

ENVIRONMENTAL, SOCIAL  
AND GOVERNANCE REPORT

環境、社會及管治

2020 報告  
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Poly Property Group Co., Limited  
保利置業集團有限公司

股份編號 Stock Code: 00119

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## ABOUT THIS REPORT/ ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

Poly Property Group Co., Limited (hereafter the “Company” or “Poly Property”), together with its subsidiaries (collectively the “Group” or “We”) is the real estate offshore listed flagship of China Poly Group Corporation Limited (a state-owned enterprise). The Group principally engages in three major business segments, namely property development, property investment and property management.

The Group’s 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 “be a man with heart, do things with integrity” with a focus on the development of the culture, harmony, nature and high end aspects. Driven by a corporate spirit and fine tradition that attaches importance to honesty and integrity, the Group will make persistent efforts to build a positive corporate image by shouldering corporate social responsibilities and creating social values.

Having a deep ambition to build up long-term trusted ties with stakeholders, the Group is pleased to publish its fourth environmental, social and governance (“ESG”) report (the “Report”), highlighting its initiatives and efforts in pursuit of sustainability.

## 關於本報告／環境、社會及管治報告

保利置業(下稱「本公司」或「保利置業」)與其附屬公司(下稱「本集團」或「我們」)是中國保利集團有限公司(一家國有企業)的境外上市房地產旗艦。本集團的主營業務主要分為三大板塊，包括房地產發展、房地產投資及物業管理。

本集團發展策略的核心為提倡專業化、顧客及市場至上和國際化。同時，我們亦致力將企業文化滲透入本集團的房地產項目中，以提高建築質素和物業的商業價值。本集團最終目的為打造一個舒適安穩的居住環境予其顧客，並為股東帶來滿意的回報。放眼將來，保利置業會繼續秉承「用心做人，誠信做事」的核心經營理念，專注於推動文化、和諧、自然和高端方面的發展。受到本集團的企業精神及其誠實及正直的優良傳統推動，本集團將會持續承擔起其企業社會責任及創造社會價值，以打造正面的企業形象。

為了實踐與持份者建立長期可信賴關係的抱負，本集團欣然刊發其第四份環境、社會與管治報告，當中概述了其環境、社會與管治相關的政策、表現及措施。

## Scope of Report

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 which is in line with the report of last year. The reporting period is from 1 January 2020 to 31 December 2020 (the "Reporting Period", "FY2020").

## Reporting Standard

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 ("HKEx ESG Reporting Guide"). 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 & Feedback

Poly Property values your input 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

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2020年1月1日至2020年12月31日（「報告年度」、「2020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及建議：[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

With the ambition to provide all-round services and products to our consumers, the Group deeply understands the significance of continuous improvement on our business operation. We therefore proactively engaged our key stakeholders through the illustrated communication channels to obtain their ever-changing needs, opinions and expectations to enhance our ESG management during the Reporting Period:

## 持份者參與

本集團以向消費者提供全面的服務和產品為目標，我們深明持續改進對業務營運的重要性。因此，我們在報告期內通過以下所展示的溝通渠道主動與主要的持份者溝通，以獲取他們日新月異的需求、意見和期望，以加強我們於環境、社會與管治方面的管理：

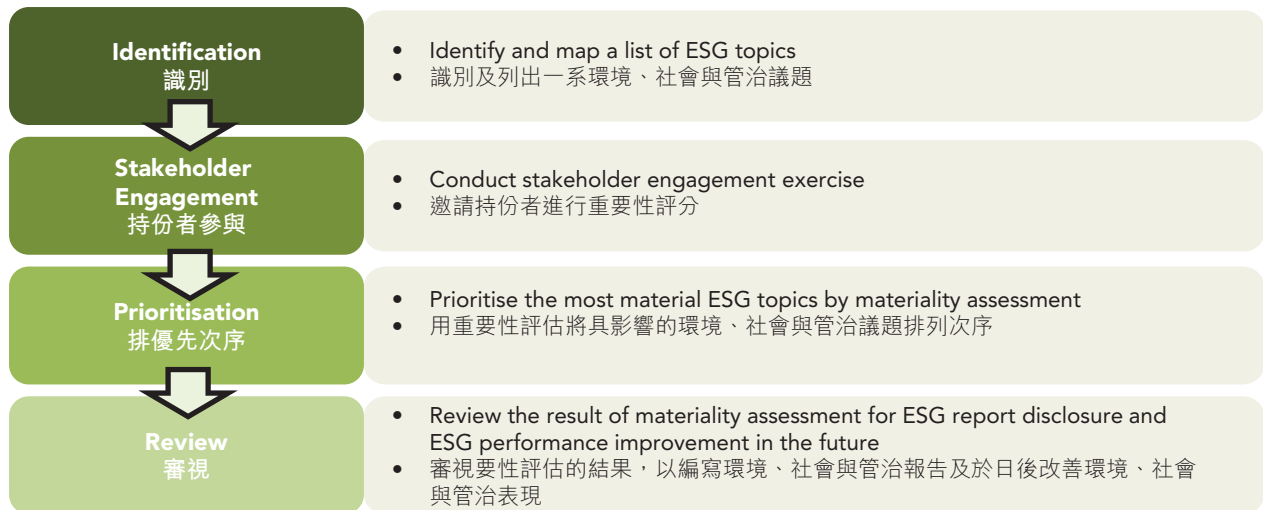
Types of stakeholder group 持份者組別	Communication channels 溝通渠道
Investors and shareholders  投資者及股東	<ul style="list-style-type: none"> <li>• Company website</li> <li>• Company's announcements</li> <li>• Annual general meetings</li> <li>• Annual and interim reports</li> <li>• 公司網站</li> <li>• 公司公佈</li> <li>• 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>• Company website</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>• Training and orientation</li> <li>• Intranet</li> <li>• Opinion box</li> <li>• Regular meetings</li> <li>• Employee performance evaluation</li> <li>• Teambuilding activities</li> <li>• Whistle-blowing system</li> <li>• 訓練及培訓</li> <li>• 內聯網</li> <li>• 意見箱</li> <li>• 定期會議</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>
Suppliers and business partners  供應商及業務夥伴	<ul style="list-style-type: none"> <li>• Supplier assessment</li> <li>• Tender and procurement processes</li> <li>• 供應商評審評估</li> <li>• 招標及採購流程</li> </ul>

## MATERIALITY ASSESSMENT

To identify the ESG issues that are material to the Group in formulating appropriate ESG strategies on ESG management and determining the direction of the Report, the Group has entrusted an independent consultant to conduct a materiality assessment. Internal and external stakeholders were invited to fill in an online questionnaire consisting of 27 ESG topics and score the topics based on the importance for the Group's business operation and the stakeholders.

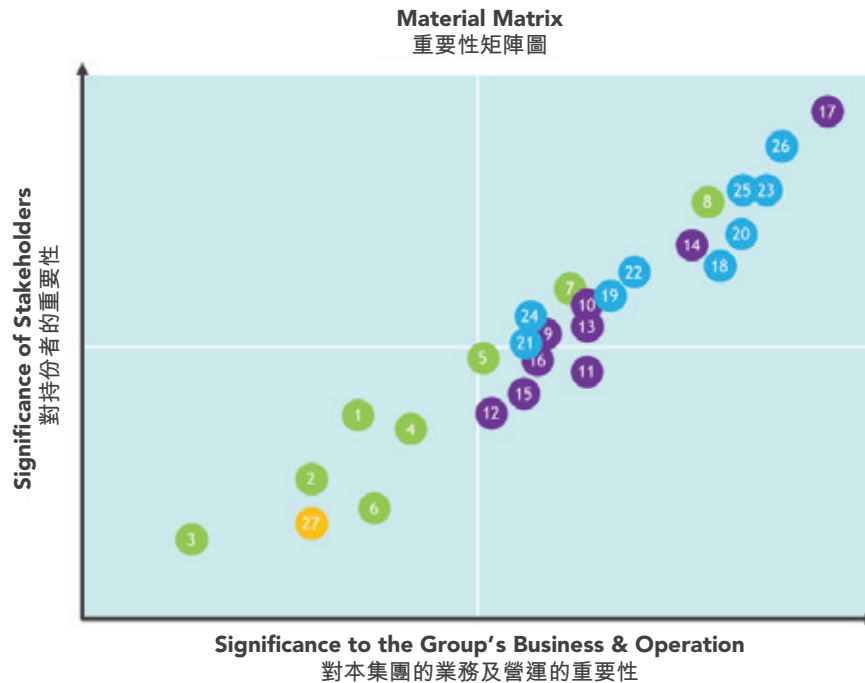
## 重要性評估

為了識別對本集團具影響力的環境、社會與管治議題以便於相關管理中編製適合的環境、社會與管治政策及判定本報告的方向，我們聘請了獨立顧問進行重要性評估。內部及外部持份者均被邀請填寫一份列有27項環境、社會與管治議題的網上問卷，並按議題對本集團營運及持份者本人的重要性作出評分。



Based on the materiality of each of the ESG issues expressed by the stakeholders, the ESG issues are prioritised and shown in the materiality matrix below.

