

WING TAI PROPERTIES LIMITED

永泰地產有限公司

STOCK CODE 股份代號 369



ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告 2021

CONTENTS

About This Report	3
Chairman's Message	6
About Wing Tai	7
Our ESG Certification and Awards	9
ESG Management Approach	10
Our Care to Customers	14
Our Care to Supply Chain	20
Our Care to Employees	23
Our Care to the Environment	30
Our Care for the Community	37
Appendix: HKEx ESG Reporting Guide Content Index	39



ABOUT THIS REPORT

REPORTING GUIDELINES

Wing Tai Properties Limited (“Wing Tai” or “the Company”), is delighted to present its annual standalone environmental, social and governance (“ESG”) report 2021. This report has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) to satisfy the mandatory disclosure requirements and “comply or explain” provisions under Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited.

REPORTING PRINCIPLES

Wing Tai adheres to the four core reporting principles, namely materiality, quantitative, balance and consistency, stated in the ESG Reporting Guide when preparing this report. Details are illustrated as follows.

<p>Materiality</p> <p>Through peer benchmarking, Wing Tai identifies the material ESG issues, covering significant economic, environmental and social aspects in Wing Tai’s business operations.</p>	<p>Quantitative</p> <p>This report discloses the ESG KPIs in quantitative terms whenever feasible.</p>
<p>Balance</p> <p>This report presents readers with a balanced view by disclosing both achievements and improvement areas of Wing Tai’s ESG management and performance.</p>	<p>Consistency</p> <p>Wing Tai adopts consistent management approaches and performance measurement methodologies to allow fair year-on-year comparisons of ESG performance.</p>

SCOPE OF THIS REPORT

This report covers ESG management and performance for Wing Tai and its subsidiaries (the “Group”) during the period from 1 January 2021 to 31 December 2021, unless otherwise specified.

The scope of this report includes the Group’s core business operations in Hong Kong:

- Property investment and management
 - Landmark East
 - Shui Hing Centre
- Hospitality management
 - Lanson Place Causeway Bay
 - Lanson Place Waterfront Suites
- Property development
 - OMA OMA, residential development situated in Tuen Mun
 - OMA by the Sea, residential development situated in Tuen Mun
 - H18C of Gage Street/Graham Street, a commercial complex site situated in Central (“H18C”)
- Corporate offices in Kwun Tong and Central

ABOUT THIS REPORT

FEEDBACK

We welcome stakeholders' feedback on this report and our ESG performance for continuous improvement.

Contact details are provided below.

Address: 27th Floor, AIA Kowloon Tower
Landmark East, 100 How Ming Street
Kwun Tong, Kowloon
Hong Kong

Tel: (852) 2752-2338

Email: enquiry@wingtaiproperties.com

Website: <http://www.wingtaiproperties.com>

The report is published in both traditional Chinese and English versions and is available on the websites of the Hong Kong Stock Exchange and Wing Tai.



CHAIRMAN'S MESSAGE

It brings me great pleasure to share with you Wing Tai's achievements during the reporting year. The sixth Environmental, Social and Governance Report summarises our efforts in promoting sustainability across our business operations and along our value chain.

The Group always commits to our long-standing ethos – “We don't just build, we craft”. The Group remains prepared to respond to business challenges during the pandemic and, at the same time, continues to craft quality homes and deliver excellent services to our customers. This difficult time also reinforces our belief that sustainability is vital to a business' long-term success.

The Group's ESG Committee chaired by an Executive Director advises and assists the Board of Directors in overseeing and reviewing ESG matters. Recognising the accelerated threats brought on by climate change, the Group has completed a climate risk assessment and obtained the Committee's endorsement on the new Climate Change Policy over the reporting year. We are also in the process of integrating ESG risks into our Enterprise Risk Management framework. In addition, the Group made an effort to review its environmental performance and has begun to establish long-term environmental targets to guide our future management strategy. The detailed targets will be disclosed in the next ESG Report. A sustainable value chain is one of our emphasis in terms of ESG management. We started to conduct more comprehensive ESG management of the supply chain in the year and we identified critical suppliers and ESG risks across the supply chain.

In the face an unrelenting pandemic, we continued to deliver quality products and services to customers and we considered all the environmental and social impact caused by our operations. We are happy to announce that our hard work in sustainable projects has been recognised within the industry as our development projects have been certified with BEAM Plus, LEED and WELL. Lanson Place Causeway Bay also achieved 2021 Best of the Best Award on Tripadvisor and Global Biorisk Advisory Council (GBAC) Star Facility Accreditation for our effective infectious disease prevention, preparation and response measures.

Finally, I wish to express our gratitude towards our stakeholders for their continuous support and engagement in our sustainability journey. We will carry on the Group's ethos and continue to work with our stakeholders and overcome any challenges that may lie ahead, creating long-term positive value for the society.

Cheng Wai Chee, Christopher

Chairman

Hong Kong, 24 March 2022

ABOUT WING TAI

Wing Tai's diversified property portfolio comprises quality residential, commercial, industrial, serviced apartments and boutique hotel projects. Our core business includes property development in Hong Kong, as well as property investment and management in Hong Kong and London under the "Wing Tai Asia" brand. The hospitality management under our "Lanson Place" brand spans across Hong Kong, Shanghai, Singapore and Kuala Lumpur.

We are developing our property investment business gradually in the United Kingdom. In this year, we completed the acquisition of a 21% interest in a Grade A office building located in Shoe Lane which marks our 7th commercial property in London and offers us more benefit of economies of scale.

Capitalising on the solid demand, the Group continued to sell steadily the remaining units of our three "Upper Gold Coast" series. In March, we obtained the Occupation Permit for OMA OMA, and in June we won the tender for a residential site adjacent to Fanling Golf Course, which is within a 10-minute walk to Sheung Shui MTR station. Building on the success of our "Upper Gold Coast" series, we have placed a solid footing in the "Affordable Luxury" market segment.

Despite the uncertainty and challenges under COVID-19 pandemic this year, we committed to operating business in a mindful manner and meeting the expectations from our stakeholders.

Going forward as a premium developer, our brands will continue to successfully demonstrate our excellence, creativity and sustainability in every new project.

More information regarding our business portfolio and financial performance can be found in [our website](#) and [Annual Report 2021](#).



OUR ESG CERTIFICATION AND AWARDS

Our efforts in ESG development have been widely recognised by local and international organisations. The following table summarises our environmental and social certificates and awards in 2021.

Certification/Award Name	Organisation
Environmental	
Anti-epidemic Hygiene Measures Certification- Lanson Place Causeway Bay	Hong Kong Quality Assurance Agency
GBAC Star Facility Accreditation- Lanson Place Causeway Bay	Global Biorisk Advisory Council (“GBAC”)
Hong Kong Green Organisation- Wastewise Certificate (Excellence Level)- Landmark East	Environmental Campaign Committee
Programme on Source Separation of Commercial and Industrial Waste- Shui Hing Centre	Environmental Protection Department
Rechargeable Battery Recycling Programme Certificate	Environmental Protection Department
Indoor Air Quality Certificate for AIA Kowloon Tower, AXA Tower, Landmark East (Excellent Class)	Environmental Protection Department
Quality Water Supply Scheme for Buildings- Flushing Water (Gold)	Water Supplies Department
Quality Water Supply Scheme for Buildings- Fresh Water (Management System)(Gold)	Water Supplies Department
LEED Precertification (Platinum)- Proposed Office Development at H18C	U.S. Green Building Council
Social	
Good MPF Employer 5 years+	Mandatory Provident Fund Schemes Authority
WELL Building Standard v2.0 Precertification- H18C Retail & Office	International WELL Building Institute



ESG MANAGEMENT APPROACH

ESG GOVERNANCE AND MANAGEMENT

The Board of Directors of Wing Tai deploys sufficient resources and time to consolidate the Group's corporate governance and ESG management. The ESG Committee was established by the Board with the responsibility to advise and assist the Board in the Group's ESG management which includes governance, policies, initiatives, performance and reporting. An ESG working group was also established in ESG work execution and it is overseen by the ESG Committee. The Committee is composed of an Executive Director, the Chief Financial Officer, the Group Legal Counsel and Company Secretary of the Company.

The ESG Committee guides and reviews the formulation of the Group's ESG administrative policies and strategies. It also monitors the development and implementation of the ESG objectives including reviewing the progress of the objectives to improve the ESG performance. The Group understands the challenges and opportunities that ESG risks will bring to our operations, therefore ESG risks are identified and the impacts on our business and operation are also assessed. The risks are reported to the Board, and reviewed on a regular basis. After having obtained confirmation from the ESG Committee, this report was passed to the Board for approval on 24 March 2022.

