



**Thing On Enterprise Limited**  
**晉安實業有限公司**

*(Incorporated in the Cayman Islands with limited liability)*

**Stock Code : 2292**

# 2017

## Environmental, Social and Governance Report

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## SCOPE AND BOUNDARY

This is the first Environmental, Social and Governance (“**ESG**”) Report published by Thing On Enterprise Limited (the “**Company**”) which has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “**Guide**”), Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”).

This ESG Report focuses on providing an overview of the significant policies, management approach and figures related to environmental, social and governance within the Company and its subsidiaries (the “**Group**”, “**we**” or “**us**”) during the period from 1 January 2017 to 31 December 2017 (the “**Reporting Period**”).

## ESG GOVERNANCE

The board of directors (the “**Board**”) has overall responsibility for the Group’s ESG strategy. We are committed to evaluating the ESG related risks, ensuring appropriate and effective ESG risk management and internal control systems are in place, and acting in the best interests of our stakeholders. The Board delegates daily ESG management to our senior management who oversee our ESG performance, lead long-term ESG strategic development, and report to the Board. Our ESG performance is reviewed and evaluated annually, which is disclosed in our annual ESG Report.

For details of corporate governance, please refer to the “Corporate Governance Report” on pages 11 to 19 of the 2017 annual report of the Company.

## RELIABILITY ASSURANCE

The Company assures that the contents of this ESG Report, for which the Company accepts full responsibility for its truthfulness, accuracy and completeness, are free of any false statements, misleading representations or material omissions.

## ACCESS TO THIS ESG REPORT

This ESG Report is written in both Chinese and English, and in case of discrepancy between the two versions, the English version shall prevail. The electronic copy of this ESG Report is available for download at the Company’s website (<http://www.toenterprise.com/hk/>).

## FEEDBACK AND OPINIONS

We sincerely welcome your feedback on our ESG Report and our ESG performance. Please contact us by any of the following means to share your comments with us:

Address:

17th Floor, Bank of East Asia Harbour View Centre

56 Gloucester Road, Wanchai, Hong Kong

Phone: (852) 2290 0200

Fax: (852) 2845 2013

Email: [info@thingon.com](mailto:info@thingon.com)

## APPROACH

To fulfill the requirement of the Guide, we have commissioned an independent advisor to engage our stakeholders. The section of “Our Stakeholders” details the major matters that are concerned by our stakeholders and the corresponding communication channels that we have established.

The information disclosed in this ESG Report represents the most relevant issues, as identified by our key stakeholders. We endeavor to incorporate materiality, quantitative measures, balance and consistency in the presentation of the information, as required by the Stock Exchange. In the long run, we are committed to enriching our ESG information disclosure in order to enhance the transparency in our sustainability performance.

We incorporate the concept of sustainability into our business strategy and day-to-day operations. We believe that prudent management of environmental and social issues is a key factor in long-term success in this rapidly changing world. With a better understanding of the risks and opportunities regarding environmental protection, the Group endeavors to reduce wastage, preserve the planet for future generations, and respond to the regulatory authorities’ expectations for environmental protection.

In our daily operations, we strike a balance among the interests of all stakeholders, the economy, the environment and the society. We actively develop opportunities with business ethics to ensure continual success and growth that would benefit our employees, suppliers, clients and the environment.

## COMPANY PROFILE

Thing On Enterprise Limited (Stock code: 2292) is a company incorporated in the Cayman Islands and headquartered in Hong Kong. We engage in property investment in Hong Kong with a principal focus on office, retail and industrial properties leasing, and property management business. Our investment property portfolio includes Grade A office space in core business areas, retail shops in prime urban areas, and industrial building units in developed urban areas.

We lease our investment properties for recurring rental income, which is our principal source of revenue. We also provide related value-adding property management services to our tenants. Commencing in January 2016, we extended the provision of our property management services to other property owners which are independent third parties for property management fees.

With over 27 years of experience in property investment and management in Hong Kong, we have the following unique advantages:

- We hold properties with a steady, high occupancy rate and capital appreciation potential which are able to generate stable income from a long-term investment prospective;
- We have an experienced and capable management team with strong business acumen;
- We have established long-term relationship with our tenants through regular communication and value-added property management services; and
- We have built an established network to source investments, divestments and leasing opportunities.