根據持份者就每個環境、社會與管治議題所表示的重要性，並將該些議題排序後，得出以下的重要性矩陣圖。



#### Environment 環境

1. Air emission  
廢氣排放
2. Greenhouse gas emission  
溫室氣體排放
3. Climate change  
氣候變化
4. Energy efficiency  
能源效益
5. Water & effluents  
水資源及污水
6. Use of materials  
物料使用
7. Waste management  
廢棄物管理
8. Environmental compliance  
遵守環境法規

#### Employment 勞工

9. Labour rights  
僱傭權益
10. Labour-management relations  
勞資關係
11. Employee retention  
保留人才
12. Diversity and equal opportunity  
多元化及平等機會
13. Non-discrimination  
反歧視
14. Occupational health and safety  
職業健康與安全
15. Employee training  
員工培訓
16. Employee development  
員工發展
17. Prevention of child labour & forced labour  
禁止童工和強制勞工

#### Operation 營運

18. Customer satisfaction  
顧客滿意程度
19. Customer service quality & complaints handling  
顧客服務的質素及投訴處理
20. Customer health and safety  
顧客的健康與安全
21. Marketing and product and service labelling compliance  
遵守市場推廣及產品和服務標籤的法規
22. Intellectual property  
知識產權
23. Customer privacy and data protection  
顧客私隱及資料保密
24. Responsible supply chain management  
負責任的供應鏈管理
25. Business ethics  
商業道德
26. Socio-economic compliance  
遵守社會經濟法規

#### Community 社區

27. Community investment  
社會貢獻



For better strategy planning and resource allocation, the topics from the result are divided into three categories: high, medium and low priorities. The issues which fall in the upper right corner of the matrix are defined as the most relevant topics to the Group and the most concerned topics by stakeholders. After identifying the expectations of stakeholders, we commit to improving our ESG performance in the most relevant topics.

## RESPONSIBLE OPERATION

The Group has embedded integrity and righteousness values within its business operation in order to demonstrate our determination in achieving the highest level of business ethics. At the same time, we strive to build stable and long-term cooperation relationships with our customers, supply chains and the community.

### Supply Chain Management

To enhance the corporate image and competitiveness of the Group, a transparent contract management system and a sound supervision mechanism have been established to ensure fair competition among suppliers while maintaining reasonable interests of various stakeholders.

The Group has rolled out centralised procurement for projects developed by regional subsidiaries since 2010 in order to assure product quality, enhance brand image, improve work efficiency and achieve cost control. Through efficient communication with regional subsidiaries, Poly Property gradually standardise the management rules, procedures, operational guides and related management requirements for the centralised procurement. Open and invited tendering approaches are adopted for the procurement process based on the principles of openness, fairness, impartiality and honesty. Qualified suppliers are selected through stringent procedures.

為了更妥善地進行策略規劃和資源分配，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，位於矩陣圖上右上角區域的定義為與本集團最相關且為持份者關注的議題。在確認了持份者的期望後，我們會致力改善相關議題的環境、社會與管治表現。

## 負責任營運

本集團將誠信及正確的觀念植入其商業運營中，以展示我們要達到最高商業道德水平的決心。同時，我們致力與我們的客人、供應商及社區打造穩定及長遠的合作關係。

### 供應鏈管理

為了進一步加強本集團的企業形象及競爭力，我們建立了一套透明化的合約管理體系和一個可靠的監督機制，以確保供應商之間的良性競爭，同時保障多方持份者的利益。

本集團於各地的子公司自2010起已於工程項目中採用中央採購，以確保產品的質素、加強企業形象、改善工作效率及妥善操控成本。通過與各子公司保持有效的溝通，保利置業逐漸統一中央採購機制的管理規則、程序、操作指南和相關管理要求。我們於採購過程中採用公開、公平、公正及可信的原則，以公開及邀請的招標方式進行採購。經過嚴格的篩選程序，我們會選出合資格的供應商。



Establishing a win-win cooperation with suppliers is our ultimate goal in the supply chain management aspect. In order to achieve that, the Group continuously enhance the tender and procurement system and relevant policies by specifying the procedures and duties of management. A thorough preliminary qualification assessment is conducted by our Supplier Management Department and other relevant departments before starting partnership with new suppliers. The Supplier Management Department is in charge to collect their information including business license, qualification certificates, credit rating certificates, ISO corporate management system certificates and other relevant qualifications for the assessment. Upon approval of the assessment, the suppliers will be enlisted as potential suppliers that they have to pass our on-site audit before establishing formal business contract with the Group. All of the qualified suppliers will be registered into the Qualified Construction Supplier List and qualified for participating in the procurement and tendering process.

In terms of tender for construction projects, the Group prioritises those proposed with environmental mitigation measures, such as practical 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.

與供應商達到雙贏局面是我們於供應鏈管理方面的最終目標。為此，本集團列明相關程序及管理層於此方面的責任，以持續地加強我們的招標及採購體系及相關的政策。我們的供應商管理部門與其他相關部門會於與新供應商於合作前進行全面的初步資格評估。供應商管理部門負責收集供應商的資料，包括營業執照、資格證書、信用評級證書、ISO企業管理體系證書及其他相關資料以進行該評估。當通過評估後，該供應商將被列為潛在供應商。與我們簽定正式的商業合同之前，潛在供應商必須通過本集團的現場審核。所有合格供應商都會被登記於「合格建築供應商清單」中，並有資格參與本集團的採購和招標程序。

於建設項目的招標方面，本集團優先考慮採用環境緩解措施及履行環境和生態保護責任的供應商。其中環境緩解措施包括降低噪音和減少環境污染的實際措施、遵守在地項目於環境保護、水土保護和預防污染方面的的國家級法律法規和標準。

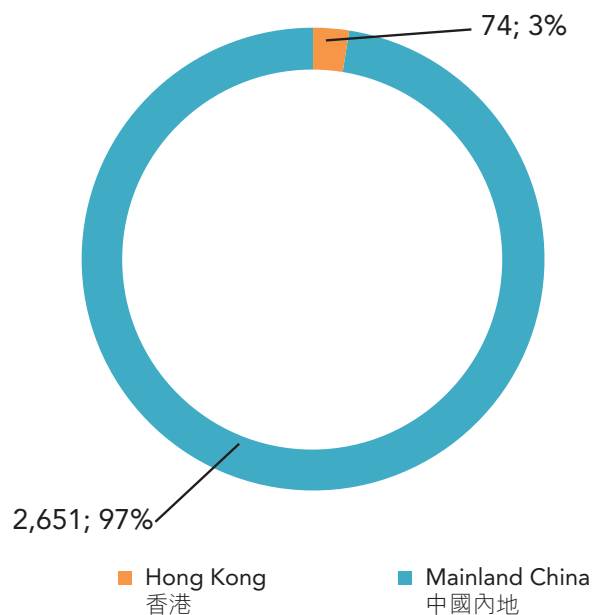
A tender and procurement management system has been established together with the adoption of online contract management to improve and refine business information as well as standardising management procedures in a transparent manner. To better manage the qualified suppliers, a database has been generated to record information obtained from the stages of supplier selection and acceptance as well as the results of the supplier evaluation. Therefore, the performance and qualifications of cooperating entities can be tracked to facilitate their continuous improvements while minimising management risks and enhancing product quality at the same time. Contract with those fail to fulfil the Group's requirements and values will be terminated immediately. Adhering to the honesty and trustworthy principles, all personnel participating in tender and procurement are required to strictly comply with the applicable laws and regulations, corporate rules and regulations (i.e. the Professional Codes of Conduct), and requirements of their job duties. They are required to handle their tasks in an objective, impartial, and independent manner. All procurement decision should be made based on suppliers/contractors' qualification, competitiveness, price, reliability and reputation. Apart from that, all departments are expected to actively work with each other to promote full communication and information sharing. They are also required to make full use of respective professional knowledge and abilities to promote and optimise the professional management and standardised systems of the Company. At the same time, transparency declaration and business integrity agreement are distributed to tenderers for their compliance.

於建立招標和採購管理系統的同時，我們亦採用了在線合約管理以改善和完善業務信息，並以透明的方式規範管理程序。為了更好地管理合格的供應商，我們建立了數據庫，以記錄從供應商篩選和批准階段及供應商評估結果中獲得的信息。我們可以透過追蹤合作夥伴的績效和資格，促進他們持續改進，並同時降低本集團的管理風險及提高我們的產品質量。對於未能符合集團要求及價值觀的供應商，本集團將立即終止與其簽定的合約。本集團遵守誠實守信的原則，所有參與招標和採購的員工均須嚴格遵守適用的法律法規、企業規則（我們的專業行為準則）和職責要求。員工必須以客觀、公正和獨立的方式處理其工作。所有有關採購的決策應根據供應商或承包商的資格、競爭力、價格、可靠性和聲譽而做出。除此之外，所有部門應積極保持內部溝通的流暢和互相分享信息。所有部門還需要充分利用各自的專業知識和能力去推動和優化公司的專業管理和標準化體系。同時，我們會將陽光宣言和廉潔合作協定分發給投標人，以確保其合規狀況。

During the Reporting Period, the Group collaborated with a total number of 2,725 suppliers from Mainland China and Hong Kong.

於報告年度內，本集團一共與2,725間來自中國內地及香港的供應商合作。

### Supplier Distribution by Geographical Region 供應商按地理區域的分佈



## Quality Assurance

The Group strives to build a pleasant living environment for our customers; thus, we attach great importance to quality assurance measures and their applications. During the Reporting Period, the Group was not aware of any material breaches of laws and regulations relating to health and safety, advertising and labelling of products and services in Hong Kong and Mainland China.