ETHICAL BUSINESS OPERATION

Wing Tai considers business integrity and ethical conducts to be the foundation of our long-term business success. We strive to minimise the compliance and reputational risks by strictly complying with laws and regulations related to bribery, fraud, blackmail and money-laundering, such as the Prevention of Bribery Ordinance (Cap.201 of the Laws of Hong Kong).

The Group has zero tolerance for any improper behaviour and endeavours to create an ethical business environment. The Code of Conduct and Discipline at Work (the "Code") is implemented with our internal control and risk management systems, requiring all members of the Group to strictly abide and act in the best interest of the Group. The Code outlines the anti-bribery policies which set out guidance and instruction to conduct business with honesty, integrity and fairness. All transactions are required to be documented in an accurate, complete and timely manner.

The Group has developed the Whistleblowing Policy for members to report any suspicious activities observed, including but not limited to malpractices in the workplace and financial crimes, through official channels. Reports are directly escalated to the head of the department or division, further to the Chief Executive and/or the Chairman of the Audit Committee depending on severity. Striving to ensure the effectiveness of the whistle-blowing procedures and protect the whistle-blowers from any form of retaliation or repercussions, the Whistleblowing Policy contains confidentiality provisions.

The risk management system plays an important role in maintaining the credibility of the Group and safeguarding us from business misconduct risk. Our training programmes on ethical issues are also instrumental. In this reporting year, we have arranged online anti-corruption and ethics trainings for our directors and employees, which accounted for a total of 36 training hours. During the reporting period, we observed no non-compliance cases regarding bribery, extortion, fraud or money laundering in our business operation.

STAKEHOLDER ENGAGEMENT AND MATERIALITY ASSESSMENT

We value feedback and expectation from our stakeholders, therefore, the Group has established diversified communication channels with stakeholders to address their concerns on ESG management. We aim to build a long-term relationship with our stakeholders by considering them for future improvement in our ESG performance.

The engagement methods used to communicate with our stakeholders during the reporting period are as follows:

Stakeholder Group	Engagement Methods
Shareholders and investors	<ul style="list-style-type: none">• Annual General Meetings• Annual and Interim Reports• Our website• Press releases
Employees	<ul style="list-style-type: none">• Intranet• Staff meetings• Staff care activities• Staff training• Staff interviews
Customers	<ul style="list-style-type: none">• Customer service hotline• Daily personal contacts• Our website• Questionnaires
Media	<ul style="list-style-type: none">• Press releases• Press conferences
Suppliers	<ul style="list-style-type: none">• Tendering processes• Meetings and conferences• Site visits
Community	<ul style="list-style-type: none">• Voluntary services

ESG MANAGEMENT APPROACH

In the last reporting year, we engaged an independent third-party consultant to conduct stakeholder engagement to collect opinions towards Wing Tai's ESG issues from different stakeholders (including management, employees, customers, suppliers, contractors, service providers, investors and industry associations) and assist in materiality assessment. Stakeholders were invited to rank the importance of the ESG issues to them and Wing Tai via online surveys and phone interviews. We conduct the mentioned engagement exercise regularly and review the material ESG issue list annually. This reporting year, we benchmarked the list against industry peers and megatrend to identify any gaps. As a result, 18 material ESG issues are identified to reflect the peers' practice and industry trend. The material ESG issues reported herein are listed below:

ESG Aspects	Issues
Operating practices	<ul style="list-style-type: none"> • Supply Chain Management • Product and Service Responsibilities • Data Privacy Protection for Customers • Anti-corruption
Employment and labour	<ul style="list-style-type: none"> • Healthy and Safe Workplace • Training and Development • Labour Standards • Employee Wellness and Engagement • Diversity and Equal Opportunities
Environmental	<ul style="list-style-type: none"> • Greenhouse gas emissions and other air emissions • Waste Management • Energy Conservation • Water Management • Materials • Green Building • Climate Change
Community	<ul style="list-style-type: none"> • Community investment • Customer Wellness and Health and Safety



OUR CARE TO CUSTOMERS

PRODUCT AND SERVICE RESPONSIBILITY

Wing Tai aspires to offer top-quality and customer-oriented products with the long-standing ethos of craftsmanship spirit. We adhere to all relevant laws and regulations relating to product responsibilities and buyer protections, including the Residential Properties (First-hand Sales) Ordinance (Cap. 621 of the Laws of Hong Kong) and Trade Descriptions Ordinance (Cap. 362 of the Laws of Hong Kong).

We formulated internal Product Responsibility Policy to ensure we deliver high quality products and services with consistent standard that meet customers' expectations. To uphold accuracy and fulfil various product-related requirements, we also appoint external consultants for our property management operation, seeking professional advices and assistance in project management for complicated projects and quality management. In addition, we hold regular reviewing meetings with our contractors to ensure we provide the best products and services to our customers.

Environmental factor is one of our selection criteria throughout the value chain in planning, design, development and operation of our business. We strive to offer outstanding products and services with our environmental responsibilities.

Our hospitality management operation has been well recognised by millions of reviews and travellers around the world. We are proud to announce that both Lanson Place Causeway Bay and Lanson Place Waterfront Suites are the winner of the 2021 Traveller's Choice Award by Tripadvisor, while Lanson Place Causeway Bay has been awarded the 2021 Best of the Best Award as well. It is for winners ranking among the top 1% listings on Tripadvisor, and Lanson Place Causeway Bay is listed as 2021 Top 25 Hotels in China.

During the reporting period, we did not observe any non-compliance with laws and regulations regarding health and safety, advertising, labelling and privacy matters.

CUSTOMER PRIVACY PROTECTION

Many of our operation procedures involve the collection of customers' personal information especially when we offer products and services to facilitate continuous improvement. We are committed to protecting the privacy of our customers. We operate in adherence to laws and regulations relating to data privacy and protection, such as Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) when handling customers' personal information. To further ensure all personal data are collected only for lawful and relevant purposes, the Group has put a set of policies and guidelines in place whereby no unauthorised or accidental access, deletion or other use of customer personal data would be allowed.

We have developed a set of standard operating procedures in our hospitality management operation to guide our employees in handling guest personal data. To reinforce all front office employees' data handling skills, regular training is provided to employees who handle customers' privacy. They are also reminded not to display customers' information publicly from their workstations to prevent privacy leakage. Customers are also allowed to opt-out from providing personal data for marketing purposes.

Written instruction for managing personal data has been developed for our property management operation to guide the handling of visitors' privacy. Sensitive personal information would be swiftly destroyed after the intended collection purpose has been met.

During the reporting period, we complied with the relevant laws and regulations regarding personal data privacy and did not receive any related complaints.

CUSTOMER FEEDBACK HANDLING

We value the feedback and concerns of our customers and tenants, which can drive us to improve our products and services continuously. Therefore, we have been actively connecting with our customers and collecting feedback to fulfil their expectations.

