

# Global Reporting Initiative Content Index

## GRI 102: General Disclosures

GRI Indicator	Description	References and Remarks
<b>Organisational Profile</b>		
102-1	Name of the organisation	Cover Page
102-2	Activities, brands, products, and services	Profile of Swire Properties Limited Places Annual Report 2019 – Company Profile Corporate website – About Us <a href="http://www.swireproperties.com/en/about-us.aspx">http://www.swireproperties.com/en/about-us.aspx</a>
102-3	Location of headquarters	Profile of Swire Properties Limited
102-4	Location of operations	Profile of Swire Properties Limited Places Annual Report 2019 – Company Profile
102-5	Ownership and legal form	Profile of Swire Properties Limited Annual Report 2019 – Company Profile
102-6	Markets served	Profile of Swire Properties Limited Places Annual Report 2019 – Company Profile Corporate website – About Us <a href="http://www.swireproperties.com/en/about-us.aspx">http://www.swireproperties.com/en/about-us.aspx</a>
102-7	Scale of the organisation	Profile of Swire Properties Limited
G4-CRE	Gross lettable area for assets under construction and management and vacancy rate	Annual Report 2019 – Management Discussion & Analysis – Review of Operations – Portfolio Overview
102-8	Information on employees and other workers	People Performance Data Summary
102-9	Supply chain	Partners Corporate website – Partners <a href="http://www.swireproperties.com/en/sustainable-development/partners.aspx">http://www.swireproperties.com/en/sustainable-development/partners.aspx</a> Corporate website – Supplier Code of Conduct <a href="http://www.swireproperties.com/en/sustainable-development/policies/supplier-code-of-conduct.aspx">http://www.swireproperties.com/en/sustainable-development/policies/supplier-code-of-conduct.aspx</a>
102-10	Significant changes to the organisation and its supply chain	Partners GRI & HKEX ESG Reporting Annual Report 2019 – Management Discussion & Analysis – Review of Operations – Portfolio Overview  There were no significant changes in the location of suppliers, the structure of the supply chain, or relationships with suppliers, including selection and termination.
102-11	Precautionary Principle or approach	SD Governance Performance (Economic) Annual Report 2019 – Risk Management
102-12	External initiatives	External Charters and Memberships
102-13	Memberships of associations	External Charters and Memberships

GRI Indicator	Description	References and Remarks
<b>Strategy</b>		
102-14	Statement from senior decision-maker	Chief Executive's Message
<b>Ethics and Integrity</b>		
102-16	Values, principles, standards and norms of behaviour	Performance (Economic) Corporate website – Our Vision and Values <a href="http://www.swireproperties.com/en/about-us/our-vision-and-values.aspx">http://www.swireproperties.com/en/about-us/our-vision-and-values.aspx</a> Corporate website – Corporate Code of Conduct <a href="http://ir.swireproperties.com/en/cg/pdf/conduct.pdf">http://ir.swireproperties.com/en/cg/pdf/conduct.pdf</a> Corporate website – Sustainable Development <a href="http://www.swireproperties.com/en/sustainable-development.aspx">http://www.swireproperties.com/en/sustainable-development.aspx</a>
102-17	Mechanisms for advice and concerns about ethics	Performance (Economic)
<b>Governance</b>		
102-18	Governance structure	SD Governance Performance (Economic) Annual Report 2019 – Corporate Governance – The Board of Directors
102-19	Delegating authority	SD Governance Annual Report 2019 – Corporate Governance – Delegation by the Board
102-20	Executive-level responsibility for economic, environmental, and social topics	SD Governance
102-22	Composition of the highest governance body and its committees	Annual Report 2019 – Corporate Governance
102-23	Chair of the highest governance body	Performance (Economic) Annual Report 2019 – Corporate Governance
102-24	Nominating and selecting and highest governance body	Annual Report 2019 – Corporate Governance – Appointment and Re-election
102-25	Conflicts of interest	Performance (Economic) Annual Report 2019 – Corporate Governance – Conflicts of Interest
102-26	Role of highest governance body in setting purpose, values and strategy	Annual Report 2019 – Corporate Governance – The Board of Directors
102-27	Collective knowledge of highest governance body	Annual Report 2019 – Corporate Governance – Board Processes and Continuous Professional Development
102-30	Effectiveness of risk management processes	Climate-related Financial Disclosures Performance (Economic) Annual Report 2019 – Corporate Governance – Accountability and Audit Annual Report 2019 – Risk Management
102-32	Highest governance body's role in sustainability reporting	SD Governance
102-35	Remuneration policies	Annual Report 2019 – Corporate Governance – Remuneration Committee
102-36	Process for determining remuneration	Annual Report 2019 – Notes to the Financial Statements – Note 9 Directors' and Executive Officers' Emoluments
102-37	Stakeholders' involvement in remuneration	Corporate Website – Corporate Governance – Terms of Reference <a href="http://ir.swireproperties.com/en/cg/terms-of-reference.php">http://ir.swireproperties.com/en/cg/terms-of-reference.php</a>