Other than the overall strength of suppliers, the Group focuses on the abilities of suppliers in terms of contract fulfilment as well. The contract management system as mentioned in the Supply Chain Management section is governed by the Group's Construction Contract Management Measures and the process of contract formulation, contract signing and fulfilment such as on-site certification management and project settlement are properly managed. 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 a project has quality issues or the contractor has breached the contract during the contract fulfilment process, relevant departments are required to explain the situation and rectify the situation. In order to standardise the management of the supply chain to align with the Group's direction in sustainable development, we will further strengthen the communication with suppliers so as to offer the best and the most comfortable living environment for our valuable clients.

## 質量監管

本集團致力為顧客營造一個舒適的生活環境，因此，我們十分重視質量保證措施及其應用。於報告年度內，本集團沒有任何產品或服務因安全與健康為理由而被回收，且並不知悉任何重大違反與香港及中國內地產品及服務的健康及安全、廣告及標籤事宜有關的法律及法規情況。

除著重考慮供應商的實力外，本集團亦十分注重供應商在履行合約方面的能力。於「供應鏈管理」部分提及到的合同管理體系受到本集團的《工程合同管理辦法》規管，以確保合同的制定、簽訂及履行（包括現場查測管理及項目結算）均被妥善管理。項目竣工後，本集團會進行一系列全面的審核、查測和驗收，以確保每個項目均有嚴格履行合同及有關文件就進度、質量、安全和文明施工等方面所制定的各項要求。若工程項目存在質量問題或在履約過程中承建商出現違約情況，相關部門需作出解釋及處理相關情況。為了使供應鏈管理能夠符合本集團的可持續發展方向，我們將加強與供應商之間的溝通，以至為尊貴的顧客提供最優秀和舒適的生活環境。

## Anti-corruption

The Group's reputation is tied with our business ethics; thus, Poly Property always upholds the highest level of anti-corruption policy. As stipulated in the Employee Code of Conduct, no misconduct such as fraud, infidelity, corruption and other illegal acts is accepted. It is strictly forbidden for employees to be involved in any conflicts of interest or abusing their positions or powers in the Group to seek personal benefits. The Group therefore discourages clients from giving gifts or employees from accepting gifts to avoid unnecessary conflicts of interest. Employees are expected to maintain the highest professional standards when carrying out their duties, and must not seek competitive advantages and promote the business interests of the company through unethical or illegal business practices. Apart from that, we strictly require our employees to comply with the applicable laws, regulations and rules of the jurisdiction in which the company conducts business. In respect of procurement, a series of measures such as endorsement of Professional Codes of Conduct is discussed in the Supply Chain Management section.

During the Reporting Period, the Group confirmed that there were no breaches of relevant laws and regulations relating to bribery, extortion, fraud and money laundering, and no concluded legal case regarding corruption practices was brought against the Group or our employees. In order to raise the employees' awareness of the business integrity aspect, a total of 470<sup>1</sup> hours of anti-corruption training was organised in FY2020.

## 反貪腐

本集團的聲譽與我們的商業道德有著緊密的關係，故此保利置業一直奉行最嚴格的反貪腐政策。根據《員工紀律守則》，一切不當行為例如欺詐、不忠、貪污等違法行為均不會被允許。同時，員工應主動避免任何利益衝突或濫用其在集團中的職位或權力以謀取個人利益，因此本集團並不鼓勵客戶送禮或員工收取禮物，以避免不必要的利益衝突。所有員工均須在履行職責時保持最高的專業水準，不得通過不道德或非法的商業行為獲取競爭優勢或促進公司的商業利益。除此之外，我們嚴格要求員工遵守業務所在地的適用法律法規和規則。在採購方面，我們所實行的一系列措施（如實施《專業行為守則》）已於「供應鏈管理」部分中說明。

於報告年度內，本集團並沒有違反有關法律及規例，亦並無任何對集團或其僱員提出並已審結的貪污訴訟案件。為提高員工對業務誠信方面的認識，我們於2020財政年度共組織了470<sup>1</sup>小時的反貪敗培訓。

<sup>1</sup> The scope of the data includes the Hong Kong and Shanghai headquarters and the subsidiaries in other regions of Mainland China.

<sup>1</sup> 此數據包括香港和上海總部以及中國內地其他地區的子公司的反貪腐培訓時數。

## Whistle-blowing System

To better monitor the behaviours of employees, the Group has established a clear set of supervision and whistle-blowing guidelines, under which all units or individuals have the right to report any misconducts observed. Information regarding scope of misconduct behaviours, reporting channels, case handling procedures are clearly disclosed to employees through company website or announcement board. Prompt actions will be taken to investigate the misconduct involved after receiving the reported case. The whistle-blower's identity will be kept confidential to prevent any retaliation. All complaints and reported cases will be directed to the Disciplinary Committee for further handling.

## Confidentiality and Intellectual Property Rights

Poly Property deeply understands the fact that data leakage could cause serious consequences; thus, the Group pay extra attention to the protection of confidential information. All personnel who have come into contact with technical and business secrets of the Group and clients are required to undertake confidentiality obligations to prevent any leakage of information and protect commercial confidentiality and client information. It is highly prohibited to disclose any of the Group's business information, important internal information or business secrets to any other unit or individual in any manner. Meanwhile, we highly value originality and respect intellectual property rights. No employees are allowed to disclose or exploit any patents and trademarks of the Group or our clients.

During the Reporting Period, the Group was 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.

## 舉報機制

為了更妥善地監察員工的行為，本集團已成立了一套清晰的監督及舉報指引，以供所有單位或人員對任何不當行為作出舉報。為了方便員工能夠輕易獲取有關資訊，我們已透過公司網站及公告版列出所有不當行為、報告渠道、案件處理程序的資料。於接到舉報後，集團會盡快展開調查。舉報人的身份將被保密，以防止任何報復行為。所有投訴和舉報會交由紀律委員會作進一步處理。

## 保密政策與知識產權

保利置業清楚明白到資料外洩有機會造成嚴重的後果，故此本集團格外重視機密資料的保護。我們要求所有接觸到本集團及其顧客之技術及商業機密的員工須緊守其保密義務，以防止信息洩漏及保障商業機密和顧客的資料。我們絕對禁止員工以任何方式向其他單位或個人透露本集團的任何商業信息、重要的內部信息或商業機密。我們亦十分重視原創性及尊重知識產權，故員工不得擅自披露或利用本集團及其顧客的任何專利及商標。

於報告年度內，本集團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 EMPLOYMENT

Poly Property is committed to proactively paving the way for enhancing its valuable employees' physical and mental health, personal growth and development, as well as their relationship with the Group. We strive to provide all necessary support to employees so that they could create a better future for clients and communities joining hands with the Group.

### Safe and Healthy Workplace

Workplace 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" to further strengthen our internal safety awareness and enhance safe production operations. During the Reporting Period, the Group adopted a three dimensional approach (i.e. safety responsibility specifying, corporate safety policy enhancement, and safety performance monitoring aspects) to establish a comprehensive safety management system.

## 僱主責任

保利置業承諾會積極地促進員工的身心健康、個人成長和發展以及與本集團的僱傭關係。我們努力為員工提供必要的支援，與他們攜手為顧客和社區創造更美好的未來。

### 安全及健康的工作場所

職業安全是企業營運的基礎，缺乏安全的工作環境，一切的業績都了無意義。因此，本集團堅持採用「以人為本、安全發展」的理念和導向原則，進一步提高內部的安全意識及安全生產水平。於報告期內，本集團採用了三大導向的方式，就明確安全責任、完善企業安全政策和安全表現監督方面建立了一個全面的安全管理體系。

#### Safety Responsibility Specifying 明確安全責任

- Publication of the Supervision and Administration of Production Safety  
制定《安全生產監督管理辦法》
- Safety Production Responsibility Declaration for all departments  
與所有子公司及部門簽訂《安全生產管理協議書》

#### Corporate Safety Policy Enhancement 完善企業安全政策

- Standardising the safety production management system  
統一本集團的安全生產管理體系
- Covering risk control, safety supervision, assurance systems etc.  
政策蓋括風險控制、安全監督、品質管理體系等方面
- Reviewing & updating safety management policies regularly  
定期審視及更新安全管理政策
- Implementation of occupational safety management system  
實施職業安全管理體系

#### Safety Performance Monitoring 安全表現監督

- Reporting all safety incidents in a timely manner to Safe Production Committee  
所有安全事故均要即時上報至安全生產委員會
- Safety Monitoring Department of Poly Property Risk Management Center regularly obtain safety data from subsidiaries for review  
保利置業風險管理中心安全監察部定期從子公司獲取安全數據作查核
- Safety production performance is included in annual appraisal of subsidiaries and employees  
安全生產工作表現被納入子公司及員工的年度考核範疇



The Group puts strong emphasis on supervision, accountability and rectification of safety-related matters. Aiming at building a long-term and sustained operation model, we have established the Measures for the Supervision and Administration of Production Safety which specified the scope and content of safety responsibility for all departments to prevent all kinds of safety incidents and foster a safe production culture. The requirements extend to all subsidiaries of the Group for synchronous planning, implementation and development of safe production. To further strengthen the effectiveness of the safety supervision mechanism, a Safety Production Responsibility Declaration was distributed to all subsidiaries and departments within the Group at the beginning of the Reporting Period. The declaration stipulates the Group's safety production targets and assessment measures to strengthen safety awareness at all levels. Apart from the above, the Group has continuously reviewed and updated its safety management policies such as the Safety Working Guidelines and the Safety Award and Penalty Scheme, in order to keep up with the latest national requirements.