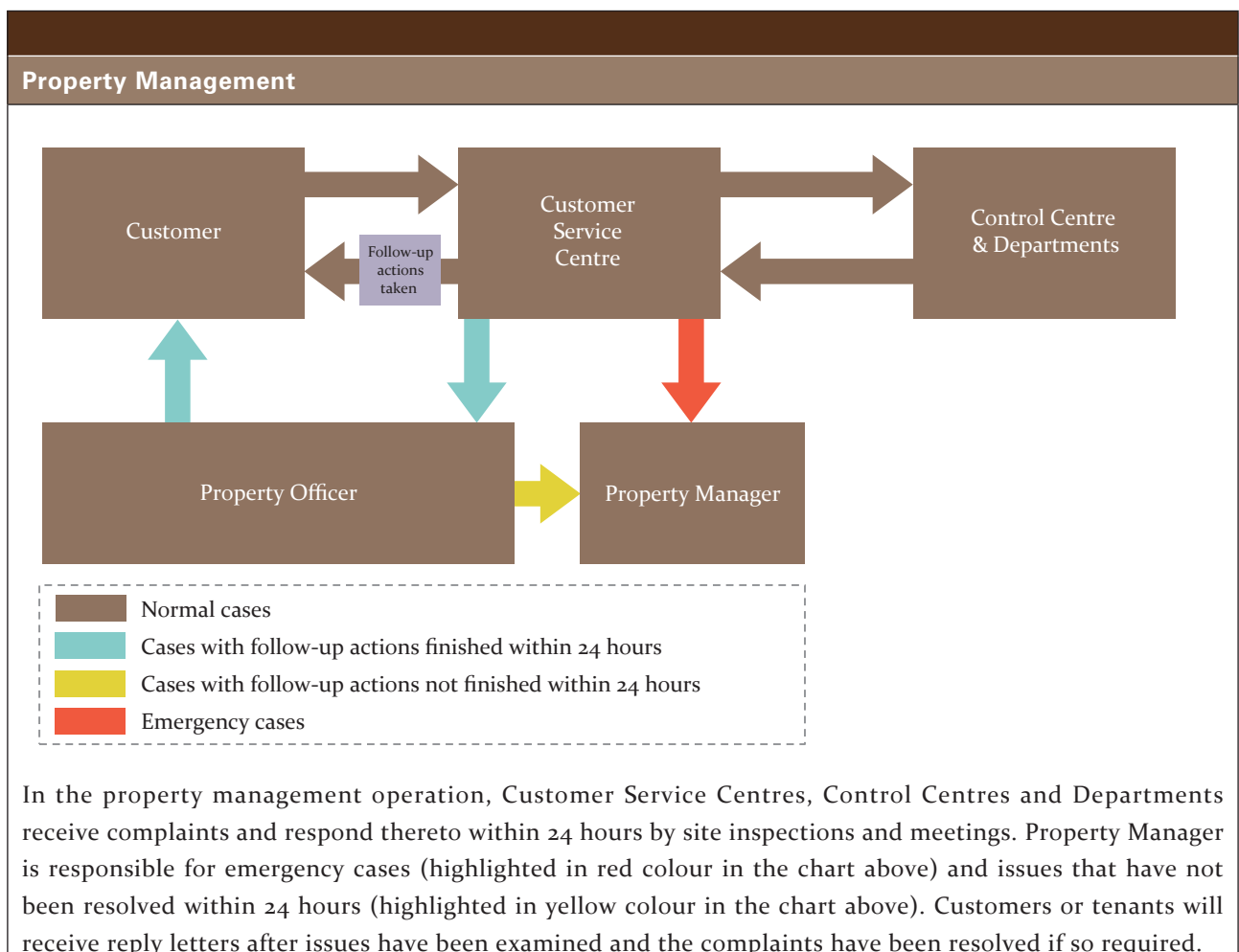
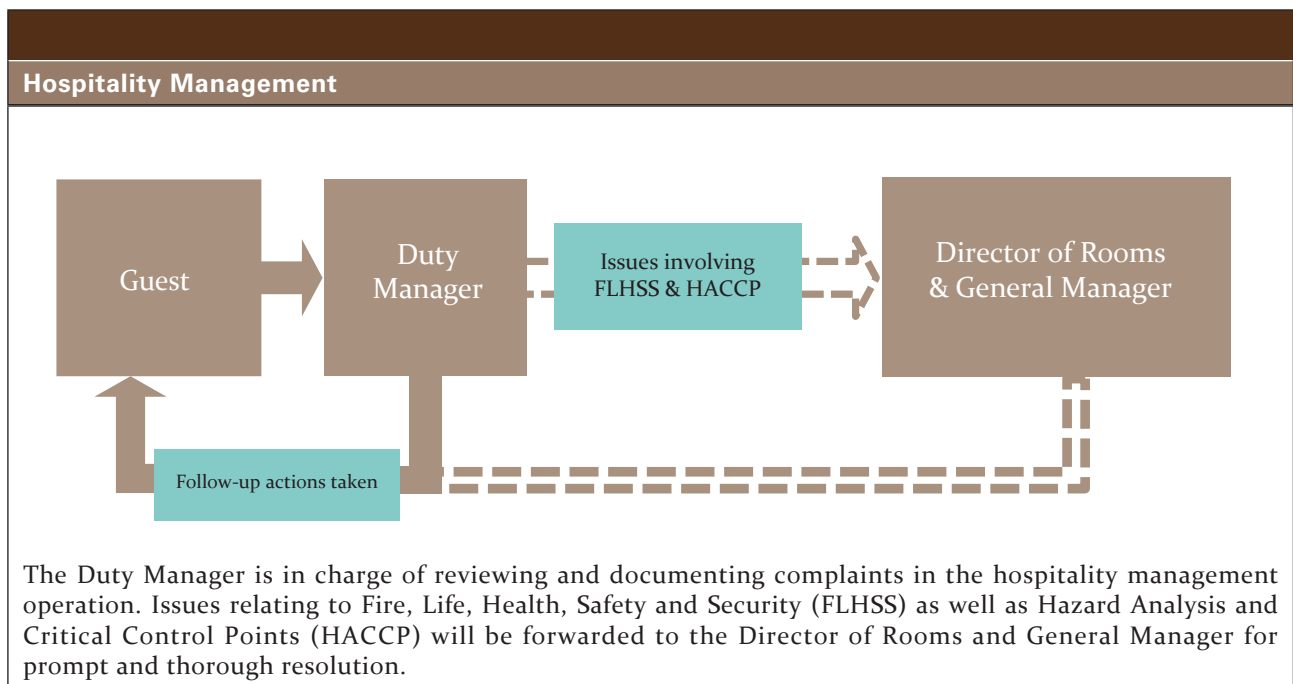
We collect customers' feedback and comments from various channels. Customer and tenant satisfaction surveys are taken regularly in our property management and hospitality management operations, which measure their satisfaction quantitatively. The survey result assists us in setting targets and monitoring the progress objectively. Our employees in the hospitality management operation also enquire about the service quality through face-to-face discussion on departure or during the inventory check. Feedback from social media platforms is also collected for better our understanding on customers' expectations.

The property management operation has adopted Computerised Property & Facility Management System since 2021 in addition to collecting feedback from customer service centre. The system optimises the process efficiency and helps us to achieve higher quality services by assisting us in making better decisions. The system digitalises the administrative process and utilises big data analysis to translate the raw data into useful management information, helping us to speed up the workflow and make strategic decisions, hence to provide timely responses to tenants.

The senior management of each business operation reviews customers' comments, suggestions and complaints regularly, aiming to improve the quality of our services and products and fulfil customers' expectations. Feedback is also shared with our employees to drive continuous improvement. We are determined to exercise the best practices for our customers.

As guided by the Product Responsibility Policy, the Group has put a set of standardised complaint handling procedures in place in property management and hospitality management operations to guarantee customers' complaints are handled effectively and accurately.

OUR CARE TO CUSTOMERS



Feedback complimenting employees is commonly received in our hospitality management operation, which is also shared on our employee communication platform to appreciate them. The Group aspires to offer top-quality products and services for our customers and tenants. We did not receive any substantial complaints about the unsatisfactory customer services or products during the reporting year.

CUSTOMER HEALTH AND SAFETY

To safeguard our customers' health and safety in our operations, we constantly review potential health and safety hazards and risks in our premises, aiming to provide the safest environment for our customers. We have adopted various mitigation and remediation measures to manage the risks.

The fire services and security systems at all our properties are examined on a regular basis to ensure they are in good conditions, enabling us to make prompt responses and evacuation if necessary. Our security personnel patrol in our property management and hotel operations every day to ensure cleanliness, safety and proper building system operations, while securities in Lanson Place Causeway Bay patrol twice a day to provide better services for our customers. Prompt follow-up actions will be taken if any abnormalities are reported.

To further minimise the risk in our operations, we have implanted crisis management policies and procedures in our hotel management operation. 15 major and potential critical issues were identified and updated regularly, including electricity supplies, lift systems, gas and fuel supplies, fire alarm systems, water supplies, flooding, etc. In order to refresh our employees' awareness of their roles and responsibilities on the risks they might encounter, we conduct annual drills, testing, simulation and trainings for them.

During the reporting period, no health and safety issues relating to our services or products are reported.

Case Study: Fight the COVID-19 Pandemic Together

In light of the outbreak of COVID-19, Wing Tai recognises its responsibilities to minimise the transmission risks in the operations. We work hard to combat the pandemic and protect our customers and tenants by implementing various preventive measures in our hospitality and property management operations.

Health monitoring:

All visitors' temperature is checked by using infrared thermometers upon arrival at the entrance of our premises. All staying guests in our hospitality management operation are also required to fill in health declaration forms to declare that they are in good health condition and inform us of their travel condition within the past 14 days.



OUR CARE TO CUSTOMERS

Case Study: Fight the COVID-19 Pandemic Together

Enhanced disinfection:

Auto hand sanitizing dispensers are installed throughout our premises including the lobby to stem infectious disease transmission. We sanitise the guest contact area with 1:99 diluted bleach regularly. The cleaning and disinfection frequency of the common areas and facilities such as lifts, door handles, telephones, washrooms and lobbies has been also increased, aiming to provide a safe and healthy environment for our customers. We also add bleach pills to flush water to minimise the level of harmful bacteria.



