies”
<b>B6 產品責任</b>	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： — 政策；及 — 遵守對發行人有重大影響的相關法律及規例的資料。	詳情請見「負責任營運 — 質量監管」及「負責任營運 — 保密政策」部分
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	For details, please refer to the section headed “Responsible Operation — Quality Supervision”
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。	詳情請見「負責任營運 — 質量監管」部分
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 observing and protecting intellectual property rights.	For details, please refer to the section headed “Responsible Operation — Confidentiality Policies”
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。	詳情請見「負責任營運 — 保密政策」部分
KPI B6.4	Description of quality assurance process and recall procedures.	For details, please refer to the section headed “Responsible Operation — Quality Supervision”
關鍵績效指標 B6.4	描述質量檢定過程及產品回收程序。	詳情請見「負責任營運 — 質量監管」部分
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	For details, please refer to the section headed “Responsible Operation — Confidentiality Policies”
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。	詳情請見「負責任營運 — 保密政策」部分

Subject areas, aspects, general disclosures and KPIs of Environmental, Social and Governance Reporting Guide 《環境、社會及管治報告指引》主要範疇、層面、一般披露及關鍵績效指標		Remarks 其他備註
<b>B7 Anti-corruption</b>	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.	For details, please refer to the section headed "Responsible Operation — Anti-corruption"
<b>B7 反貪污</b>	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。	詳情請見「負責任營運 — 反貪污」部分
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.	For details, please refer to the section headed "Responsible Operation — Anti-corruption"
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。	詳情請見「負責任營運 — 反貪污」部分
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	For details, please refer to the section headed "Responsible Operation — Anti-corruption"
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。	詳情請見「負責任營運 — 反貪污」部分
<b>B8 Community Investment</b>	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.	For details, please refer to the section headed "Responsible to the Community"
<b>B8 社區投資</b>	有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	詳情請見「對社區負責」部分
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	For details, please refer to the section headed "Responsible to the Community"
關鍵績效指標 B8.1	專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	詳情請見「對社區負責」部分
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	For details, please refer to the section headed "Responsible to the Community"
關鍵績效指標 B8.2	在專注範疇所動用資源(如金錢或時間)。	詳情請見「對社區負責」部分