## OUR STAKEHOLDERS

As stakeholders play a crucial role in sustaining the success of our business, we make use of various communication channels to understand and engage our stakeholders. The probable points of concern of the stakeholders and the means of our communication and responses are listed below:

Stakeholders	Probable Points of Concern	Communication and Responses
<b>Regulators e.g. Stock Exchange</b>	Compliance with listing rules, securities laws and regulations and timely and accurate announcements.	Meetings, training, workshop, programs, website updates, and announcements.
<b>Government</b>	Compliance with laws and regulations, preventing tax evasion, and social welfare.	Interaction and visits, government inspections, tax returns and other information.
<b>Investors</b>	Corporate governance, business strategies and performance, and investment returns.	Organizing briefing sessions and seminars, interviews, shareholders' meetings, issue of financial reports or operation reports for investors, media and analysts.
<b>Media &amp; Public</b>	Corporate governance, environmental protection, and human rights.	Issue of announcements/newsletters on the Company's website, shareholders' meetings, issue of financial reports or operation reports for investors, media and analysts.
<b>Service Providers</b>	Payment schedule, and stable demand.	Performance of site visits.
<b>Customers</b>	Service quality, service delivery schedule, reasonable prices, service value, and personal data protection.	Routine business communications, and property management services.
<b>Employees</b>	Rights and benefits of employees, compensation, training and development, work hours, and working environment.	Conducting union activities, training, interviews with employees, internal memos, and employee suggestion boxes.
<b>Community</b>	Community environment, employment opportunities, community development, and social welfare.	Developing community activities, employee voluntary activities, and community welfare subsidies and donations.

# ENVIRONMENT

## OVERVIEW

We comply with all relevant laws and regulations that are related to environmental protection in Hong Kong which have a significant impact on us including but not limited to “Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations” in Hong Kong. As stipulated by the Regulations, drainage works should be properly carried out to avoid leakage which may lead to corrosion of steel reinforcement bars undermining the structure of the building and polluting water quality and environmental hygiene. No confirmed non-compliance incidents or grievances were noted by us in relation to environmental issues during the Reporting Period.

## EMISSIONS

As we conduct property investment and property management service business, we do not own or control any stationary or mobile combustion sources. Hence, there is no significant air or water pollutant discharges into the water and land in our daily operations. Therefore, no data were recorded during the Reporting Period.

## GREENHOUSE GAS EMISSIONS

Greenhouse gas emissions are mainly from the consumption of purchased electricity within the Group to support our daily operations such as air-conditioning system, lighting system and office electronic equipment. In order to reduce the generation of greenhouse gases, we educate our employees with the concept of energy efficiency. By reducing the use of electricity, less greenhouse gas emissions would be resulted. For details of energy efficiency practices, please refer to the section of “Energy Efficiency” in this ESG Report. The following shows the statistics of greenhouse gas emissions recorded during the Reporting Period:

### Year ended 31 December 2017

Carbon emission (Scope 2 only) <sup>1</sup> (tonnes CO <sub>2</sub> -e)	41.09
Carbon intensity (tonnes CO <sub>2</sub> -e/m <sup>2</sup> floor area)	0.07

## WASTE MANAGEMENT

As we conduct property investment and property management service business, there is no significant hazardous waste produced during the ordinary course of business operations. On the other hand, the major non-hazardous waste produced results from our paper consumption for administrative work, which we consider to be minimal as we encourage our employees to go paperless. Therefore, no data regarding hazardous and non-hazardous waste were recorded during the Reporting Period.

In order to minimize the usage of paper, we cultivate a paperless working environment among our employees, and various measures have been adopted. Management conduct paperless meetings by circulating meeting materials through email and encrypted universal serial bus, and having the management executives to bring their computers along for reviewing documents and note-making. For daily administrative work, double-sided printing is set as the default setting on computers, and single-sided printing has to be manually selected. For any paper that has been used for single-sided printing, it should be reused when there is no confidential information on the printed side of the paper.

<sup>1</sup> We currently account for Scope 2 carbon emission (indirect emission from consumption of purchased electricity) only. According to the Sustainability Reports published by HK Electric, the carbon footprint per kWh of electricity sold in 2017 was 0.79kg.

<sup>2</sup> As all carbon emissions are based on our office usage; thus, the floor area refers to the Group’s own office only.