On top of the above, each subsidiary has formed a Safe Production Committee ("SPC") leading by the chairmen of the subsidiaries and consisting of other top management and relevant department managers. The SPC is responsible for formulating safety production strategies and measures, and annually safety plan in accordance with the relevant national safe production policies, laws and regulations. In addition, the SPC is also in charge of implementation of safety management and conducting safe production assessment. The Hong Kong headquarters, and subsidiaries of the Group have also formulated corresponding occupational safety and health policies with reference to regulations of local regulatory authorities, and strive to improve the working environment of employees and the safety management levels in line with the business needs of the Group. Through embedding the principle of "Five Implementation and Five Accomplishments" (五落實五到位) into the Group's safety management system and pursuing the concept of "being responsible to the PRC & national policies, one position duo responsibilities, centralised supervision, and management and accountability" (黨政同責、一崗雙責、齊抓共管、失職追責), the safety management structure of Poly Property is expected to be sustainable and stable.

本集團高度重視對安全相關事項的監督、責任和改進。為了建立長遠及可持續的營運模式，我們制定了《安全生產監督管理辦法》，確立了各部門的安全責任範圍和內容，以防止各種安全事故的發生和促進安全生產文化。有關規定適用於本集團所有子公司，以同步各安全生產方面的計劃、實施和發展。為進一步加強安全監督機制的有效性，我們已於報告年度初期向所有子公司及部門派發《安全生產管理協議書》。該協議書訂明本集團的安全生產目標和評估措施，以增強各級的安全意識。此外，本集團持續地審視及更新其安全管理政策（例如訂立安全工作指引及獎懲計劃），務到能夠達到國家的最新要求。

除此之外，各子公司更成立了一個由子公司董事長帶領及由其他高層管理人員和相關部門經理組成的安全生產委員會（下稱「安委會」）。安委會負責按照相關的國家安全生產政策及法律法規制定安全生產策略和措施，並製定年度安全計劃。同時，實施安全管理和進行安全生產評估亦屬於安委會的工作之一。另外，香港總部及本集團的子公司參照了營運當地的監管部門法規去制定相應的職業安全與健康政策，並根據本集團的業務需求，努力改善員工的工作環境和安全管理水準。透過將「五落實五到位」的原則套用於本集團的安全管理體系及堅守「黨政同責、一崗雙責、齊抓共管、失職追責」的理念，我們深信保利置業的安全管理架構得以持續及保持穩定。

In the past three years (i.e. from 1 January 2018 to 31 December 2020), the Group did not have work-related fatalities. During the Reporting Period, the Group did not have lost days due to work-related injury. In addition, we were not aware of any material non-compliance with laws and regulations relating to providing a safe working environment and protecting employees from occupational hazards in Hong Kong and Mainland China.

### Emergency Preparedness

Safety education and training is certainly the cornerstone of a successful safe production system; thus, the qualification checking system and training assessment system are in place to eliminate occupational health and safety risks. Only employees with valid certificates or authorised qualifications are allowed to carry out specified jobs such as machine operation. Meanwhile, training materials regarding emergency preparedness, the Safety Production Law of PRC and other national regulations are delivered to the employees to raise their awareness on safety production. The Group has also analysed the potential risks of all construction sites via risk identification and endorsed contingency plans to provide guidance on preparation of materials, equipment maintenance and so on during emergency situations. Emergency drills are also conducted on a regular basis. In FY2020, a total number of 644<sup>2</sup> emergency drills including fire drill, terrorist attack drill, electric shock drill and so on were organised by the Group.

於過去三年(2018年1月1日至2020年12月31日)內，本集團未有任何因工作關係而引致的死亡事件。於報告年度內，本集團無因工傷而損失的工作日數，且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。

### 應急準備

安全教育和培訓絕對是一個成功的安全生產體系必要的基礎，因此，本集團為了減低其職業健康和安全風險而建立了資格審查和培訓評估體系。員工必須具備有效證書或資格才可以從事特定的工作(例如機器操作)。與此同時，我們向員工提供有關應急準備、《中華人民共和國安全生產法》和其他國家法規的培訓材料，以提高他們對安全生產的意識。本集團還通過風險識別對所有建築工地的潛在風險進行分析，亦已實行應急計劃為準備緊急情況下所需的設備及其保養等提供指引，我們更定期進行緊急演習。於2020年，本集團共組織了644<sup>2</sup>次緊急演習，當中包括消防演習、恐怖襲擊演習、電擊演習等。



Fire Drill  
消防演習

<sup>2</sup> The scope of the emergency drill data includes drills organised by the Hong Kong and Shanghai headquarters and the subsidiaries in other regions of Mainland China as at 31 December 2020.

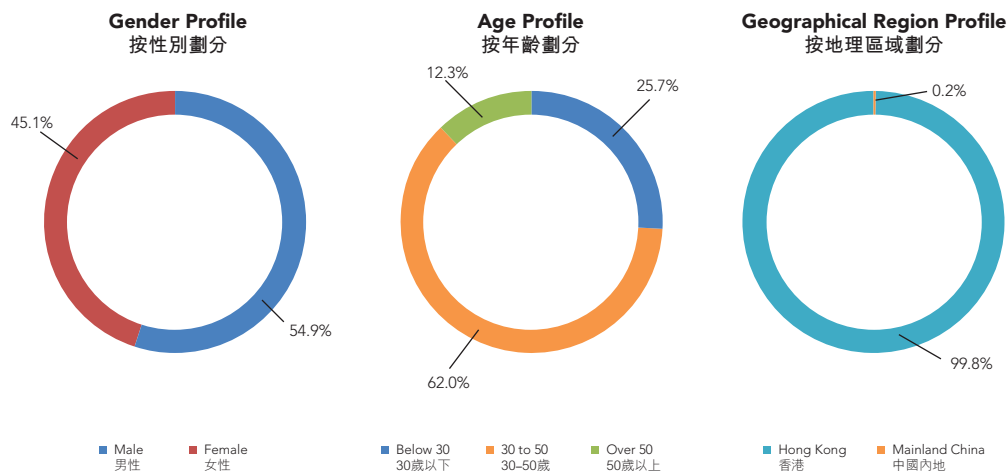
<sup>2</sup> 緊急演習次數包含了香港總部、上海總部以及中國內地其他地區於2020年所舉辦的的演習。

## Growing Together

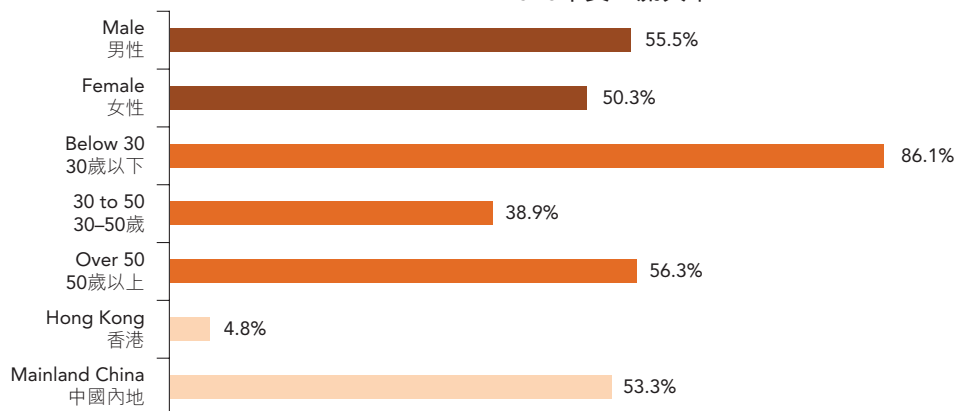
Driven by the corporate spirit and fine tradition that attaches importance to dedication, honesty and integrity and prioritises the development of employees, Poly Property takes care of the needs of all employees, and provides good welfares, sound development and training programmes for them. As of 31 December 2020, the total number of employees in Hong Kong and Mainland China was about 9,300<sup>3</sup>. Employees aged between 30 to 50 accounted for 62.0% of the total employees; and employees aged under 30 and employee aged above 50 accounted for 25.7% and 12.3% of the total employees respectively. Male and female employees accounted for 54.9% and 45.1% of the total employees respectively.

## 共同成長

保利置業秉承「奉獻、誠實與正直」的企業精神和優良傳統及重視員工發展，我們顧及到所有員工的需求，並為他們提供良好的福利、發展機會及培訓。至2020年12月31日為止，本集團分佈於香港及中國內地的總僱員人數為9,300<sup>3</sup>人。年齡介乎於30至50歲的僱員佔總人數的62.0%，而30歲以下者及50歲以上者分別佔總人數的25.7%及12.3%。男性和女性員工分別佔總人數的54.9%及45.1%。



## Employee Turnover Rate in FY2020 2020年員工流失率



<sup>3</sup> The scope of employment data includes employees of the Hong Kong and Shanghai headquarters and the subsidiaries in other regions of Mainland China as at 31 December 2020.

<sup>3</sup> 總僱員人數包含了香港總部、上海總部以及中國內地其他地區截止2020年12月31日的僱員人數。

It is no doubt that our responsibility as an employer is to create a respectful, fair, and inclusive environment for our people to work. In order to actively cope with the ever-changing policy and market competition, the Group strictly abides by relevant labour laws and regulations. All of our human resources policies covering remuneration, training, working hours, leaves and holidays, career prospects and other benefits are regularly reviewed. To be able to retain talents, we always keep our remuneration packages at a market competitive level with reference to inflation, market condition and operation of the Group. All of our full-time employees are entitled to paid leaves (including marriage, bereavement, jury services, maternity and paternity leaves), year-end bonus, and insurance (including medical insurance, mandatory provident fund, retirement programme and personal accident insurance).