We are very aware of the significance of hygiene in places frequently touched by our customers, therefore, we apply the nano-photocatalyst coating to public areas and frequently touched points in our hospitality management operation, which can effectively kill a wide range of bacteria and viruses. All suitcases, bags and boxes taken or delivered to Lanson Place Causeway Bay are also sanitised with disinfectant spray to protect our customers and employees from the virus. Lanson Place Causeway Bay complies with the requirements of the Anti-Epidemic Hygiene Measures Certification Scheme certified by Hong Kong Quality Assurance Agency and achieved GBAC Star Facility Accreditation verified by the Global Biorisk Advisory Council in recognition of our ability to prepare for, respond to, and recover from infectious disease situations.

To protect our customers and tenants, we increase the frequency of cleaning the central air-conditioning system and step up the maintenance of the indoor ventilation system in Landmark East. Advanced technologies are also adopted in our property management operation, such as the Smart Cleaning Robots. They are upgraded with a disinfectant spray feature which enhances their floor cleaning work and ensures they can provide ongoing disinfections at our main lobbies in the property.

Customer communication:

We provide the most up-to-date information and measures on our hospitality management website for our customers' information. Our property management operation also posts newsletters in the common areas and sends out notices for the tenants to keep them updated on the latest COVID-19 news.

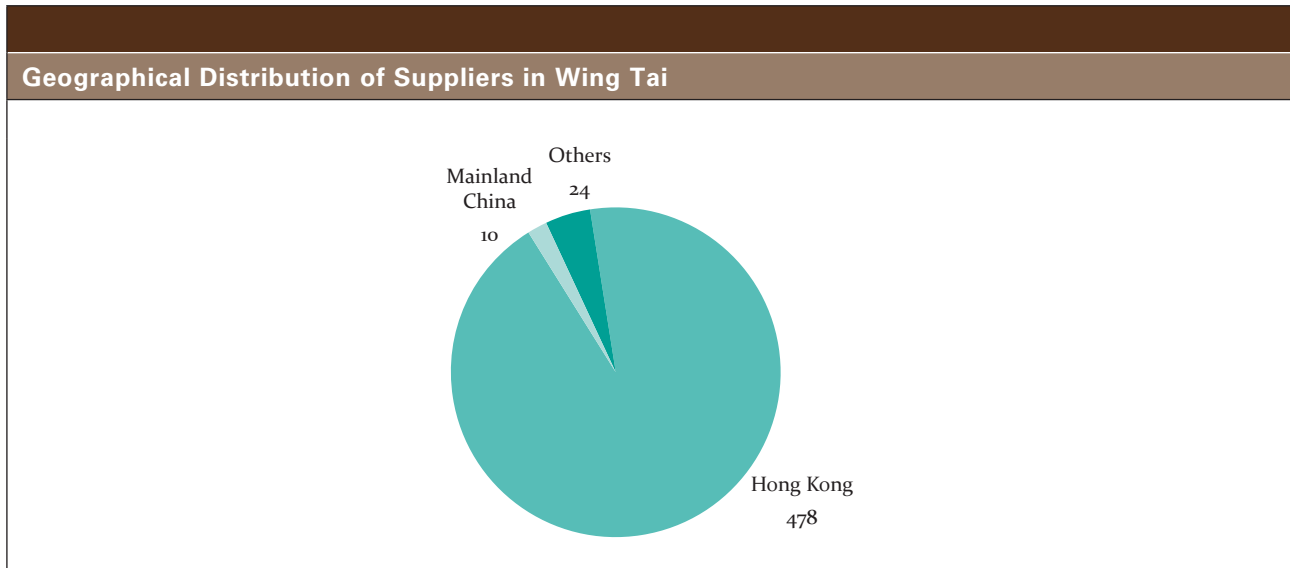


OUR CARE TO SUPPLY CHAIN

OVERVIEW OF SUPPLY CHAIN IN WING TAI

In order to provide quality services and products to our customers, the Group strives to improve supply chain management. Efficacious supply chain management practices are taken to assure procurement quality, such as construction materials, building services and cleaning supplies. The Group has assigned an independent third-party consultant to review the supplier portfolio and conduct engagement exercises with the key business units as well as the key suppliers in order to identify and manage top risks in the supply chain. The supply chain risk identification helps us understand the existing gaps and make improvement. The Group will review the risks regularly and we commit to building a more sustainable supply chain with the craftsmanship spirit.

In 2021, Wing Tai engaged a total of 478 local suppliers in our key business areas (i.e. hospitality management, property development, and property management) and the Human Resources and Administration Department in Hong Kong.



SUSTAINABLE PROCUREMENT PROCESS

In pursuing responsible supply chain management, the Group is devoted to achieving sustainable procurement for its raw materials. The Green Procurement Policy is established to prioritise the adoption of eco-friendly products and services, as well as to include green purchasing standards into our procurement operations. To reduce its carbon footprint and material cost, as well as to support the local economy, the Group prioritises the use of building materials that are locally manufactured within 800 kilometers from the project development sites. During the reporting year, 93% of our suppliers are based in Hong Kong.

On top of regional procurement, the Group also places high importance on purchasing eco-friendly materials for daily operations. The Group supports suppliers and manufacturers that are committed to sustainable forestry management, for example, wood products purchased are certified by the Forest Stewardship Council or the American Forest and Paper Association in the property development operation.

The Group views supply chain management as an opportunity to reduce logistic costs and mitigate the control risk linked with supplier practices. A better supply chain management is able to minimise the potential impact of our operations on the environment and neighboring communities.

SUPPLIER SELECTION

The Group has a comprehensive supply chain management system in place to choose and assess suppliers, allowing us to receive exceptional and premium products and services. We ensure that our suppliers fully comply with all environmental laws and regulations by supplier assessment and incorporating relevant terms in the tender documents. We promote fair competition and reasonable treatment during procurement processes, in addition to setting environmental requirements.

We have implemented a range of measures in our business operations to maintain stringent supplier procedures and evaluation. Only those who have passed our assessments of product and service quality, health and safety performance, level of compliance, competency, and qualification can be added to our list of qualified suppliers and contractors. Besides, to ensure the effectiveness and efficiency of our purchasing responsibilities, our hospitality management operation prohibits high-risk suppliers. Furthermore, we undertake regular supplier evaluation to detect risks in our supply chain and guarantee the quality of products and services procured. The quality of construction materials purchased by our contractors is regularly inspected by our property development operation. Our hospitality management operation's Purchasing Officer is in charge of researching new technologies and products to improve our service and product quality. The Purchasing Officer is also responsible for assessing food suppliers with Food and Environmental Hygiene Department's requirements.

Our main contractor from the property development operation developed a supplier ESG risk assessment form to assess whether the sub-contractor's business has integrated any aspect of ESG practices. The assessment result is for the regular review and update on the approved list of sub-contractors. The main contractor also closely monitors and reviews the subcontractors' ESG-related performance upon the completion of each tender or contract.

ETHICAL SUPPLY CHAIN OPERATION

By issuing the Vendor Code of Conduct and requiring that our suppliers and service providers adhere to our ethical requirements as well as all relevant laws and regulations, we extend our business ethics across our supply chain. Our Vendor Code of Conduct outlines our criteria for workplace health and safety, employment, labour standards, environmental protection, supply chain management and anti-bribery. On top of that, we closely and actively communicate with suppliers to ensure that they are well informed with the Group's supply chain related policies.



OUR CARE TO EMPLOYEES

EMPLOYMENT RELATIONS

Employees are the most important assets of Wing Tai in achieving long-term business success. We strive to provide a harmonious, inclusive and rewarding workplace with an objective and fair rewarding package. To unleash employee's potential growth in our continuous development, personal development programmes and career development pathways are provided. We strictly comply with all employment practices, relevant laws and regulations in Hong Kong, including the Employment Ordinance (Cap. 57 of the Laws of Hong Kong) and discrimination ordinances¹. During the reporting year, there was no non-compliance case identified.

Wing Tai recognises the importance of diversity and inclusion in workplace. A discrimination-free environment is secured in the Group, providing equal opportunities to our employees and job applicants during the recruitment process and all employment activities, including compensation, working hours, training, and promotion. We strictly prohibit any form of discrimination in our workplace, including ethnicity, ancestry, national origin, religion, gender, marital status, age, sexual orientation, disability or veteran status. Every employment decisions are made based on an individual's capability, education, qualification, experience and skills.