## ENVIRONMENT (CONTINUED)

### USE OF RESOURCES

In order to uphold sustainability in our daily operations, we are committed to upholding a high environmental standard and incorporating relevant requirements under applicable laws and regulations into our daily practices.

We closely monitor the uses of resources, develop measures to reduce the electricity consumption and promote environmental sustainability among employees, to ensure that all employees understand clearly the importance of conserving energy and making full use of the available resources in our operations.

### ENERGY EFFICIENCY

Electricity is mainly consumed for the air-conditioning system, lighting system and supporting office electronic equipment. The following shows the statistics of electricity consumption during the Reporting Period.

#### Year ended 31 December 2017

Electricity consumption (kWh)	52,008.00
Electricity consumption intensity (kWh/m <sup>2</sup> floor area) <sup>3</sup>	88.48
Electricity consumption intensity (kWh/employee)	3,250.50

We monitor the consumption of electricity with the following measures adopted and implemented to reduce the usage of electricity:

- LED lighting is adopted with an aim to reduce electricity consumption and last longer time span;
- The air conditioning system and electronic devices in the conference rooms are switched off when they are not in use;
- Photocopiers, printers, computers and monitors are switched off after office hours;
- Electronic equipment with Grade 1 energy efficiency label is preferred when purchase is made;
- Blinds are used to insulate the heat from outside during the summer time; and
- Reasonable room temperature is maintained during office hours.

### Water Usage

We do not have any issue in sourcing water, and the existing supply of water meets our daily operational needs. Water consumption mainly arises from the daily use of water by the employees at the office during working hours, and the domestic sewage is directly discharged into municipal sewage pipelines. We encourage our employees to conserve water. Written notices such as “Save Water” are put up next to water taps. As the water bills for office are included in the office rental, thus we are unable to collect and disclose the relevant data.

<sup>3</sup> As all electricity usage is based on our office usage; thus, the floor area refers to the Group's own office only.

## SOCIAL

### EMPLOYMENT

We comply with all relevant laws and regulations that have a significant impact on us, including but not limited to the “Employment Ordinance”, “Minimum Wage Ordinance” and “Employees’ Compensation Ordinance” in Hong Kong. Our “Human Resources Policies and Procedures”, “Entry Level Control Manual” and “Employees’ Handbook” are established in accordance with those laws and regulations relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

As at 31 December 2017, the employee profiles by gender, age, rank and geographical location are shown as follows:

Breakdowns by gender	
Female	10
Male	6
Breakdowns by age	
30 - 39	3
40 - 49	3
➤ 50	10
Breakdowns by rank	
Senior Management	5
Middle Management	7
Junior Staff	4
Breakdowns by geographical location	
Hong Kong	16

There was no staff turnover during the Reporting Period; therefore, no relevant data were recorded.

### RECRUITMENT AND PROMOTION

We demonstrate equal opportunities in staff recruitment and promotion. Candidates are selected on the basis of their qualifications and merits, without consideration of race, religion, skin colour, national origin, marital status, age, sex, disability, political preferences, sexual orientation or philosophical belief.

Department heads are responsible for selecting and promoting qualified employees. On an annual basis, department heads conduct performance assessment to assess the employees based on their attendance, work performance, and working attitude. By reference to these attributes, department heads identify and promote those employees who have the capabilities to take up more responsibilities.



## SOCIAL (CONTINUED)

### WELFARE AND BENEFITS

Employees are entitled to all statutory holidays, leave and welfare as stipulated in the Employment Ordinance including but not limited to maternity leave, paternity leave and annual leave.

Apart from statutory benefits, we also provide medical benefits to our employees after their completion of probation. The medical insurance covers part of their medical fee for diagnosis, hospitalization and outpatient follow-up care which could lessen employees' financial burden with regard to medical expenses.

### FEEDBACK AND GRIEVANCE

We recognize employees as our valuable assets, and we encourage our employees to freely express ideas without the fear of being judged or reprimanded by fellow employees or management executives. We conduct staff survey once a year to collect information on employees' views and opinions. Employees are encouraged to actively participate in the survey. Based on the results of the survey, we would identify the root causes and seek solutions to resolve the problems.

Team briefings are held once every quarter to enhance the communication among employees from different job levels. At the briefings, employees may ask questions or give comments which their managers may address or, if necessary, escalate to a more senior level of management for further information or decision.

