

HKEX ESG Reporting Guide Content Index

Aspects, General Disclosure, KPIs	Description	References and Remarks
A. Environmental		
Aspect A1	Emissions	
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 air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste	<p>Performance (Environment) Corporate website – Environmental Policy http://www.swireproperties.com/en/sustainable-development/policies/environmental-policy.aspx Corporate website – Climate Change Policy https://www.swireproperties.com/en/sustainable-development/policies/climate-change-policy.aspx Corporate website – Waste Management Policy https://www.swireproperties.com/en/sustainable-development/policies/waste-management-policy.aspx Corporate website – Water Policy https://www.swireproperties.com/en/sustainable-development/policies/water-policy.aspx</p> <p>In 2019, there were no confirmed incidents of non-compliance with such laws or regulations, which have a significant impact on Swire Properties.</p>
KPI A1.1	The types of emissions and respective emissions data	Emissions of NOx, SOx and other pollutants are considered not significant in our operations.
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)	<p>Performance (Environment) Performance Data Summary</p>
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)	<p>Performance Data Summary</p> <p>We do not consider Swire Properties to be a major producer of hazardous waste. The total amount of hazardous waste disclosed in the Performance Data Summary represents the total amount of hazardous waste produced by both Swire Properties and our building occupants.</p>
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)	<p>Performance Data Summary</p> <p>The total amount of non-hazardous waste disclosed in the Performance Data Summary represents the total amount of non-hazardous waste produced by both Swire Properties and our building occupants.</p>
KPI A1.5	Description of measures to mitigate emissions and results achieved	Performance (Environment)
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved	Performance (Environment)

Aspects, General Disclosure, KPIs

Description

References and Remarks

Aspect A2	Use of Resources	
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials	<p>Partners</p> <p>Performance (Environment)</p> <p>Climate-related Financial Disclosures</p> <p>Corporate website – Sustainable Development Policy http://www.swireproperties.com/en/sustainable-development/policies/sustainable-development-policy.aspx</p> <p>Corporate website – Environmental Policy http://www.swireproperties.com/en/sustainable-development/policies/environmental-policy.aspx</p> <p>Corporate website – Energy Policy http://www.swireproperties.com/en/sustainable-development/policies/energy-policy.aspx</p> <p>Corporate website – Waste Management Policy https://www.swireproperties.com/en/sustainable-development/policies/waste-management-policy.aspx</p> <p>Corporate website – Water Policy https://www.swireproperties.com/en/sustainable-development/policies/water-policy.aspx</p> <p>Swire group website – Swire Pacific Sustainable Procurement Policy http://www.swirepacific.com/en/sd/policy/procurement.pdf</p>
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility)	<p>Performance (Environment)</p> <p>Performance Data Summary</p>
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility)	<p>Performance (Environment)</p> <p>Performance Data Summary</p>
KPI A2.3	Description of energy use efficiency initiatives and results achieved	<p>Performance (Environment)</p>
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved	<p>Performance (Environment)</p> <p>In 2019, we did not encounter any problems in sourcing water for daily operations.</p>
KPI A2.5	Total packaging material used for finished products (in tonnes), and if applicable, with reference to per unit produced	<p>In 2019, the total amount of packaging material used by Swire Properties, mainly by Swire Restaurants for food packaging is 22 tonnes.</p>

Aspects, General Disclosure, KPIs	Description	References and Remarks
Aspect A3	The Environment and Natural Resources	
General Disclosure	Policies on minimising the issuer’s significant impact on the environment and natural resources	Partners Performance (Environment) Climate-related Financial Disclosures Corporate website – Sustainable Development Policy http://www.swireproperties.com/en/sustainable-development/policies/sustainable-development-policy.aspx Corporate website – Environmental Policy http://www.swireproperties.com/en/sustainable-development/policies/environmental-policy.aspx Corporate website – Climate Change Policy https://www.swireproperties.com/en/sustainable-development/policies/climate-change-policy.aspx Corporate website – Energy Policy http://www.swireproperties.com/en/sustainable-development/policies/energy-policy.aspx Corporate website – Waste Management Policy https://www.swireproperties.com/en/sustainable-development/policies/waste-management-policy.aspx Corporate website – Water Policy https://www.swireproperties.com/en/sustainable-development/policies/water-policy.aspx Corporate website – Supplier Code of Conduct http://www.swireproperties.com/en/sustainable-development/policies/supplier-code-of-conduct.aspx
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	Partners Performance (Environment) Climate-related Financial Disclosures