To attract and retain talents, fair and competitive remuneration packages are offered to all employees. The "pay-for-performance" principle is adopted by the Group in formulating and reviewing the remuneration packages to enhance the productivity of the Group, ensuring our competitiveness in the market. The remuneration packages are also regularly reviewed through market benchmarking. Apart from monetary remuneration, competitive-benefits are offered to our employees in appreciation of their contributions, including leaves, insurance protection and long-term service awards.

We actively engage our employees and support their well-being to create a friendly and warm workplace. Various communication channels are available for employees to raise their concerns and feedback to their direct supervisors, department heads or the Human Resources and Administration Department. We have set up a group-wide grievance and complaint handling procedures, handling employees' feedback with confidentiality. Depending on the circumstances, the received grievances and complaints will be addressed properly.

In response to the COVID-19 pandemic, flexible working arrangement and split-team work arrangement are adopted in our business operations. In addition, we provide anti-pandemic items to our employees and utilise online platforms for internal meetings and trainings.

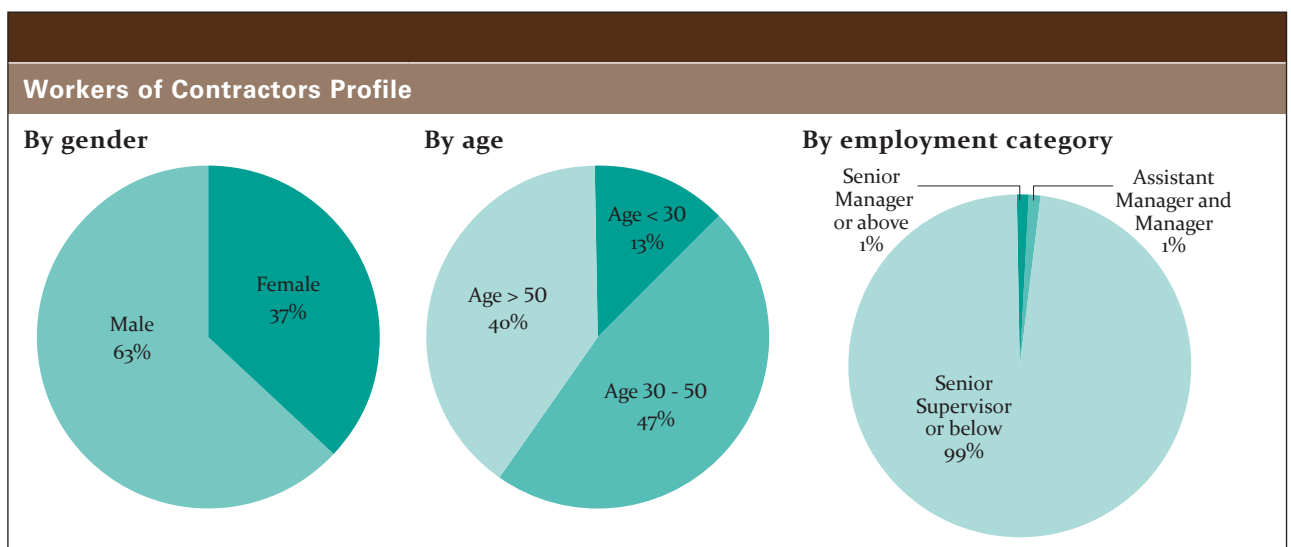
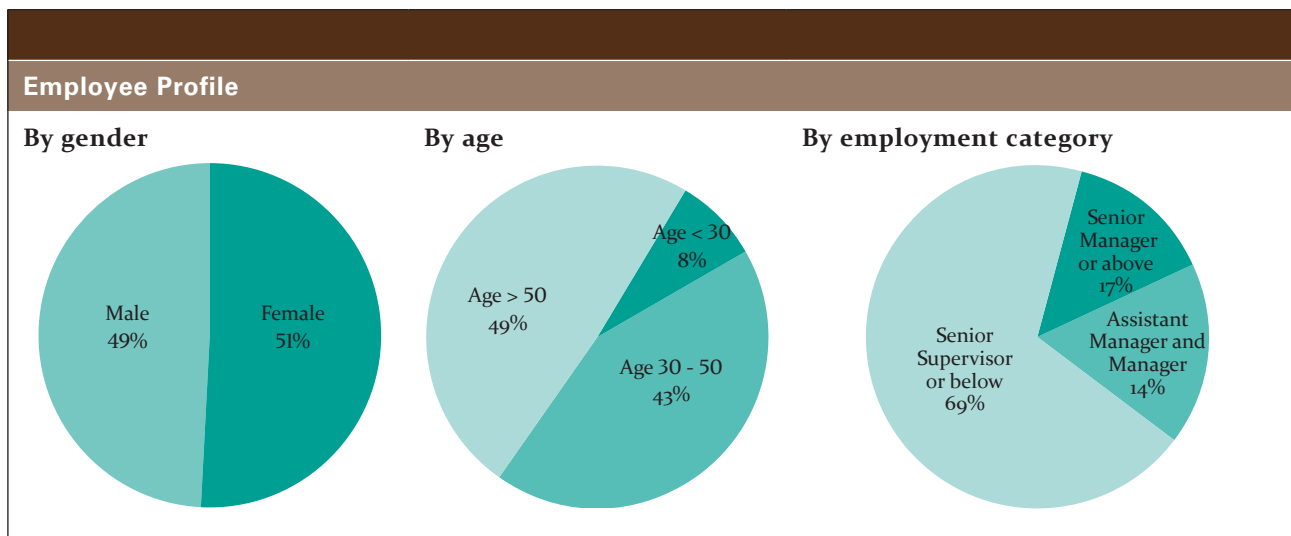
We are committed to maintaining top-notch employment performance. In 2021, Wing Tai has been awarded with Good MPF Employer 5+ to demonstrate our commitment in adopting employee-oriented human resource management practice.

¹ Discrimination ordinances include Sex Discrimination Ordinance (Cap. 480 of the Laws of Hong Kong), Disability Discrimination Ordinance (Cap. 487 of the Laws of Hong Kong), Family Status Discrimination Ordinance (Cap. 527 of the Laws of Hong Kong) and Race Discrimination Ordinance (Cap. 602 of the Laws of Hong Kong).

OUR CARE TO EMPLOYEES



As at 31 December 2021, we employed around 426 employees and 506 workers of contractors in our Hong Kong operations. Among our employees, 98% are based in Hong Kong while 1% are based in Mainland China and 1% are from other countries. For our workers of contractors, 98% are based in Hong Kong and 2% are from other countries.



During the reporting period, our employee turnover rate was around 16%.

Employee Turnover Rate ² in 2021	
Overall	16.1%
By gender	
Male	12.9%
Female	19.4%
By age group	
Age < 30	20.5%
Age 30 – 50	17.4%
Age > 50	13.9%

HEALTHY AND SAFE WORKPLACE

Workplace health and safety for our employees is our number one priority in business operations. We strictly comply with relevant laws and regulations including the Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong) and the Factories and Industrial Undertakings Ordinance (Cap. 59 of the Laws of Hong Kong). During the reporting year, we observed no non-compliance cases relating to occupational health and safety in our operations in Hong Kong.

We believe having a joyful and healthy workforce is the cornerstone for the long-term success of our group. Our Lanson Place Causeway Bay complies with Joyful@Healthy Workplace Charter issued by Department of Health and Occupational Safety & Health Council. We pledge to promote physical and mental well-being among our employees with emphasis on the healthy eating and physical activity.

To further safeguard our employees' health and safety, our property management operation obtained the OHSAS 18001 Occupational Health and Safety Management System certification. Various internal policies are in place to manage health and safety issues in all our business operations. Safety Staff Handbook and Work Safety Guideline for fire prevention, electricity shortages and lift malfunctions are provided for frontline employees in hospitality management and property management operations. We also pay attention to our employees health and well-being. Guidance on pressure relief and correct postures are provided to our office employees.



² Turnover rate (in percentage) = Total number of turnover in the category / Average number of employees in the specified category at the beginning and at the end of the year × 100%

OUR CARE TO EMPLOYEES

The Group regularly monitors the occupational health and safety (“OHS”) performances of employees from all business operations. For property development business, regular safety inspections and safety management meetings are conducted. Monthly safety award scheme is conducted to further strengthen our safety-oriented culture, rewarding workers with outstanding health and safety performance for H18C of Gage Street/Graham Street. To promote the importance of OHS, resources including publications from the Labour Department and necessary protective equipment are provided for employees. Especially for employees under high risk operations and construction sites, personal protective equipment such as helmets, gloves and masks are provided to minimise the operational risks. Apart from the protective equipment and safety management system, remediation plans are in place, including safety alerts, accident investigation, follow-up safety training and workplace enhancement in case of accidents. In the past three years, no work-related fatalities were identified. A total of 629 lost days were recorded in our total workforce due to work-related injury in 2021.