Employees who feel that they have been unjustly dealt with in any disciplinary matter or unfairly treated in any way may write to their corresponding department heads. Interviews may be arranged for the employees to express their grievance to their department heads. If the employee concerned is not satisfied after the interview with the department head, the employee has the right to inform our Human Resources Manager who would then arrange an interview between our General Manager and the employee concerned.

### HEALTH AND SAFETY

We comply with all relevant laws and regulations that have a significant impact on us including but not limited to "Occupational Safety and Health Ordinance" in Hong Kong. We have internal policies and systems in place with a view to ensuring compliance with such requirements. As stipulated in the "Employees' Handbook", we have established a series of health and safety policies to safeguard the health and safety of our employees, expecting all employees to strictly follow.

If an employee were injured or witnessed any injury at work, the employee should inform his/her supervisor or department manager as soon as possible. The supervisor or department manager must then report the details of the accident to our Human Resources Department within 24 hours.

During the Reporting Period, no case of work-related fatalities and injuries was reported.

**SOCIAL** (CONTINUED)**WORKING ENVIRONMENT**

We undertake to provide a healthy working environment for our employees by promoting a smoke-free working environment. Smoking inside the office including lift lobby and toilet is strictly prohibited. Employees should ensure that guests or visitors also adhere to the same rules while they are in the office.

We have also established an alcohol and drug use policy which considers that abuse of alcohol, drug or other substance by employees will impair their health, performance, safety, work efficiency as well as productivity. Employees who are addicted to alcohol, drug or other substance and disclose their problems to management will not be dismissed provided that they seek immediate medical treatment.

Fire evacuation guidelines are clearly detailed in the “Employees’ Handbook” with an aim to educate employees with adequate fire evacuation knowledge and minimize the chance of serious injuries during fire incidents. Fire escape route is put up at a prominent spot to acquaint the employees with the route in the case of emergency. In addition, our offices are equipped with adequate fire safety measures such as automatic sprinkler system, fire extinguisher and fire alarm in order to reduce the impact when fire incidents happen.

**DEVELOPMENT & TRAINING**

As stipulated in the “Employees’ Handbook”, the Group has established a training policy which encourages our employees to develop their work competency in order to meet the corporate objectives. Suitable training and development opportunities are provided to our employees to assist them in meeting the corporate objectives as well as achieving personal development goals.

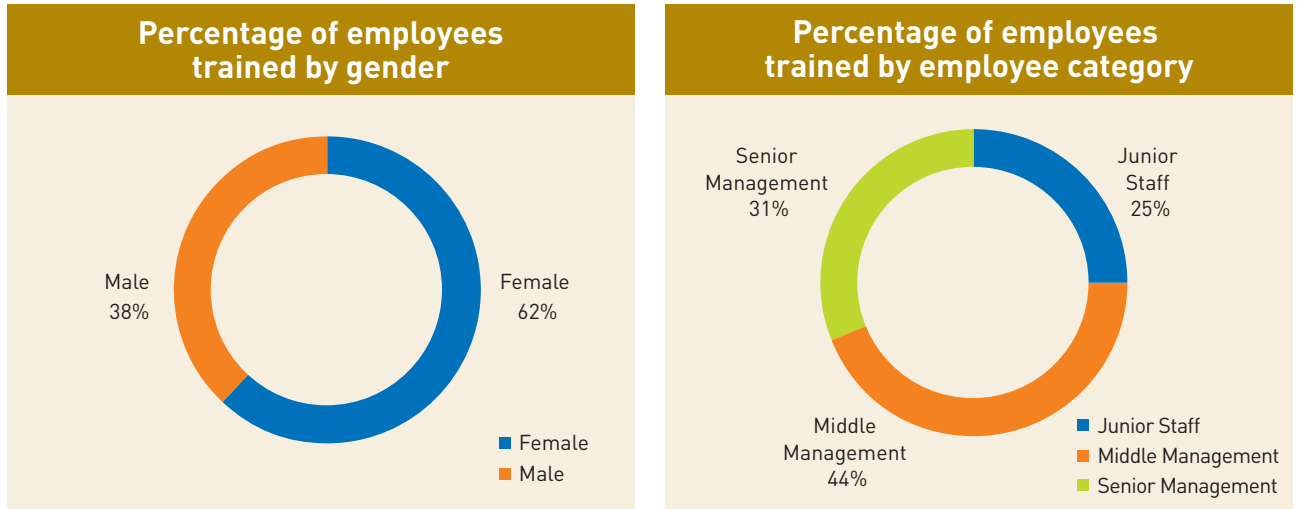
In particular, we conduct an orientation course for new employees in their first week of employment. The orientation helps our new employees to acquaint themselves with our management structure, company culture and mission, as well as our employees’ roles towards our business objectives and office procedures.