Understanding the significance of harmonious workplace, the Group is dedicated to advocating equal employment opportunity and diversity. A zero tolerance approach is adopted against 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, experience, capabilities and performance.

Protection of labour rights is one of our core values regarding employment issues. Unethical employment such as child and forced labour of any kind are strictly prohibited in the Group and its supply chain. Identification check is conducted before the commencement of work to ensure that all of our employees have reached the statutory age and possess identification documents. At the same time, regular inspection is conducted at workplace to ensure no child labour is hired. For prevention of forced labour, all employment contracts are formulated based on relevant laws and regulations and all employees are required to sign the legally binding contracts before starting their duties.

作為僱主，為員工打造一個互相尊重、公平和包容的工作環境毫無置疑是我們的責任。為積極應對瞬息萬變的政策和市場競爭，本集團堅決遵守相應的勞工法律法規。我們會定期審視所有的人力資源政策，當中包括薪酬、培訓、工作時間、休假、職位晉升及其他福利。為了留住高質素的人才，我們根據通貨膨脹、市場狀況和本集團的經營情況為基準，調整員工的薪酬待遇，以保持其在市場的競爭力。本集團所有的全職僱員均能夠享受帶薪假（包括婚假、喪假、陪審假、產假及陪產假），年終獎金和保險（包括醫療保險、強制性公積金、退休計劃及人身意外保險）。

深明和諧工作環境的重要性，本集團著重於促進平等和多元化的就業機會，並且對任何形式的歧視採取零容忍的態度。所有僱員和求職者即使存在種族、性別、婚姻狀況、懷孕、殘疾狀況或其他與工作要求無關的差異，都會得到平等的待遇。本集團所有有關招聘、職位晉升、業績評估和薪資調整的決定均基於員工的資格、經驗、能力及業績。

保護勞工權益是我們於僱員方面的核心價值觀之一。聘請童工或任何形式的強迫性勞動等不道德的聘用行為在本集團及供應鏈中是被嚴厲禁止的。我們會在員工入職前進行身份檢查，以確保所有僱員已達到法定工作年齡並擁有身份證明文件。同時，我們會定期對工作場所進行檢查，以確保沒有僱用童工。為了防止強迫性勞動，我們根據相關法律制定僱傭合同，並確保在開始工作前與所有員工簽署合同。

During the Reporting Period, the Group was not aware of any material violation of 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.

## Training and Development

It is of utmost pivotal to stay competitive and keep up with the latest trend in the industry; thus, we focus greatly on nurturing our employees by providing numbers of comprehensive training opportunities. Through training and development, it is expected to expedite employees' acquisition of knowledge, professional skills and abilities required for effective job performance to meet the industry and our growing demands.

In pursuit of standing out among various industry competitors, Poly Property provides all-round training to improve management skills, professionalism and comprehensive abilities of managers at all levels, professional technicians and general staff. All new comers are entitled to induction training so that they could have a general understanding of the Group's corporate culture and be familiar with their job duties and working procedures. Apart from internal training, subsidy is offered for suitable employees to participate in job-related external training.

於報告年度內，本集團不知悉任何重大違反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。

## 培訓與發展

在市場中保持競爭力及貼緊行業的最近趨勢極為重要。故此，我們十分重視為員工提供一系列全面的培訓機會。透過培訓與發展，我們期望員工能夠提升其工作效率、專業技能及工作上所需的能力，從而滿足行業和我們的增長需求。

保利置業提供全方位的培訓，用作提高各級管理層、專業技術人員和一般員工的管理能力、專業技術和綜合能力，以致在眾多行業競爭對手中脫穎而出。我們亦為所有新員工提供入職培訓，以便他們對本集團的企業文化有大致瞭解，並協助他們熟悉其職責和工作流程。除了內部培訓，我們為適合的員工提供補貼，以便他們參加與工作有關的外部培訓。





Based on the principles of effectiveness, practicality, and relevancy, the Group organised training courses in various aspects, including corporate management, business integrity, internal exchange training session, and knowledge competition in FY2020. During the Reporting Period, a total of 712,454.65<sup>4</sup> hours of training was provided.

根據有效性、實用性和針對性這三方面的原則，本集團在2020財政年度期間組織了全方位的培訓課程，當中包括企業管理、業務誠信、內部交流培訓課程及知識比賽。在報告年度內，我們總共提供了712,454.65<sup>4</sup>小時的培訓課程。

**FY2020**  
**2020年**

Total number of hours of training received by employees 僱員培訓總時數	712,454.65
Average hours of training per employee and percentage (%) of employees who received training 每名僱員的平均受訓時數及參加培訓的員工百分比(%)	83.16 (100%)
By gender 按性別	
Male 男	78.77 (100%)
Female 女	88.52 (100%)
By employment type 按僱員類別	
Management 管理層	174.87 (100%)
General staff 普通員工	81.51 (100%)



Internal Exchange Training Session  
內部交流培訓課程



<sup>4</sup> The scope of employment data includes employees of the Hong Kong and Shanghai headquarters and the subsidiaries in other regions of Mainland China as at 31 December 2020.

<sup>4</sup> 培訓數據包括香港和上海總部以及中國內地其他地區的子公司。

Poly Property is committed to providing diversified career development opportunities for its employees. With an aim to achieve mutual growth of the employees and the Group, employees are motivated and given opportunities to unleash their talents under the appraisal and evaluation system and education and training mechanism to enhance their professional competence as well as personal and social values. At the same time, we make sure employees are provided with sufficient guidance on their career path during their appraisal meeting with their superiors.

A dual channels system is in place for the Group's recruitment process that we encourage employees to not only pursue personal development, but also step up for the management and specialised technical positions. We hope to offer multiple development opportunities for employees to expand their career path, so as to cultivate a proactive continuous learning corporate culture.

### Care for Our People

Poly Property welcomes talents from all over the world to join the Poly family. Upholding the people-oriented core value, we are dedicated to cultivating a healthy and energetic workplace for our people to develop themselves in terms of professional ethics and characters. Our ultimate mission is to motivate our employees to equip themselves with "Four Characters" (四個心) and "Four Spirits" (四種精神). We hope to witness the transition of our employees from growth to maturity, and then to success.

保利置業承諾會為員工提供多元化的職業發展機會。為實現員工與本集團共同成長的目標，我們實行績效評估系統和教育及培訓機制，以鼓勵員工發揮他們的才能，並從而提升他們的專業才能及個人和社會價值。同時，我們會確保員工的直屬上司能夠於績效評估期間，為員工提供充足的職業導向。

在招聘過程中，本集團採用了「雙通道」機制。我們鼓勵員工不僅要追求個人發展，並需同時提升管理與專業的技術。我們期望為員工提供各種發展機會，以開拓他們的職業道路，從而培養積極主動及不斷求知的企業文化。

### 關懷員工

保利置業歡迎來自世界各地的人才加入我們的保利大家庭。秉承「以人為本」的核心價值，我們極力為員工打造健康及充滿活力的工作環境，讓員工能夠充分的發展其職業道德與個人品格。我們的發展理念為激勵員工努力具備「四個心」與「四種精神」。我們期望能夠見證員工們「從成長到成熟，從成熟到成功」的過程。

#### "Four Characters" 「四個心」

- Conscience  
良心
- Compassion  
愛心
- Honesty  
誠實之心
- Sense of responsibility  
責任心

#### "Four Spirit" 「四種精神」

- Team spirit  
團隊精神
- Humanistic spirit  
人文精神
- Professional spirit  
敬業精神
- Scientific spirit  
科學精神



During the Reporting Period, a wide range of team building and care programmes including employee sport day, race walking, football competition, family activity to grape farm, day trip and so on were organised for our people of all locations, entities and posts to have a chance to communicate and spend quality time together.

在報告年度內，我們為各地區、部門及職位的員工組織了多種團隊建設及關懷活動，當中包括員工運動會、健步活動、足球比賽、葡萄園親子活動、一日遊等，使所有員工有機會進行溝通交流，並一起度過美好的時光。



Team Building Activity  
團隊建設活動



Employee Sport Day  
員工運動會



Poly Race Walking  
健步活動



Football Competition  
足球比賽



Family Activity to Grape Farm  
葡萄園親子活動



Day Trip to Shanghai  
Jinshan  
上海金山一日遊

Visiting China Art  
Museum  
參觀中華藝術宮



## RESPONSIBLE TO THE ENVIRONMENT

Protecting the nature is a priority issue faced by the mankind in the 21st century. The Group shares the same concern when it comes to environmental protection as it is undoubtedly related to our long-term business development. As such, Poly Property is committed to minimising its impacts on the nature through responsible environmental management.

## 對環境負責

環境保護已經成為了21世紀人類要面對的首要議題。這議題毫無疑問對我們的長遠發展有著一定影響，故本集團亦在環境保護方面感到同樣的擔憂。有見及此，保利置業致力於通過負責任的環境管理將對大自然的影響降至最低。

## Our Environmental Commitment

Climate change has been a common challenge globally and every stakeholder of the world has its role in taking care of the environment. As the real estate offshore listed flagship of China Poly Group Corporation Limited (a state-owned enterprise), Poly Property strictly abides by a series of national regulations and standards, including the Environmental Protection Law of the People's Republic of China (PRC), the Energy Conservation Law of the PRC, and other greenhouse gas reduction requirements, as well as other environmental protection and energy conservation laws and regulations of the regions where we operate.