We proactively address the challenges arisen from the COVID-19 pandemic with preventive measures and resources support to our employees. Ventilation work is carried out to maintain fresh air inside the office premises while maintenance work on ventilation system is carried out regularly at hospitality management operation. To combat with the virus variants and the latest development of the pandemic, ongoing briefings, enhanced operating protocols and up-to-date information are delivered to our employees through notice boards, emails and our internal app Beekeeper. Anti-pandemic supplies including hand sanitisers, surgical face masks, gloves and protective jackets are also distributed to our employees. To eliminate the risk of cross-infection, special arrangements including partitions in staff canteen, and flexible lunch and working hours are adopted to reduce gathering. In our construction sites, special policy on COVID-19 control has been implemented, including temperature checks, personal health and safety declarations and regular sanitisation.

Case Study: Employee Vaccination Programme for COVID-19 Pandemic

With the launch of COVID-19 vaccination by the Hong Kong Government, the Group has launched a vaccination programme in 2021 to encourage our employees to get vaccinated.

Paid special leaves were given to vaccinated employees. Cash bonus were also distributed when the Group’s designated vaccination rate was reached. Apart from the monetary incentives, special events were prepared for vaccinated employees. From July to September 2021, lucky draws were held with a total of 100 free room nights staycation package for winners.

Our vaccination programme was successfully held. For our Group, over 90% of our employees received vaccination to minimise the possibility of infection.

In addition to health and safety management systems and vaccination programme, Wing Tai has formulated OHS trainings covering food hygiene and toolbox to ensure effective OHS management. In 2021, a total of 1,811 hours of health and safety training were provided to employees,

TRAINING AND DEVELOPMENT

To foster innovation and growth of our employees, various internal training opportunities in career and technical skill development are provided. We have allocated resources in encouraging our employees to join training courses held by technical expertise and professionals.

Training courses are tailor-made based on the operational nature, including sector-specific learning, safety awareness and management and leadership workshops for our property management operation and first aid training for our hospitality management operation. We also formulate annual training planning for each department to support daily operations in our hospitality management operation. In our property development operation, occupational safety, high risk activities, technical skills and toolbox training are provided, ensuring our employees are well-equipped.

For example, safety department of the contractor for Hi8C of Gage Street/Graham Street is responsible to arrange trainings covering health and safety quality management, corporate governance and safety patrolling training.

Apart from internal trainings, we highly support our employees to strive for excellence in professional skills development. Financial subsidies and professional membership fee reimbursement are provided to our employees for the external trainings.

Training Data in 2021

Percentage of employees trained ³	
Overall	88%
By gender	
Male	97%
Female	79%
By employment category	
Senior Manager or above	41%
Assistant Manager and Manager	78%
Senior Supervisor or below	101%

³ Percentage of employees trained = Total number of trained employees in the category/Average number of employees in the specified category at the beginning and at the end of the year × 100%

OUR CARE TO EMPLOYEES

Average training hours	
Overall	12
By gender	
Male	14
Female	11
By employment category	
Senior Manager or above	7
Assistant Manager and Manager	18
Senior Supervisor or below	12

Wing Tai adopts the “learning by doing” principle to provide practical experience for our employees. Inter-property cross-exposure programmes are organised by our hospitality management operation, allowing employees to experience different roles and job duties within the industry. Such programmes assist employees in developing various skill sets and explore their potential in the hospitality industry.

Employees’ development and performances are evaluated through our annual performance appraisal. Apart from the on-going feedback from supervisors, Wing Tai has developed a key responsibility area system (“KRA system”) to provide comprehensive feedback for improvements. Through the KRA system, employees can have a better understanding on the expected performance with mutual agreement on standards and personal objectives, ultimately achieving business objectives for managerial grade and above. In addition, year-end review is conducted annually where supervisors will discuss and review the performances of their subordinates. Training and development needs are adjusted based on the result of the year-end review to enhance the quality of trainings.

LABOUR STANDARDS

Wing Tai has zero tolerance to forced and child labour. We comply with relevant laws and regulations including the Employment Ordinance (Cap. 57 of the Laws of Hong Kong), Employment of Children Regulation (Cap. 57B of the Laws of Hong Kong) and Employment of Young Persons (Industry) Regulation (Cap. 57C of the Laws of Hong Kong). Child, forced, bonded, indentured or slave labour or human trafficking is strictly prohibited in our operations.

In our workplace, all employees are guaranteed the freedom of movement. To ensure our labour standard throughout all operations, identity and reference check are conducted during the recruitment process. All job applicants are required to declare the date of birth in the application form with sufficient evidence upon employment. Hazardous tasks are prohibited to employees under 18 years of age.

During the reporting period, no non-compliance cases regarding child or forced labour were observed in our business operations.



OUR CARE TO THE ENVIRONMENT

ENVIRONMENTAL MANAGEMENT APPROACH

The Group is committed to contributing positively to the environment and strengthening our management approaches to environmental protection in our business operations.

The Group strictly adheres to environmental laws and regulations applicable to our business, including Air Pollution Control Ordinance (Cap. 311 of the Laws of Hong Kong), Noise Control Ordinance (Cap. 400 of the Laws of Hong Kong), Water Pollution Control Ordinance (Cap. 358 of the Laws of Hong Kong), Waste Disposal Ordinance (Cap. 354 of the Laws of Hong Kong) and Dangerous Goods Ordinance (Cap. 295 of the Laws of Hong Kong). In 2021, we did not observe any non-compliance cases regarding emissions, sewage discharge, and waste generation in our business operations.

Beyond compliance, we strive to manage environmental impacts in our operations and have developed environmental management system in accordance with international standards. Our property management and property development operations are certified with ISO 14001 Environmental Management System while the property development operation is also certified with ISO 50001:2018 Energy Management System during the reporting year.

Environmental Policy is in place to set out guidelines in minimising impacts on carbon emissions, energy consumption, green building design, green procurement and raising environmental awareness. We also seek to provide guidance to our business partners through the Vendor Code of Conduct and Green Procurement Policy.

Recognising our roles in decarbonisation, we are establishing group-wide long term environmental targets for various aspects to showcase our commitment towards minimising environmental impacts. We have conducted baseline assessment based on the key findings of historical data analysis, external context review and peers benchmarking. More details of the environmental targets will be disclosed in the near future. In the current stage, we gradually replace existing fluorescent tube with LEDs in office, and target to complete the retrofitting project by 2023 to promote green office.

ENERGY CONSERVATION AND GREENHOUSE GAS EMISSION

With growing environmental challenges, energy conservation and reduction of greenhouse gas emission are vital to combating climate change. Through energy consumption monitoring and technical enhancement, we strive to manage our energy utilisation and improve efficiency.

In our hospitality management and the development project H18C of Gage Street/Graham Street, we conduct monthly energy consumption analysis and energy audit respectively to examine and track electricity and/or town gas used in operations.

During the reporting year, we carried out retrofitting projects to improve energy efficiency in our property management and hospitality management operations. We replaced all lighting equipment with LEDs in the main lobbies and carparks in Landmark East. Also, Landmark East has implemented chiller plant optimisation with the assistance of Artificial Intelligence (AI) and big data solutions. The technological advancement is expected to save 350,000 kWh energy consumption per year. We have also installed solar panels on rooftop for electricity generation. In our property development, we purchased energy efficient air-conditioning and LED fixtures.

Apart from equipment upgrade, we optimised our operational settings in accordance with utilisation patterns during the reporting year. For example, all idle engines and electrical appliances were recommended to be switched off when not in use. In the face of the low occupancy period caused by the pandemic in our hospitality management, we switched off the low zone hot water system, which saved around 150,000 kWh of electricity. We also promote energy saving practices among employees by encourage them to switch off lightings when not in use.

WASTE AND MATERIAL MANAGEMENT

In response to the municipal solid waste problem in Hong Kong, the Group strives to minimise waste generation and promote waste recycling across our business units.

We promote a paperless working environment to reduce waste generation. In our hospitality management operation, we digitalised our business workflow to reduce paper consumption and disposal. For example, we developed a new property management system in Lanson Place Causeway Bay to replace physical registration card this year. Our employees are also encouraged to practise paperless behaviour and recycle waste in our business operations.