During the Reporting Period, all employees<sup>4</sup> attended a leadership training course with an average of nine training hours per employee<sup>5</sup>. In this respect, the percentages of employees trained by gender and employment grade category are respectively shown as follows:

<sup>4</sup> There were 16 employees in total as at 31 March 2018.

<sup>5</sup> Each employee was trained for the same number of hours during the Reporting Period i.e. the average training hours completed per employee by gender and employee category were both 9 hours.

## SOCIAL (CONTINUED)



## LABOUR STANDARD

We comply with all relevant laws and regulations that have a significant impact on us such as “Employment Ordinance” in Hong Kong. The Group strictly prohibits any recruitment of child and forced labour. Our Human Resources Department keeps abreast of the latest labour standard. During the Reporting Period, no case of child and forced labour was found or reported.

As stipulated in our “Entity Level Control Manual”, all new recruits should be interviewed by a member of our Human Resources Department with proper records of the interview and basic information of the applicants. The records include the date of the interview, name of the applicant and the interviewer, applicant’s date of birth, education history and results, relevant skills and experiences, interviewer’s comment and recommendation. The above recruitment practice prevents recruitment of child and forced labour.

If our management discovered such irregular child and forced labour, we would immediately terminate the contract and investigate into the incident. We may also take disciplinary action against any staff members who are responsible for the causes of the incident.

## SUPPLY CHAIN MANAGEMENT

In the ordinary course of business, we solicit legal opinions from legal counsels, outsource repair and maintenance services provided to our tenants, and search for property investment opportunities through estate agents. In order to control the quality and performance of these vendors, thorough screening procedures have been performed on each vendor in accordance with our “Entity Level Control Manual”. The selection basis is based on the following criteria:

- Previous experience and past performance
- Reliability and responsiveness
- Financial status
- Any relationship with staff, if applicable, disclosed
- Fee/price of service /product
- Credit terms

**SOCIAL** (CONTINUED)

Concerning our previous experience with the repair and maintenance vendors, we look into their services as to whether they take environmental protection into consideration. We select vendors that use environmentally safe and non-toxic paints and other environmental friendly materials.

Those vendors that satisfy the above criteria would be nominated and reviewed by our Investment Committee or Executive Committee depending on the service nature and then approved by the Board on an annual basis. As at 31 December 2017, there were 20 approved vendors which are all located in Hong Kong.

**OUR SERVICES**

We engage in property investment in Hong Kong with a principal focus on office, retail and industrial properties leasing, and property management business. We provide property management service to our tenants and independent property owners who demand property management service. We have established stable relationship with our tenants. The tenant whom we have the longest relationship with has leased our properties for over 19 years.

We comply with all relevant laws and regulations that have a significant impact on us including but not limited to "Building Ordinance", "Stamp Duty Ordinance" and "Building (Standards of Sanitary Fittings, Plumbing, Drainage Works and Latrines) Regulations" in Hong Kong. During the Reporting Period, there was no leased property being named or penalized for any safety and health issues.

We ever received requests from clients regarding repair and maintenance of the leased properties as part of our property management service, and yet we did not receive any material complaint from clients in relation to properties' safety during the Reporting Period. If any complaints arise, our team will follow the "Entity Level Control Manual" for handling disputes, claims and complaints.

**DATA PROTECTION AND PRIVACY**

We comply with "Personal Data (Privacy) Ordinance" in protecting clients' information and avoiding any misuses of our clients' information. In accordance with the "Employees' Handbook", all employees should observe confidentiality requirement, and all information relating to the business and our clients is strictly kept confidential. All employees are responsible for maintaining the confidentiality of the information entrusted to them as a result of their roles, except when the disclosure is legally authorized or mandated. Each employee must safeguard the Group's confidential information and should not disclose it to a third party without prior consent of senior management.