Aspects, General Disclosure, KPIs	Description	References and Remarks
B.Social		
Employment and Labour Practices		
Aspect B1	Employment	
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 compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare	<p>People</p> <p>Corporate website – People http://www.swireproperties.com/en/sustainable-development/people.aspx</p> <p>Corporate website – Working with us http://www.swireproperties.com/en/careers/working-with-us.aspx</p> <p>Corporate website – Corporate Code of Conduct http://ir.swireproperties.com/en/cg/pdf/conduct.pdf</p> <p>Corporate website – Diversity and Inclusion Policy https://www.swireproperties.com/en/sustainable-development/policies/diversity-and-inclusion-policy.aspx</p> <p>Corporate website – Board Diversity Policy http://ir.swireproperties.com/en/cg/pdf/diversity.pdf</p> <p>Corporate website – Equal opportunities and diversity http://ir.swireproperties.com/en/cg/pdf/equal.pdf</p> <p>In 2019, there were no confirmed incidents of non-compliance with such laws or regulations, which have a significant impact on Swire Properties.</p>
KPI B1.1	Total workforce by gender, employment type, age group and geographical region	<p>People</p> <p>Performance Data Summary</p>
KPI B1.2	Employee turnover rate by gender, age group and geographical region	<p>Performance Data Summary</p>
Aspect B2	Health and Safety	
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 providing a safe working environment and protecting employees from occupational hazards	<p>People</p> <p>Corporate website – Health & Safety Policy http://www.swireproperties.com/en/sustainable-development/policies/health-and-safety-policy.aspx</p> <p>In 2019, there were no confirmed incidents of non-compliance with such laws or regulations, which have a significant impact on Swire Properties.</p>
KPI B2.1	Number and rate of work-related fatalities	<p>People</p> <p>Performance Data Summary</p>
KPI B2.2	Lost days due to work injury	<p>People</p> <p>Performance Data Summary</p>
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	<p>People</p>

Aspects, General Disclosure, KPIs	Description	References and Remarks
Aspect B3	Development and Training	
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities	<p>People</p> <p>Corporate website – Working with us http://www.swireproperties.com/en/careers/working-with-us.aspx</p>
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management)	Performance Data Summary
KPI B3.2	The average training hours completed per employee by gender and employee category	<p>People</p> <p>Performance Data Summary</p>
Aspect B4	Labour Standards	
General Disclosure	<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 preventing child and forced labour</p>	<p>Partners</p> <p>Corporate website – Corporate Code of Conduct http://ir.swireproperties.com/en/cg/pdf/conduct.pdf</p> <p>Corporate website – Supplier Code of Conduct https://www.swireproperties.com/en/sustainable-development/policies/supplier-code-of-conduct.aspx</p> <p>In 2019, there were no confirmed incidents of non-compliance with such laws or regulations, which have a significant impact on Swire Properties.</p>
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour	<p>Partners</p> <p>Corporate website – Corporate Code of Conduct http://ir.swireproperties.com/en/cg/pdf/conduct.pdf</p> <p>Corporate website – Supplier Code of Conduct https://www.swireproperties.com/en/sustainable-development/policies/supplier-code-of-conduct.aspx</p> <p>Corporate website – Whistleblowing Policy https://ir.swireproperties.com/en/cg/pdf/whistleblowing.pdf</p>
KPI B4.2	Description of steps taken to eliminate such practices when discovered	<p>Partners</p> <p>Corporate website – Corporate Code of Conduct http://ir.swireproperties.com/en/cg/pdf/conduct.pdf</p> <p>Corporate website – Supplier Code of Conduct http://www.swireproperties.com/en/sustainable-development/policies/supplier-code-of-conduct.aspx</p> <p>Corporate website – Whistleblowing Policy https://ir.swireproperties.com/en/cg/pdf/whistleblowing.pdf</p> <p>In 2019, we did not discover any such practices in our operations.</p>