Our hospitality management operation recycles waste generated from our hospitality management operation. We recycle waste items including paper, plastic, glass bottles and soaps and appoint qualified third-party vendors to collect for further processing. In addition, Landmark East also participated in the Environmental Protection Department's rechargeable battery recycling programme.

This year, our property management operation joined the Programme on Source Separation of Commercial and Industrial Waste. We have arranged recycle bins around our premises to encourage waste recycling from our tenants. By facilitating tenants to separate and recycle waste, a total amount of 995 kg of non-hazardous waste at Landmark East and Shui Hing Centre was collected to appointed cleaning contractors.

We understand the importance of raising our contractors' awareness in minimising waste generation. As such, we arranged the contractors to organise training and clear signage on-site to guide their employees and sub-contractors to carry out waste recycling. The contractors placed recycling bins in sites and facilitate metal, paper and plastics recycling. Waste reduction measures and waste performance have been reviewed by regular waste audits.

The Group also endeavours to handle hazardous waste properly though we only produce a small amount of hazardous waste. For example, fluorescent light tubes are handled by qualified operators under our supervision. We adhere to all applicable hazardous waste disposal standards and legal requirements to prevent leakage of hazardous waste during the storage period. Chemical waste in our construction sites is collected by Environmental Protection Department registered collector.

OUR CARE TO THE ENVIRONMENT

WATER CONSERVATION

The Group strives to enhance water efficiency in our business operations while maintains our service quality. In Lanson Place Causeway Bay, we continue to reduce water wastage in cleaning water tank by using minimum amount of water. Also, we recycle condense water from air-conditioning units for flushing to save freshwater consumption.

In Landmark East, we collect rainwater with the rainwater recycling system for irrigation and cleaning. During the reporting year, 92 m³ of freshwater was saved for irrigation and cleaning.

In our property development, we have adopted a number of water efficiency measures in H18C of Gage Street/ Graham Street. For example, we monitor water withdrawal regularly by installing water meters in water tanks. To raise workers' awareness of water conservation, we arrange talks and training programmes for them on a regular basis. At our construction site, we have set up on-site drainage facilities to collect wastewater generated from our operations. Wastewater is then reused for site cleaning, piling works and dust removal to maximise water efficiency.

GREEN BUILDING

The Group incorporates green building features aligning with international standards in design and construction phases to minimise the environmental impacts. In designing our development properties, we adopt high-performance chiller system and low shading coefficient glazing in OMA by the Sea to optimise energy efficiency. To reduce water consumption and effluent discharge, we use water efficient sanitary fittings in OMA by the Sea.

During the construction phase, we ensure that our contractors understand our various environmental requirements. For example, we encourage contractors to use sustainable timber. In order to maintain the traceability of raw materials and promote sustainable sourcing, we have also developed a record system to track manufacturers' information from our suppliers. Regarding waste management, chemical waste generated from construction sites is also collected by registered collectors. At site offices, we mainly adopt T5 tubes to enhance energy efficiency. In our property management operation, we encourage contractors to use environmental friendly materials such as replacing electrical lighting with LEDs in renovation projects.

This year, OMA OMA and OMA by the Sea have continually been certified with the BEAM Plus Provisional Bronze rated by the Hong Kong Green Building Council. Also, H18C of Gage Street/Graham Street has already obtained LEED and WELL pre-certification, and we target to achieve BEAM Plus Provisional Platinum rating and China Green Building Label (CGBL) 2-star rating to illustrate our commitment in promoting green building in the future.

RESPONSES TO CLIMATE CHANGE

Climate change is a global threat to the business and the environment. As such, we conducted a group-level climate risk assessment to identify, analyse and evaluate the potential risks arising from climate change in 2021. We first reviewed our business model and conducted desktop research on the current government policy and latest market trends to identify relevant climate-related issues and transition risks. The physical risks were then assessed with reference to likelihood and severity.

The assessment was conducted for all business units in our major business operations in Hong Kong. It analysed that the identified policy and legal risk, and physical risks, namely cyclone, coastal flooding, and riverine flooding, are possible and likely to occur. With its projected severity, the risk arising from cyclones is expected to be very high while the risk level of coastal and riverine flooding is considered to be low. The exposure level of policy and legal risk has resulted in medium level.

To lessen the impacts of potential climate-related risks on our business, the Climate Change Policy has been established this reporting year. The policy outlines our commitment to mitigate the negative impacts of climate change in our operations and strengthen our resilience to climate change via mitigation, adaption, monitoring and reporting. We are actively exploring to conduct a scenario analysis next year to identify the risks and opportunities the Group may face due to climate change under different hypothetical scenarios.

As part of our climate risk management strategy, we have formulated special work arrangements for extreme events in respective business operations based on operational needs. In hospitality management operation, the Group arranges training relating to typhoon and rainstorm precaution to our employees. In case of flooding events, the emergency response team will follow the standard operating procedures. In our property development operation, we ensure our contractors adopt corresponding standard operating procedures and checklists to minimise risk brought by extreme weather events.

In addition, we have incorporated resilient element into design of our development projects to help mitigate climate risks. For instance, our drainage system is designed to endure rainstorms that occur once every 10 years without causing significant flooding in our projects.

OUR CARE TO THE ENVIRONMENT

ENVIRONMENTAL DATA

The environmental performance data regarding our corporate offices, property development operation, property management operation and hospitality management operation in 2020 and 2021 are presented below:

	Units	2020	2021
Energy consumption			
Total electricity consumption	kWh	20,772,990 ⁴	20,216,729
Total town gas consumption	Units	321	307
Total diesel consumption	Litres	327,934	774,432
Energy intensity			
Corporate offices	GJ/square feet (GJ/sq. ft.)	0.054	0.057
Property development ⁵	GJ/sq. ft. ⁶	0.024	0.031
Property management	GJ/sq. ft.	0.038	0.036
Hospitality management ⁷	GJ/room night	0.385	0.341
Greenhouse gas (GHG) emissions⁸			
Direct emissions (Scope 1) ⁹	tonnes of CO ₂ equivalents (tCO ₂ e)	864	2,033
Indirect emissions (Scope 2) ¹⁰	tCO ₂ e	11,612	8,985

4 Electricity consumption in 2020 is restated to reflect actual consumption.

5 Property development data in 2020 includes OMA OMA and OMA by the Sea while data in 2021 includes OMA OMA, OMA by the Sea and H18C of Gage Street/Graham Street.

6 Intensities for property development are calculated based on the allowable gross floor area.

7 Hospitality management data in 2020 and 2021 include Lanson Place Causeway Bay and Lanson Place Waterfront Suites.

8 Calculated in accordance with the Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong (2010 Edition) published by the Environmental Protection Department, HKSAR. We also make reference of the emission factors from CLP Power Hong Kong Limited (0.37 kg CO₂e/kWh), The Hongkong Electric Company, Limited (0.71 kg CO₂e/kWh) and The Hong Kong and China Gas Company Limited (0.592 kg CO₂e/Unit) respectively, for the calculation of GHG emissions (Scope 2).

9 Direct GHG emission (Scope 1) is generated from fuel consumption, including diesel and town gas.

10 Indirect GHG emission (Scope 2) is generated from electricity and town gas consumption.

	Units	2020	2021
GHG emission intensity by operations			
Corporate offices	tCO ₂ e /sq. ft.	0.006	0.006
Property development ⁵	tCO ₂ e /sq. ft. ⁶	0.002	0.002
Property management	tCO ₂ e /sq. ft.	0.005	0.004
Hospitality management ⁷	tCO ₂ e /room night	0.087	0.067
Water consumption and intensity by operations			
Total water consumption	cubic metres (m ³)	119,954 ¹¹	149,770
Property development ⁵	m ³ / sq. ft. ⁶	0.051 ¹¹	0.061
Property management	m ³ / sq. ft.	0.044	0.047
Hospitality management ⁷	m ³ /room night	0.672	0.407
Waste			
Non-hazardous waste disposed	kg	34,028	37,482
Non-hazardous waste recycled	kg	29,301	35,619
Hazardous waste handled	pieces	2,493	2,391
Hazardous waste recycled	pieces	1,906	1,841
Construction material used			
Concrete	m ³	32,021	16,702
Steel	tonnes	7,309	3,630
Timber	m ³	449	71
Soil and rock	tonnes	-	-
Others	tonnes	8,282	25,329 ¹²

¹¹ Water consumption and intensity data for property development in 2020 are restated to reflect actual consumption.

¹² The increase in construction material used in 2021 is due to the construction work from the newly added H18C of Gage Street/Graham Street.