## 我們的環境承諾

氣候變化已經成為全球在面對的共同挑戰，世界各地的每位持份者在保護環境方面都扮演著自己的角色。作為中國保利集團有限公司（一家國有企業）的境外上市房地產旗艦，保利置業嚴格遵守一系列國家法律法規和標準（包括《中華人民共和國環境保護法》、《中華人民共和國節能法》和其他就減少溫室氣體排放的要求）以及我們運營所在地的其他有關環境保護和節能的法律法規。

### Air 空氣

- Law of the PRC on the Prevention and Control of Atmospheric Pollution  
《中華人民共和國大氣污染防治法》
- Greenhouse Gas Control Measures under the 13th Five-Year Plan by the PRC State Council  
國務院發佈的《「十三五」控制溫室氣體排放工作方案》
- Notice of the PRC State Council on the Three-Years Action Plan for Blue Sky Protection  
《國務院關於印發打贏藍天保衛戰三年行動計劃的通知》
- Provisional Measures on Management of Voluntary Reduction and Trading of Greenhouse Gases of the NDRC  
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》

### Water 水

- Law of the PRC on Prevention and Control of Water Pollution  
《中華人民共和國水污染防治法》

### Noise 噪音

- Law of the PRC on Prevention and Control of Environmental Noise  
《中華人民共和國環境噪音污染防治法》

### Waste 廢物

- Law of the PRC on Prevention and Control of Solid Waste Pollution  
《中華人民共和國固體廢物污染環境防治法》

Environmental laws and regulations compiled by the Group  
本集團於環境保護方面所遵守的法律法規

During the Reporting Period, the Group was not aware of any significant non-compliance with laws and regulations relating to air and greenhouse gas emissions, discharges into water and land, generation of waste and use of resources in Hong Kong and Mainland China.

### Minimising Our Environmental Footprint

Environmental management is fundamental for minimising the environmental footprint of our construction projects. Therefore, on-site supervision is in place to identify potential environmental risks and lay the foundation for the Group's ecological-based green construction development. All of our contractors are required to specify their environmental strategies and mitigation measures relating to wastewater, dust and exhausted gas emissions, noise and light pollution, and waste management. It is also their responsibility to conserve the ecosystem by implementing soil erosion protection measures as well as energy and resources saving policies.

By working closely with the local governments, suppliers and other relevant stakeholders, we are dedicated to building a reliable reputation as a green corporate to provide an eco-friendly, healthy and comfortable living environment for customers. Environmental training and activities are also organised for our employees to advocate the practice of sustainable lifestyle. During the Reporting Period, the Group organised a river park cleaning campaign with the joint effort of our employees to promote the importance of protecting the nature and implementing proper waste management.

於報告年度內，本集團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及能源使用等相關法律及規例的情況。

### 減少我們的環境足跡

環境管理對於減少我們於建築項目中的環境足跡極為重要。有見及此，我們進行現場監督，以識別潛在的環境風險，並為本集團就生態方面的綠色建築發展奠定基礎。我們的承建商均須詳細說明他們於廢水、粉塵和廢氣排放、噪聲和光污染及廢物管理方面的環境政策及緩解措施。承包商亦負責實施防止水土流失的環保措施及能源和資源節約政策，以保護生態系統。

透過與當地政府、供應商及其他持份者的緊密合作，我們積極成為可靠的綠色企業，以便為顧客提供環保、健康、舒適的生活環境。為了倡導可持續生活方式的實踐，我們還為員工組織了環境培訓和活動。於報告期內，本集團在員工的共同努力下組織了河畔公園清潔運動，以宣揚保護大自然和採取適當廢物管理措施的重要性。





2020 River Park Cleaning Day  
2020河畔公園清潔運動

### Emission and Noise Control

Dust and noise at the project sites are our major pollutant given our business nature. However, the Group endeavours to control its emissions in a proper manner by carrying out a comprehensive monitoring system. It is necessary for our contractors to submit an Environmental Plan with all suitable mitigation measures included after turning in their Construction Plan. The control measures hereof are drafted to ensure that corresponding treatment systems are in place to prevent pollution of the construction site and ambient environment. We also strictly abide by the relevant environmental requirements of the state and local governments to avoid impacts on air quality and natural resources such as water and soil. At the same time, emissions are permitted only with the acquisition of valid permits and licenses.

Improper management of noise emission may cause nuisance to the nearby sensitive noise receivers such as residents, students, and other facility users. Therefore, noise insulation facilities are installed under specific circumstances to reduce noise emission. Personal protection equipment such as ear plugs and ear defenders are distributed to workers to protect their hearing abilities. Nevertheless, training on occupational health is offered to raise workers' awareness of personal protection.

### 排放及噪音控制

鑒於我們的業務性質，粉塵及噪音是建築項目現場的主要污染物。本集團透過建立全面的監控系統，致力控制並減少污染物的排放。我們要求承建商在提交施工計劃後，必須提交一份環境保護計劃書，以確保承包商在建築項目中採取相應的控制系統及環保緩解措施，防止施工對現場及周遭環境造成污染和破壞。我們嚴格遵守國家和地方政府有關環保規定的要求，以避免對空氣品質和自然資源（例如：水與土壤）造成影響。同時，所有的排放必須在獲得有效的許可證和牌照的情況下進行。

如果噪音排放管理不當，會對周圍的噪音感應強的人士（包括附近居民、學生、公共設施使用者等）造成影響。因此，本集團在有需要的情況之下安裝隔音設備，以減少噪音排放。為保護建築工人的聽力，我們為他們提供耳塞及耳罩等個人防護設備。此外，我們安排相關的職業健康培訓，以提高工作人員對自身保護的意識。

### "Seven 100%" for Dust Control 揚塵治理「七個百分百」

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

為有效地處理建築工地產生的粉塵，我們採取了以下七項措施：

- ✓ Installation of hoarding surrounding the construction sites — 100%;  
施工現場沿工地四周設置連續圍擋100%；
- ✓ Covering exposed earth surface & stockpiles — 100%;  
裸露場地、物料堆遮蓋率100%；
- ✓ Paving main haul road with concrete — 100%;  
施工主要運輸道路鋪設混凝土100%；
- ✓ Installation & operation of wheel washing machine at the exits of sites — 100%;  
出場車輛沖洗設施及沖洗制度落實率100%；
- ✓ Covering dusty materials during transportation — 100%;  
渣土等運輸車輛出場密閉率100%；
- ✓ Water sprinkling & spraying for dust suppression — 100%; and  
灑水、噴淋（霧）降塵措施100%；及
- ✓ Implementation of dust detector & monitoring system — 100%.  
施工現場揚塵監測和視頻監控措施100%。

During the Reporting Period, the air pollutant emissions of the Group are as follows: 以下為本集團在報告年度的空氣污染物數據：

Air Pollutant <sup>5</sup> 空氣污染物 <sup>5</sup>	Unit 單位	FY2020 2020年	FY2019 2019年
NOx 氮氧化物	kg 千克	11.63	32.73
SOx 硫氧化物	kg 千克	0.41	0.51
PM 顆粒	kg 千克	1.75	39.28

<sup>5</sup> Only includes the data of air pollutants generated by mobile vehicles of the Hong Kong and Shanghai headquarters.

<sup>5</sup> 僅包括由香港和上海總部的移動車輛所產生的空氣污染物數據。

The major sources of the greenhouse gas ("GHG") emission from the Hong Kong and Shanghai headquarters are consumption of purchased electricity and fuel combustion by vehicles. During the Reporting Period, the Group released a total amount of 689.82 tonnes of CO<sub>2</sub> equivalent GHG, with the intensity of 6.10 tonnes of CO<sub>2</sub> equivalent GHG per employee. Compared to FY2019, the increased total GHG emission and intensity in FY2020 is attributed to the increment of Scope 3 emission caused by our enhanced data collection method. Moving forward, the Group will continuously seek for advanced green technologies to advocate the philosophy of green development.

香港和上海總部的所排放的溫室氣體主要源自消耗所購入的電力與車輛燃料的使用。在報告年度內，本集團共排放了689.82噸二氧化碳當量的溫室氣體，密度為6.10噸二氧化碳當量／僱員。相比起2019年度，已改善的數據收集方式使到範疇三的數據有所增加，從而導致2020年度溫室氣體排放總量及其密度增長。展望未來，本集團將繼續尋求更先進的環保技術，以推動綠色發展的理念。

GHG Emission 溫室氣體排放	Unit 單位	FY2020 2020年	FY2019 2019年
Scope 1 <sup>6</sup> 範圍一 <sup>6</sup>	tonne CO <sub>2</sub> equivalent 噸二氧化碳當量	68.67	87.17
Scope 2 <sup>7</sup> 範圍二 <sup>7</sup>	tonne CO <sub>2</sub> equivalent 噸二氧化碳當量	270.77	254.82
Scope 3 <sup>8</sup> 範圍三 <sup>8</sup>	tonne CO <sub>2</sub> equivalent 噸二氧化碳當量	350.38	—
Total 總量	tonne CO <sub>2</sub> equivalent 噸二氧化碳當量	689.82	341.99
Intensity 密度	tonne CO <sub>2</sub> equivalent/employee 噸二氧化碳當量／僱員	6.10	2.37

We cautiously monitor waste generating construction activities through implementation of comprehensive waste management procedures. Waste segregation is in place to categorise waste into hazardous and non-hazardous waste before further handling. Qualified hazardous waste collectors are entrusted to collect, handle, and dispose all of our harmful waste. Regarding the business nature of our Hong Kong and Shanghai headquarters, the major type of waste was general office waste and no hazardous waste was generated during the Reporting Period.