Aspects, General Disclosure, KPIs	Description	References and Remarks
Operating Practices		
Aspect B5	Supply Chain Management	
General Disclosure	Policies on managing environmental and social risks of the supply chain	Partners Corporate website – Partners http://www.swireproperties.com/en/sustainable-development/partners.aspx Corporate website – Supplier Code of Conduct http://www.swireproperties.com/en/sustainable-development/policies/supplier-code-of-conduct.aspx
KPI B5.1	Number of suppliers by geographical region	Partners
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored	Partners Corporate website – Partners http://www.swireproperties.com/en/sustainable-development/partners.aspx Corporate website – Supplier Code of Conduct http://www.swireproperties.com/en/sustainable-development/policies/supplier-code-of-conduct.aspx Corporate website – Whistleblowing Policy https://ir.swireproperties.com/en/cg/pdf/whistleblowing.pdf
Aspect B6	Product Responsibility	
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 health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress	Partners Performance (Environment) Performance (Economic) Corporate website – Corporate Code of Conduct http://ir.swireproperties.com/en/cg/pdf/conduct.pdf Corporate website – Swire Properties' Data Privacy and Security Policy http://www.swireproperties.com/en/privacy-statement.aspx Corporate website – Whistleblowing Policy https://ir.swireproperties.com/en/cg/pdf/whistleblowing.pdf In 2019, there were no confirmed incidents of non-compliance with such laws or regulations, which have a significant impact on Swire Properties.
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons	In 2019, we were not aware of any recall concerning the provision and use of products and services for safety and health reasons that have a significant impact on Swire Properties.
KPI B6.2	Number of products and service related complaints received and how they are dealt with	In 2019, there were no substantiated complaints received relating to the provision and use of products and services that have a significant impact on Swire Properties.
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights	Performance (Economic) Corporate website – Corporate Code of Conduct http://ir.swireproperties.com/en/cg/pdf/conduct.pdf
KPI B6.4	Description of quality assurance process and recall procedures	Performance (Environment) We did not consider that recall procedures are material to our operations.
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored	Partners Performance (Economic) Corporate website – Corporate Code of Conduct http://ir.swireproperties.com/en/cg/pdf/conduct.pdf Corporate website – Swire Properties' Data Privacy and Security Policy http://www.swireproperties.com/en/privacy-statement.aspx Corporate website – Whistleblowing Policy https://ir.swireproperties.com/en/cg/pdf/whistleblowing.pdf

Aspects, General Disclosure, KPIs	Description	References and Remarks
Aspect B7		
Anti-corruption		
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 bribery, extortion, fraud and money laundering	Performance (Economic) Corporate website – Corporate Code of Conduct http://ir.swireproperties.com/en/cg/pdf/conduct.pdf Corporate website – Whistleblowing Policy https://ir.swireproperties.com/en/cg/pdf/whistleblowing.pdf In 2019, there were no confirmed incidents of non-compliance with such laws or regulations, which have a significant impact on Swire Properties.
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases	Performance (Economic) Performance Data Summary In 2019, there were no concluded legal cases regarding corrupt practices brought against Swire Properties or its employees.
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored	Performance (Economic) Corporate website – Corporate Code of Conduct http://ir.swireproperties.com/en/cg/pdf/conduct.pdf Corporate website – Whistleblowing Policy https://ir.swireproperties.com/en/cg/pdf/whistleblowing.pdf
Community		
Aspect B8		
Community Investment		
General Disclosure	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	Materiality Places People Corporate website – Community Ambassador Programme http://www.swireproperties.com/en/sustainable-development/people/community-ambassador-programmes.aspx Corporate website – Community Caring Fund http://www.swireproperties.com/en/sustainable-development/people/community-caring-fund.aspx Corporate website – Community Programmes http://www.swireproperties.com/en/sustainable-development/places/community-programmes.aspx
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport)	Places People
KPI B8.2	Resources contributed (e.g. money or time) to the focus area	Places People

Revised HKEX ESG Reporting Guide – Additional Disclosures Content Index

A revised HKEX ESG Reporting Guide containing additional disclosure requirements will be effective for financial years commencing on or after 1st July 2020 (the “Revised HKEX ESG Reporting Guide”). The following table sets out the additional disclosures in the Revised HKEX ESG Reporting Guide which we have included in this report.

Mandatory Disclosure Requirements	References and Remarks
Governance Structure	SD 2030 Strategy SD Governance
Reporting Principles	Materiality GRI and HKEX ESG Reporting Performance Data Summary
Reporting Boundary	GRI and HKEX ESG Reporting

Aspects, General Disclosure, KPIs	Description	References and Remarks
A. Environmental		
Aspect 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	Corporate website – Climate Change Policy https://www.swireproperties.com/en/sustainable-development/policies/climate-change-policy.aspx Corporate website – Energy Policy http://www.swireproperties.com/en/sustainable-development/policies/energy-policy.aspx Performance (Environment) Climate-related Financial Disclosures
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	Performance (Environment) Climate-related Financial Disclosures
B. Social		
Operating Practices		
Aspect B5	Supply Chain Management	
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored	Partners Corporate website – Partners http://www.swireproperties.com/en/sustainable-development/partners.aspx Corporate website – Supplier Code of Conduct http://www.swireproperties.com/en/sustainable-development/policies/supplier-code-of-conduct.aspx
KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored	Partners
Aspect B7	Anti-corruption	
KPI B7.3	Description of anti-corruption training provided to directors and staff	Performance (Economic)