GRI Indicator	Description	References and Remarks
<b>Stakeholder Engagement</b>		
102-40	List of stakeholder groups	Materiality
102-41	Collective bargaining agreements	There are no formal collective bargaining agreements in place within our Company.
102-42	Identifying and selecting stakeholders	Materiality
102-43	Approach to stakeholder engagement	Materiality
102-44	Key topics and concerns raised	Materiality
<b>Reporting Practice</b>		
102-45	Entities included in the consolidated financial statements	Annual Report 2019 – Schedule of Principal Group Properties
102-46	Defining report content and topic Boundaries	Materiality GRI and HKEX ESG Reporting
102-47	List of material topics	Materiality
102-48	Restatements of information	Performance Data Summary
102-49	Changes in reporting	About this Report GRI and HKEX ESG Reporting Performance Data Summary
102-50	Reporting period	About this Report GRI and HKEX ESG Reporting
102-51	Date of most recent report	GRI and HKEX ESG Reporting
102-52	Reporting cycle	About this Report GRI and HKEX ESG Reporting
102-53	Contact point for questions regarding the report	Table of Contents
102-54	Claims of reporting in accordance with GRI Standards	GRI and HKEX ESG Reporting Global Reporting Initiative Content Index
102-55	GRI Content Index	Global Reporting Initiative Content Index
102-56	External assurance	GRI and HKEX ESG Reporting Assurance Report

## Material Topics (Economic) & Management Approach

GRI Indicator	Description	References and Remarks
<b>GRI 201: Economic Performance 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	Performance (Economic) Annual Report 2019 – Key Business Strategies Annual Report 2019 – Management Discussion & Analysis – Review of Operations – Review of Operations
103-3	Evaluation of the management approach	
201-1	Direct economic value generated and distributed	Performance (Economic) Annual Report 2019 – Management Discussion & Analysis – Review of Operations – Portfolio Overview Annual Report 2019 – Financial Review
201-2	Financial implications and other risks and opportunities due to climate change	Climate-related Financial Disclosures Performance (Economic)
201-4	Financial assistance received from government	We did not receive significant financial assistance from any government.
<b>GRI 203: Indirect Economic Impacts 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	Places Annual Report 2019 – Management Discussion & Analysis – Review of Operations – Portfolio Overview
103-3	Evaluation of the management approach	
203-1	Infrastructure investments and services supported	Places
203-2	Significant indirect economic impacts	Places Annual Report 2019 – Management Discussion & Analysis – Review of Operations – Portfolio Overview
<b>GRI 205: Anti-corruption 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	Performance (Economic) Corporate website – Corporate Code of Conduct <a href="http://ir.swireproperties.com/en/cg/pdf/conduct.pdf">http://ir.swireproperties.com/en/cg/pdf/conduct.pdf</a>
103-3	Evaluation of the management approach	
205-2	Communication and training on anti-corruption policies and procedures	Performance (Economic) Performance Data Summary
205-3	Confirmed incidents of corruption and actions taken	Performance (Economic) Performance Data Summary