我們透過全面實行廢物管理程序來密切監測建築活動所產生的廢棄物。將廢物作進一步處理前，我們會進行廢物分類，廢物被分為有害廢物與無害廢物。有害廢物會由合資格的有害廢物收集商負責收集、處置及棄置。就香港和上海總部的營運性質而言，主要產生的廢物為一般辦公室廢物，因此於報告年度內，本集團沒有產生有害廢物。

<sup>6</sup> Scope 1 emission represents GHG emitted directly from the fuel combustion by vehicles owned by the Hong Kong & Shanghai headquarters.

<sup>7</sup> Scope 2 emission represents GHG emitted indirectly via consumption of purchased electricity by the Hong Kong & Shanghai headquarters.

<sup>8</sup> Scope 3 emission represents GHG emitted indirectly via business trips by the Hong Kong & Shanghai headquarters. The data of FY2019 is unavailable due to technical issue.

<sup>6</sup> 範圍一直接溫室氣體排放來自燃燒用於香港和上海總部的車輛燃料所引致的溫室氣體。

<sup>7</sup> 範圍二能源間接溫室氣體排放來自香港和上海總部的外購電力在生產過程中所引致的溫室氣體。

<sup>8</sup> 範圍三能源間接溫室氣體排放來自香港和上海總部員工於公幹時所乘搭的航班所引致的溫室氣體。2019年度的數據因技術問題未能提供。



Waste 廢物	Unit 單位	FY2020 2020年	FY2019 2019年
Non-hazardous Waste 無害廢物	tonne 噸	11.60	10.19
Intensity 密度	tonne/employee 噸／僱員	0.13	0.15

## Energy & Resources Conservation

The Group advocates the concept of Green Office. In order to reduce our GHG emission, a series of measures are endorsed to manage the use of energy and resources. For example, we have replaced traditional bulbs with LED lighting to reduce energy consumption. Moreover, regular maintenance is provided for temperature controlling facilities such as air conditioners and heaters to secure their functionality and optimise their operation performances. Other measures are illustrated in the table below:

## 節約能源與資源

本集團提倡「綠色辦公室」的概念。為了減少我們的溫室氣體排放，本集團實施了一系列措施以管理能源及資源使用。例如，我們選用LED燈光照明用作取代傳統燈泡，以減少能源的消耗。除此之外，我們亦定期為空調和暖爐等設施進行維修和檢查，以確保其於最佳狀態下運作，從而減少不必要的能源消耗。其他措施將在以下列表說明：

<b>Electricity</b> 電力	<ul style="list-style-type: none"> <li>Switch off all electrical appliances during off-work hours 於非辦公時間關閉所有電子設備</li> <li>Procure high energy efficiency electronic appliances 購入高效能電子設備</li> <li>Optimise use of natural light 最大限度地使用自然光</li> </ul>
<b>Water</b> 用水	<ul style="list-style-type: none"> <li>Repair timely when there's irregularities of water facilities 當用水設備出現異常時及時維修</li> <li>Make use of water-saving equipment 使用節水設備</li> <li>Remind employees to turn off water facilities after use 提醒員工於使用用水設備後要妥善關好</li> </ul>
<b>Paper</b> 辦公室用紙	<ul style="list-style-type: none"> <li>Encourage use of recycled paper &amp; double sided printing practice 鼓勵重用紙張及使用雙面打印</li> <li>Optimise information circulation by using e-platform 採用電子平台作資訊傳遞</li> <li>Frequently remind employees to avoid unnecessary printing 經常提醒員工避免打印</li> </ul>
<b>Use of Vehicles</b> 車輛使用	<ul style="list-style-type: none"> <li>Avoid unnecessary use of vehicles 盡量減少不必要的車輛使用</li> <li>Provide regular maintenance 定期進行車輛維修及保養</li> <li>Prefer use of eco-friendly vehicles 盡量選用使用環保燃料的車輛</li> </ul>

Compared to FY2019, the paper consumption is higher due to the more comprehensive data collected through the enhanced data collection process. The table below discloses the resources consumption data during the Reporting Period:

與2019年度相比，本集團為了達致更全面的資料收集，因此完善了資料收集的流程，導致辦公室用紙消耗量比上年度高。以下清單為報告年度內的資源使用資料：

Resource Consumption <sup>9</sup> 資源使用 <sup>9</sup>	Unit 單位	FY2020 2020年	FY2019 2019年
Electricity 電力	kWh 千瓦時	337,162.00	317,380.00
Intensity 密度	kWh/employee 千瓦時／僱員	2,983.73	2,204.03
Unleaded petrol 無鉛汽油	litre 公升	7,407.34	34,703.78 <sup>10</sup>
Intensity 密度	litre/employee 公升／僱員	65.55	241.00
Petrol 汽油	litre 公升	20,502.00	—
Intensity 密度	litre/employee 公升／僱員	181.43	—
Paper 辦公室用紙	tonne 噸	6,337.28	1.86
Intensity 密度	tonne/employee 噸／僱員	56.08	0.01

<sup>9</sup> There was no issue for the water sourcing in FY2020. The data of water consumption and discharge is unavailable as the data is managed by property management. In addition, the consumption of packaging material is not applicable to the Group due to its business nature.

<sup>10</sup> The data represents the total consumption of petrol and unleaded petrol. Due to technical issue, this data cannot be breakdown into smaller categories.

<sup>9</sup> 本集團於2020年並未有遇到任何取水上的問題。由於水消耗和排放的數據均由物業管理部門管理，因此我們無法獲得該數據。此外，由於本集團的業務性質，包裝材料的消耗並不適用。

<sup>10</sup> 此數據代表汽油及無鉛汽油的總消耗量。由於技術問題，此數據無法細分為更小類別。

## Green Building

To safeguard building users' health and eliminate environmental footprint, green procurement is in place for contractors to purchase harmless and durable construction materials and equipment that are enlisted in the catalogue of national certified products. At the same time, Poly Property is fully aware of its responsibility to strictly comply with the relevant laws, regulations, and statutory requirements regarding energy conservation and environmental protection. Aiming at becoming a leading green developer, we insist on adopting a scientific and systematic approach in developing our green building strategies. The Group has been engaging itself in the green building market by obtaining the China Green Building Accreditation since 2012.

## COMMUNITY INVESTMENT

When it comes to paying back to the community, Poly Property never hesitates to shoulder its responsibility as a state-owned enterprise. We proactively communicate with the locals and address their needs through practical moves such as cash donation and volunteer works. During the Reporting Period, the Group organised various community activities focusing on helping and caring the disadvantaged in the local community.

## 綠色建築

為保護客戶的安全與健康，以及消除環境足跡，承包商積極採用綠色採購。根據國家認證的產品目錄，我們選擇了無害且耐用的建築材料和設備。與此同時，保利置業嚴格遵守有關節能及環境保護法律、法規及法定要求。為了成為行業中領先的綠色開發商，我們堅持採用科學與系統性的方法指定我們綠色建築的發展策略。自2012年以來，本集團一直積極參與綠色建築市場，也獲取中國綠色建築評價標識。

## 社區投資

在回饋社會方面，保利置業毫不猶豫地擔起作為國企的社會責任。我們會主動關心有需要的人士，透過溝通瞭解他們的需求，作出實質的援助服務（例如捐贈或義務工作），以對社區負責。於報告年度內，本集團組織了各項社區活動，扶助及照顧當地社區中的弱勢群體。



Caring Day for the Disadvantaged  
殘疾人士關愛日



Mid-Autumn Festival Activity  
in Elderly Home  
護老院中秋節活動



Poverty Alleviation Programme  
扶貧計劃



Community Cleaning  
Volunteer Works  
社區清潔義工行動







Elderly Caring Service  
關愛長者服務

**FY2020**  
**Community Investment**  
**2020財政年度**  
**社會投資與服務**

**RMB¥2.28M cash donation**  
**4,752 hr of volunteer works**

**人民幣¥2.28百萬元現金捐款**  
**4,752小時義工服務**

### Poly Property "Blue Welfare"

With the aims to address local poverty issues and protect the environment, Poly Property has established a platform "Blue Welfare" to advocate national charity activities and donations so that enterprises within the country in a joint hand manner to build a harmonious and beautiful society. There are six major charity projects under "Blue Welfare":



#### Care for Children

Poly Property emphasises the development of children and is dedicated to offering a healthy and worry-free environment for them to grow up.

#### 關懷兒童

保利置業著重於青少年的發展，致力提供健康與舒適環境給予青少年發展。



#### Environmental Protection

Poly Property proactively fulfil its responsibility as a state-owned enterprise to undertake the mission of promoting the concept of environmental protection among the community. More than 20 corporations have participated in the Earth Project to share their knowledge on eco-friendly business models.

#### 環境保護

保利置業積極履行作為國企的責任，極力於社區推廣環保理念。目前已有20多家公司參與藍地球行動的項目，宣傳公司在環保商業經營的模式，提升大眾的環保意識。



#### **Paying Attention to Pension Issues**

The Ribbon Project mainly focuses on advocating the enhancement of elderly welfare as well as encouraging the public to devote more time to care for the elderly.

#### **關注養老問題**

藍絲帶行動致力提高老年人的福利，並鼓勵公眾青年人投放更多時間愛護老人，尊老敬老。



#### **Promotion of Patriotism**

In order to strengthen the national identity of the public, a wide range of public patriotism activities is sponsored by the Exceed Project of Poly Property.