OUR CARE FOR THE COMMUNITY

COMMUNITY INVESTMENT

The Group values our role in society and recognises our responsibility to community, hence we give back to the society via various channels. We mainly focus on volunteering and donations to the needy. We have a Community Investment Policy in place to guide our contribution to community.

VOLUNTEER ACTIVITIES AND DONATIONS

We express our care to the needy through in-kind donations. Before the Mid-Autumn Festival, we donated 150 gift packages to Tung Wah Chu Sau Cheung Nursing Home to celebrate Mid-Autumn Festival with senior citizens and show our care to the elderly in the community.

Apart from that, we also sponsored Heifer Hong Kong Limited to organise the Animal Virtual Run, contributed \$60,000. Participants could choose to run, walk or hike anywhere, anytime at their convenience and upload their record through mobile devices or sport apps. The fund raised will be donated to Weicheng Haliha Poverty Alleviation Project in Hebei Province, China to help poor families.

In June, we collaborated with Project Dignity on a children book donation program: Dignity Mama Stall Children Books Program. Dignity Mama Stall is an initiative of Project Dignity Pte Ltd for youths with special needs, equipping them with skills to run and manage a stall, and they are calling for children books, story books and novels in Chinese/English to start the training for three mother and child in Hong Kong. In all, we collected 457 Chinese and English books.

In addition, we emphasize our impact on the environment, and actively carried out voluntary activity on recycling. After the celebration of 2021 Chinese New Year, we collaborated with Greener Action on Lai See Packet Recycle & Reuse Program and collected 2,175 pieces of Lai See Packet.





APPENDIX: HKEX ESG REPORTING GUIDE CONTENT INDEX

This index indicates how this report has been complied in accordance with the mandatory disclosure requirements and “comply or explain” provisions as set out in the HKEX ESG Reporting Guide.

A: ENVIRONMENTAL PERFORMANCE

Aspects	Descriptions	Sessions in the report/Remarks	Page number
A1: Emissions	<p>General Disclosure:</p> <p>Information on:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer</p> <p>relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.</p>	Environmental Management Approach	p. 30
	KPI A1.1 The types of emissions and respective emissions data.	Wing Tai does not generate a significant amount of air emissions in business operations.	N/A
	KPI A1.2 Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity.	Environmental Data	p. 34-35
	KPI A1.3 Total hazardous waste produced (in tonnes) and, where appropriate, intensity.	Environmental Data	p. 35
	KPI A1.4 Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity.	Environmental Data	p. 35
	KPI A1.5 Description of emission target(s) set and steps taken to achieve them.	Environmental Management Approach; Energy Conservation and Greenhouse Gas Emission	p. 30
	KPI A1.6 Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them.	Waste and Material Management	p. 31

APPENDIX: HKEX ESG REPORTING GUIDE CONTENT INDEX

Aspects	Descriptions	Sessions in the report/Remarks	Page number
A2: Use of Resources	General Disclosure Policies on the efficient use of resources, including energy, water and other raw materials.	Environmental Management Approach	p. 30
	KPI A2.1 Direct and/or indirect energy consumption by type in total (kWh in '000s) and intensity.	Environmental Data	p. 34
	KPI A2.2 Water consumption in total and intensity.	Environmental Data	p. 35
	KPI A2.3 Description of energy use efficiency target(s) set and steps taken to achieve them.	Energy Conservation and Greenhouse Gas Emission	p. 30-31
	KPI A2.4 Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them.	Water Conservation Wing Tai mainly consumes municipal water in Hong Kong. There is currently no issue in water-sourcing in Hong Kong.	p. 32
	KPI A2.5 Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	Wing Tai's major product and service offerings do not involve the use of packaging materials.	N/A
A3: The Environment and Natural Resources	General Disclosure Policies on minimising the issuer's significant impacts on the environment and natural resources.	Environmental Management Approach; Green Building	p. 30, 32
	KPI A3.1 Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Green Building	p. 32
A4: Climate Change	General Disclosure Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	Responses to Climate Change	p. 33
	KPI A4.1 Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them.	Responses to Climate Change	p. 33

B: SOCIAL PERFORMANCE

Aspects	Descriptions	Sessions in the report/Remarks	Page number
Employment and Labour Practices			
B1: Employment	<p>General Disclosure</p> <p>Information on:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer</p> <p>relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.</p>	Employment Relations	p. 23
	<p>KPI B1.1</p> <p>Total workforce by gender, employment type, age group and geographical region.</p>	Employment Relations	p. 24
	<p>KPI B1.2</p> <p>Employee turnover rate by gender, age group and geographical region.</p>	Employment Relations	p. 25
B2: Health and Safety	<p>General Disclosure</p> <p>Information on:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer</p> <p>relating to providing a safe working environment and protecting employees from occupational hazards.</p>	Healthy and Safe Workplace	p. 25
	<p>KPI B2.1</p> <p>Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.</p>	Healthy and Safe Workplace	p. 26
	<p>KPI B2.2</p> <p>Lost days due to work injury.</p>	Healthy and Safe Workplace	p. 26
	<p>KPI B2.3</p> <p>Description of occupational health and safety measures adopted, and how they are implemented and monitored.</p>	Healthy and Safe Workplace	p. 25-26

APPENDIX: HKEX ESG REPORTING GUIDE CONTENT INDEX

Aspects	Descriptions	Sessions in the report/Remarks	Page number
B3: Development and Training	General Disclosure Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Training and Development	p. 27
	KPI B3.1 The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Training and Development	p. 27
	KPI B3.2 The average training hours completed per employee by gender and employee category.	Training and Development	p. 28
B4: Labour Standards	General Disclosure 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 and forced labour.	Labour Standards	p. 28
	KPI B4.1 Description of measures to review employment practices to avoid child and forced labour.	Labour Standards	p. 28
	KPI B4.2 Description of steps taken to eliminate such practices when discovered.	During the reporting year, no non-compliance cases was discovered.	N/A
Operating Practices			
B5: Supply Chain Management	General Disclosure Policies on managing environmental and social risks of the supply chain.	Our Care to Supply Chain	p. 20
	KPI B5.1 Number of suppliers by geographical region.	Overview of Supply Chain in Wing Tai	p. 20
	KPI B5.2 Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored.	Supplier Selection	p. 21
	KPI B5.3 Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	Sustainable Procurement Process; Supplier Selection	p. 20–21
	KPI B5.4 Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	Sustainable Procurement Process; Supplier Selection	p. 20–21

Aspects	Descriptions	Sessions in the report/Remarks	Page number
B6: Product Responsibility	<p>General Disclosure</p> <p>Information on:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer</p> <p>relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.</p>	Product and Service Responsibility	p. 14
	<p>KPI B6.1</p> <p>Percentage of total products sold or shipped subject to recalls for safety and health reasons.</p>	During the reporting year, no products sold or shipped subject to recalls for safety and health reasons.	N/A
	<p>KPI B6.2</p> <p>Number of products and service related complaints received and how they are dealt with.</p>	Customer Feedback Handling	p. 17
	<p>KPI B6.3</p> <p>Description of practices relating to observing and protecting intellectual property rights.</p>	Intellectual property rights is not material in our operations.	N/A
	<p>KPI B6.4</p> <p>Description of quality assurance process and recall procedures.</p>	Customer Feedback Handling	p. 15-17
	<p>KPI B6.5</p> <p>Description of consumer data protection and privacy policies, and how they are implemented and monitored.</p>	Customer Privacy Protection	p. 14

APPENDIX: HKEX ESG REPORTING GUIDE CONTENT INDEX

Aspects	Descriptions	Sessions in the report/Remarks	Page number
B7: Anti-corruption	<p>General Disclosure</p> <p>Information on:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer</p> <p>relating to bribery, extortion, fraud and money laundering.</p>	Ethical Business Operation; Ethical Supply Chain Operation	p. 10, 21
	<p>KPI B7.1</p> <p>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.</p>	Ethical Business Operation	p. 10
	<p>KPI B7.2</p> <p>Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored.</p>	Ethical Business Operation	p. 10
	<p>KPI B7.3</p> <p>Description of anti-corruption training provided to directors and staff.</p>	Ethical Business Operation	p. 10
Community			
B8: Community Investment	<p>General Disclosure</p> <p>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.</p>	Our Care for the Community	p. 37
	<p>KPI B8.1</p> <p>Focus areas of contribution.</p>	Our Care for the Community	p. 37
	<p>KPI B8.2</p> <p>Resources contributed to the focus area.</p>	Volunteer Activities and Donations	p. 37

WING TAI PROPERTIES LIMITED

Incorporated in Bermuda with limited liability

永泰地產有限公司

於百慕達註冊成立之有限公司



www.wingtaiproperties.com