## Material Topics (Environmental) & Management Approach

GRI Indicator	Description	References and Remarks
<b>GRI 301: Materials 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	Partners Performance (Environment) Corporate website – Environmental Policy <a href="http://www.swireproperties.com/en/sustainable-development/policies/environmental-policy.aspx">http://www.swireproperties.com/en/sustainable-development/policies/environmental-policy.aspx</a>
103-3	Evaluation of the management approach	Swire group website – Swire Pacific Sustainable Procurement Policy <a href="http://www.swirepacific.com/en/sd/policy/procurement.pdf">http://www.swirepacific.com/en/sd/policy/procurement.pdf</a>
301-1	Materials used by weight or volume	Partners Performance (Environment) Performance Data Summary
<b>GRI 302: Energy 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	Performance (Environment) Corporate website – Energy Policy <a href="http://www.swireproperties.com/en/sustainable-development/policies/energy-policy.aspx">http://www.swireproperties.com/en/sustainable-development/policies/energy-policy.aspx</a>
103-3	Evaluation of the management approach	
302-1	Energy consumption within the organisation	Performance (Environment) Performance Data Summary
302-3	Energy intensity	Performance (Environment) Performance Data Summary
G4-CRE1	Building energy intensity	Performance (Environment) Performance Data Summary
302-4	Reduction of energy consumption	Performance (Environment) Performance Data Summary
<b>GRI 303: Water and Effluents 2018</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	Performance (Environment) Corporate website – Water Policy <a href="https://www.swireproperties.com/en/sustainable-development/policies/water-policy.aspx">https://www.swireproperties.com/en/sustainable-development/policies/water-policy.aspx</a>
103-3	Evaluation of the management approach	
303-1	Interactions with water as a shared resource	Performance (Environment) Performance Data Summary
303-2	Management of water discharge-related impacts	Performance (Environment) Performance Data Summary
303-3	Water withdrawal	Performance Data Summary  The majority of water consumed by our operations comes from municipal sources in the different cities where we operate. Disclosure on the breakdown of water withdrawn by source e.g. surface water, ground water, etc. is considered to be not applicable.
303-4	Water discharge	Performance Data Summary  100% of water discharged from our operations was transported to municipal wastewater systems in the cities where we operate.
G4-CRE2	Building water intensity	Performance (Environment) Performance Data Summary

GRI Indicator	Description	References and Remarks
<b>GRI 305: Emissions 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	Performance (Environment) Climate-related Financial Disclosures Performance Data Summary
103-3	Evaluation of the management approach	Corporate website – Climate Change Policy <a href="https://www.swireproperties.com/en/sustainable-development/policies/climate-change-policy.aspx">https://www.swireproperties.com/en/sustainable-development/policies/climate-change-policy.aspx</a>
305-1	Direct (Scope 1) GHG emissions	Performance (Environment) Performance Data Summary
305-2	Energy Indirect (Scope 2) GHG emissions	Performance (Environment) Performance Data Summary
305-4	GHG emissions intensity	Performance (Environment) Performance Data Summary
G4-CRE3	GHG emissions intensity from buildings	
305-5	Reduction of GHG emissions	Performance (Environment) Performance Data Summary
<b>GRI 306: Effluents and Waste 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	Performance (Environment) Corporate website – Waste Management Policy <a href="http://www.swireproperties.com/en/sustainable-development/policies/waste-management-policy.aspx">http://www.swireproperties.com/en/sustainable-development/policies/waste-management-policy.aspx</a>
103-3	Evaluation of the management approach	
306-2	Waste by type and disposal method	Performance (Environment) Performance Data Summary
<b>GRI 307: Environmental Compliance 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	Performance (Environment) Performance (Economic)
103-3	Evaluation of the management approach	
307-1	Non-compliance with environmental laws and regulations	In 2019, we were not subject to significant fines or non – monetary sanctions for non – compliance with such laws or regulations.
<b>GRI 308: Supplier Environmental Assessment 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	Partners Corporate website – Partners <a href="http://www.swireproperties.com/en/sustainability/partners.aspx">http://www.swireproperties.com/en/sustainability/partners.aspx</a> Corporate website – Supplier Code of Conduct <a href="http://www.swireproperties.com/en/sustainable-development/policies/supplier-code-of-conduct.aspx">http://www.swireproperties.com/en/sustainable-development/policies/supplier-code-of-conduct.aspx</a>
103-3	Evaluation of the management approach	Swire group website – Swire Pacific Sustainable Procurement Policy <a href="http://www.swirepacific.com/en/sd/policy/procurement.pdf">http://www.swirepacific.com/en/sd/policy/procurement.pdf</a>
308-1	New suppliers that were screened using environmental criteria	Partners