#### **提倡愛國主義**

為增強公眾的愛國情懷及愛國意識，提升民族的自豪歸屬感，保利置業投放大量資源於青出於藍行動，舉辦廣泛的愛國活動。



#### **Helping the Poor**

The Care Project aims at addressing the poverty issues in developing regions within China, so that the poor can have better living conditions.

#### **扶助貧困**

保利置業旨在解決國內發展中地區的貧困問題，透過關愛藍天下行動，極力幫助困難人士擁有更好的生活條件。



#### **Disaster Support**

The Tent Project offers direct and immediate support to regions with unfortunate events and emergency situations.

#### **救災支援**

藍帳篷行動為發生不幸事件和緊急情況的地區提供直接與間接支援。

## HKEx ESG REPORTING GUIDE INDEX

## 《環境、社會及管治報告指引》索引

HKEx ESG Reporting Guide General Disclosures & KPIs 港交所《環境、社會及管治報告指引》一般披露及關鍵績效指標		Explanation/Reference Section 說明／參考章節
<b>Aspect A: Environment</b> <b>主要範疇 A：環境</b>		
<b>A1 Emissions</b>	Information on: (a) the policies; and (b) 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.  Note: Air emissions include NO <sub>x</sub> , SO <sub>x</sub> , and other pollutants regulated under national laws and regulations. Greenhouse gases include carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons and sulphur hexafluoride. Hazardous wastes are those defined by national regulations.	Responsible to the Environment — Our Environmental Commitment, Minimising Our Environmental Footprint, Emissions and Noise 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： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。  註：廢氣排放包括氮氧化物、硫氧化物及其他受國家法律及規例規管的污染物。溫室氣體包括二氧化碳、甲烷、氧化亞氮、氫氟碳化合物、全氟化碳及六氟化硫。有害廢棄物指國家規例所界定者。	對環境負責 — 我們的環境承諾、減少我們的環境足跡、排放及噪音控制
KPI A1.1	The types of emissions and respective emissions data.	Responsible to the Environment — Emissions and Noise Control
關鍵績效指標A1.1	排放物種類及相關排放數據。	對環境負責 — 排放及噪音控制
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Responsible to the Environment — Emissions and Noise 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)。	對環境負責 — 排放及噪音控制
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Responsible to the Environment — Emissions and Noise 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)。	對環境負責 — 排放及噪音控制



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KPI A1.4	Total non-hazardous waste produced (in tonnes) and where appropriate, intensity (e.g. per unit of production volume, per facility).	Responsible to the Environment — Emissions and Noise 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)。	對環境負責 — 排放及噪音控制
KPI A1.5	Description of measures to mitigate emissions and results achieved.	Responsible to the Environment — Emissions and Noise Control
關鍵績效指標A1.5	描述減低排放量的措施及所得成果。	對環境負責 — 排放及噪音控制
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	Responsible to the Environment — Emissions and Noise 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。	對環境負責 — 排放及噪音控制
<b>A2 Use of Resources</b>	Policies on efficient use of resources including energy, water and other raw materials.  Note: Resources may be used in production, in storage, transportation, in buildings, electronic equipment, etc.	Responsible to the Environment — Energy and Resources Conservation
<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。  註：資源可用於生產、儲存、運輸、樓宇、電子設備等。	對環境負責 — 節約能源與資源
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).	Responsible to the Environment — Energy and Resources Conservation
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)。	對環境負責 — 節約能源與資源
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	Responsible to the Environment — Energy and Resources Conservation
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)。	對環境負責 — 節約能源與資源

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KPI A2.3	Description of energy use efficiency initiatives and results achieved.	Responsible to the Environment — Energy and Resources Conservation
關鍵績效指標A2.3	描述能源使用效益計劃及所得成果。	對環境負責 — 節約能源與資源
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	Responsible to the Environment — Energy and Resources Conservation
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。	No issue in sourcing water 對環境負責 — 節約能源與資源 沒有取水問題
KPI A2.5	Total packaging material used for finished products (in tonnes), and, if applicable, with reference to per unit produced.	Responsible to the Environment — Energy and Resources Conservation
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）每生產單位佔量。	No packaging material consumption due to the business nature of the Hong Kong and Shanghai headquarters 對環境負責 — 節約能源與資源 因應香港及上海總部的業務性質，沒有使用包裝物料
<b>A3 The Environment and Natural Resources</b>	Policies on minimising the issuer's significant impact on the environment and natural resources.	Responsible to the Environment — Minimising Our Environmental Footprint, Emission and Noise Control, 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。	對環境負責 — 減少我們的環境足跡、排放及噪音控制、綠色建築
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Responsible to the Environment — Minimising Our Environmental Footprint, Emission and Noise Control
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。	對環境負責 — 減少我們的環境足跡、排放及噪音控制

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<b>Aspect B: Social</b> 主要範疇B：社會		
<b>B1 Employment</b>	Information on: (a) the policies; and (b) 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.	Responsible Employment — 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： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	僱主責任 — 共同成長
KPI B1.1	Total workforce by gender, employment type, age group and geographical region.	Responsible Employment — Growing Together
關鍵績效指標B1.1	按性別、僱傭類型（如全職或兼職）、年齡組別及地區劃分的僱員總數。	僱主責任 — 共同成長
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	Responsible Employment — 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。	僱主責任 — 共同成長
<b>B2 Health and Safety</b>	Information on: (a) the policies; and (b) 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.	Responsible Employment — Safe and Healthy Workplace
<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： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	僱主責任 — 安全及健康的工作場所

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KPI B2.1	Number and rate of work-related fatalities.	Responsible Employment — Safe and Healthy Workplace
關鍵績效指標B2.1	因工亡故的人數及比率。	僱主責任 — 安全及健康的工作場所
KPI B2.2	Lost days due to work injury.	Responsible Employment — Safe and Healthy Workplace
關鍵績效指標B2.2	因工傷損失工作日數。	僱主責任 — 安全及健康的工作場所
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Responsible Employment — Safe and Healthy Workplace
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。	僱主責任 — 安全及健康的工作場所
<b>B3 Development and Training</b>	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.  Note: Training refers to vocational training. It may include internal and external courses paid by the employer.	Responsible Employment — 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。  註：培訓指職業培訓，可包括由僱主付費的內外部課程。	僱主責任 — 培訓與發展
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Responsible Employment — Training and Development
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）劃分的受訓僱員百分比。	僱主責任 — 培訓與發展
KPI B3.2	The average training hours completed per employee by gender and employee category.	Responsible Employment — Training and Development
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。	僱主責任 — 培訓與發展

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<b>B4 Labour Standards</b>	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child or forced labour.	Responsible Employment — Growing Together
<b>B4 勞工準則</b>	有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	僱主責任 — 共同成長
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	Responsible Employment — 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。	僱主責任 — 共同成長
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	Responsible Employment — Growing Together
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。	僱主責任 — 共同成長
<b>B5 Supply Chain Management</b>	Policies on managing environmental and social risks of the supply chain.	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。	負責任營運 — 供應鏈管理
KPI B5.1	Number of suppliers by geographical region.	Responsible Operation — Supply Chain Management
關鍵績效指標B5.1	按地區劃分的供應商數目。	負責任營運 — 供應鏈管理
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.	Responsible Operation — Supply Chain Management
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，以及相關執行及監察方法。	負責任營運 — 供應鏈管理
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	Responsible Operation — Supply Chain Management
關鍵績效指標B5.3	描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	負責任營運 — 供應鏈管理



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KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	Responsible Operation — Supply Chain Management
關鍵績效指標B5.4	描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	負責任營運 — 供應鏈管理
<b>B6 Product Responsibility</b>	Information on: (a) the policies; and (b) 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.	Responsible Operation — Quality Assurance
<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： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	負責任營運 — 質量監管
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	The information is not available for FY2020. Moving forward, the Group will improve the data collection methods.
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。	2020年未能獲得此數據。展望將來，本集團會繼續改善其數據收集的方式。
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	The information is not available for FY2020. Moving forward, the Group will improve the data collection methods.
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。	2020年未能獲得此數據。展望將來，本集團會繼續改善其數據收集的方式。
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	Responsible Operation — Confidentiality and Intellectual Property Rights
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。	負責任營運 — 保密政策與知識產權

HKEx ESG Reporting Guide General Disclosures & KPIs 港交所《環境、社會及管治報告指引》一般披露及關鍵績效指標		Explanation/Reference Section 說明／參考章節
KPI B6.4 關鍵績效指標B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	Responsible Operation — Quality Assurance 負責任營運 — 質量監管
KPI B6.5 關鍵績效指標B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 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。	Responsible Operation — Confidentiality and Intellectual Property Rights 負責任營運 — 保密政策與知識產權
<b>B7 Anti-corruption</b>  <b>B7 反貪污</b>	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.  有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Responsible Operation — Supply Chain Management, Anti-corruption  負責任營運 — 供應鏈管理、反貪腐
KPI B7.1 關鍵績效指標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. 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。	Responsible Operation — Anti-corruption 負責任營運 — 反貪腐
KPI B7.2 關鍵績效指標B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Responsible Operation — Anti-corruption 負責任營運 — 反貪腐
KPI B7.3 關鍵績效指標B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓。	Responsible Operation — Anti-corruption 負責任營運 — 反貪腐

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<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.	Community Investment
<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。	社區投資
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	Community Investment
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)。	社區投資
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	Community Investment
關鍵績效指標B8.2	在專注範疇所動用資源(如金錢或時間)。	社區投資



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