## Material Topics (Social) & Management Approach

GRI Indicator	Description	References and Remarks
<b>GRI 401: Employment 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	People Corporate website – People <a href="http://www.swireproperties.com/en/sustainable-development/people.aspx">http://www.swireproperties.com/en/sustainable-development/people.aspx</a> Corporate website – Working with us <a href="http://www.swireproperties.com/en/careers/working-with-us.aspx">http://www.swireproperties.com/en/careers/working-with-us.aspx</a>
103-3	Evaluation of the management approach	Corporate website – Diversity and Inclusion Policy <a href="https://www.swireproperties.com/en/sustainable-development/policies/diversity-and-inclusion-policy.aspx">https://www.swireproperties.com/en/sustainable-development/policies/diversity-and-inclusion-policy.aspx</a>
401-1	New employee hires and employee turnover	People Performance Data Summary
401-3	Parental leave	Performance Data Summary
<b>GRI 403: Occupational Health and Safety 2018</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	People Partners Corporate website – Health & Safety Policy <a href="http://www.swireproperties.com/en/sustainable-development/policies/health-and-safety-policy.aspx">http://www.swireproperties.com/en/sustainable-development/policies/health-and-safety-policy.aspx</a>
103-3	Evaluation of the management approach	
403-1	Occupational health and safety management system	People Performance Data Summary
403-2	Hazard identification, risk assessment, and incident investigation	People Performance (Economic)
403-3	Occupational health services	People
403-4	Worker participation, consultation, and communication on occupational health and safety	People
403-5	Worker training on occupational health and safety	People Performance Data Summary
403-6	Promotion of worker health	People
403-7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	People
403-8	Workers covered by an occupational health and safety management system	People Performance Data Summary
<b>G4-CRE6</b>	Percentage of the organisation operating in verified compliance with an internationally recognised occupational health and safety management system (ISO 45001 or OHSAS 18001)	
403-9	Work-related injuries	People Performance Data Summary
403-10	Work-related ill health	Performance Data Summary

GRI Indicator	Description	References and Remarks
<b>GRI 404: Training and Education 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	People
103-3	Evaluation of the management approach	
404-1	Average hours of training per year per employee	People Performance Data Summary
404-2	Programs for upgrading employee skills and transition assistance programs	People
404-3	Percentage of employees receiving regular performance and career development reviews	Performance Data Summary
<b>GRI 405: Diversity and Equal Opportunity 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	People Corporate Website – Diversity and Inclusion Policy <a href="https://www.swireproperties.com/en/sustainable-development/policies/diversity-and-inclusion-policy.aspx">https://www.swireproperties.com/en/sustainable-development/policies/diversity-and-inclusion-policy.aspx</a> Corporate Website – Board Diversity Policy <a href="http://ir.swireproperties.com/en/cg/pdf/diversity.pdf">http://ir.swireproperties.com/en/cg/pdf/diversity.pdf</a> Corporate Website – Corporate Code of Conduct <a href="https://ir.swireproperties.com/en/cg/pdf/conduct.pdf">https://ir.swireproperties.com/en/cg/pdf/conduct.pdf</a>
103-3	Evaluation of the management approach	
405-1	Diversity of governance bodies and employees	People Performance Data Summary Annual Report 2019 – Corporate Governance & Sustainability – Directors and Officers Corporate website – Directors <a href="http://ir.swireproperties.com/en/cg/directors.php">http://ir.swireproperties.com/en/cg/directors.php</a>
405-2	Ratio of basic salary and remuneration of women to men	People Performance Data Summary
<b>GRI 413: Local Communities 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	Places People
103-3	Evaluation of the management approach	
413-1	Operations with local community engagement, impact assessments, and development programmes	Places



GRI Indicator	Description	References and Remarks
<b>GRI 414: Supplier Social Assessment 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	Partners Corporate website – Partners <a href="http://www.swireproperties.com/en/sustainability/partners.aspx">http://www.swireproperties.com/en/sustainability/partners.aspx</a> Corporate website – Supplier Code of Conduct
103-3	Evaluation of the management approach	<a href="http://www.swireproperties.com/en/sustainable-development/policies/supplier-code-of-conduct.aspx">http://www.swireproperties.com/en/sustainable-development/policies/supplier-code-of-conduct.aspx</a>
414-1	New suppliers that were screened using social criteria	Partners
<b>GRI 416: Customer Health and Safety 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	Performance (Environment)
103-3	Evaluation of the management approach	
416-1	Assessment of the health and safety impacts of product and service categories	Performance (Environment)
<b>GRI 417: Marketing and Labelling 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	Performance (Environment)
103-3	Evaluation of the management approach	
417-1	Requirements for product and service information and labelling	Performance (Environment)  This disclosure has been made with respect to certification for our buildings under relevant environmental building assessment schemes.
G4-CRE8	Type and number of sustainability certification, rating and labelling schemes for new construction, management, occupation and redevelopment	Performance (Environment)
<b>GRI 419: Socioeconomic Compliance 2016</b>		
103-1	Explanation of the material topic and its Boundary	Materiality GRI and HKEX ESG Reporting
103-2	The management approach and its components	Performance (Economic) Corporate website – Corporate Code of Conduct <a href="http://ir.swireproperties.com/en/cg/pdf/conduct.pdf">http://ir.swireproperties.com/en/cg/pdf/conduct.pdf</a>
103-3	Evaluation of the management approach	
419-1	Non-compliance with laws and regulations in the social and economic area	In 2019, we were not subject to significant fines or non-monetary sanctions for non-compliance with such laws or regulations.