As stipulated in the Property Management Agreements, we should not, at any time during or after the term of the agreements, disclose to any person any information in relation to any of the properties without prior written consent of our clients, unless and to the extent that it is necessary to make any such disclosure.

Clients' data are stored in computing servers which are locked up in a cabinet and kept away from unauthorized personnel. We also have a strong network system which is only internally connected. Our Wifi network is guarded by an end-point control product. Guests are only granted with Wifi access by the use of daily password or time-based voucher. The firewall log is reviewed and documented by a designated member of staff on a periodical basis and is reported to management on any exceptions noted. Firewall setting is reviewed and reported to management from time to time to ensure that the network is well protected from potential intrusion.

## SOCIAL (CONTINUED)

### ANTI-CORRUPTION

We comply with all relevant laws and regulations that have a significant impact on us including but not limited to the “Prevention of Bribery Ordinance”. During the Reporting Period, there were no concluded legal cases regarding corrupt practices brought against the Group or our employees.

The Group does not tolerate any form of corruption (including the giving and receiving of bribes) and takes the most serious view of any attempt to commit corrupt practices by members of staff, contractors, agents and business partners. Cases of suspected corruption will be properly investigated and appropriate action will be taken, including reporting to the appropriate authorities, disciplinary action, prosecution and active pursuit of recovery.

We have established a Whistle-blowing Policy which is intended to encourage and enable employees and others to report violations or suspected violations and to raise serious concerns about possible improprieties in matters of financial reporting or other matters in the Group. It is the responsibility of all directors, officers and employees of the Group to comply with the Policy by reporting violations or suspected violations. Any employee should report promptly to the Chairman of our Audit Committee or his designee of any unethical or improper practices noted. All such questions, concerns, suggestions or complaints should be sent in writing to the Chairman of our Audit Committee or his designee by email or post.

Moreover, we have established an “Anti-bribery & Anti-corruption Statement” with an aim to prevent, detect and eliminate corrupt practices.

Furthermore, it is the company policy that no employee will suffer any retaliation or adverse consequences for refusing to pay a bribe. We have a number of channels that employees can go through in order to speak to someone about any concerns in confidence:

- the “whistle-blowing” hotline
- the line managers
- the HR manager
- the Chief Financial Officer

### COMMUNITY INVESTMENT

We deeply understand the importance of contributing to the society and upholding the corporate social responsibilities. Therefore, we encourage our employees to take part in community services so as to contribute to a more sustainable and harmonious society. In addition, we are exploring different opportunities in serving the society.

# STOCK EXCHANGE ESG REPORTING GUIDE CONTENT INDEX

Aspect	Description	Chapter	Remarks
<b>A. Environmental</b>			
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.	<i>Overview</i>	
KPI A1.1	The types of emissions and respective emissions data.	<i>Emissions</i>	
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	<i>Greenhouse Gas Emissions</i>	
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	<i>Waste Management</i>	<i>No hazardous waste produced.</i>
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	<i>Waste Management</i>	
KPI A1.5	Description of measures to mitigate emissions and results achieved.	<i>Energy Efficiency</i>	
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	<i>Waste Management</i>	
A2 Use of Resources			
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	<i>Use of Resources</i>	
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).	<i>Energy Efficiency</i>	
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	<i>Water Usage</i>	
KPI A2.3	Description of energy use efficiency initiatives and results achieved.	<i>Energy Efficiency</i>	<i>This is our first ESG Report. No data is available regarding the results achieved by implementing energy use efficiency initiatives.</i>
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	<i>Water Usage</i>	

## STOCK EXCHANGE ESG REPORTING GUIDE CONTENT INDEX

(CONTINUED)

Aspect	Description	Chapter	Remarks
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	<i>Not Applicable</i>	<i>No packaging material is involved during our daily operation as a property investment company and property management service provider.</i>
A3 The Environment and Natural Resources			
General Disclosure	Policies on minimizing the issuer’s significant impact on the environment and natural resources.	<i>Not Material</i>	<i>As a property investment company and property management service provider, we consider our operation does not impose any impact on the environment and natural resources.</i>
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.		
B. Social			
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.	<i>Employment, Recruitment and Promotion, Welfare and Benefits, Feedback and Grievance</i>	
KPI B1.1	Total workforce by gender, employment type, age group and geographical region.	<i>Employment</i>	
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	<i>Employment</i>	
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.	<i>Health and Safety</i>	
KPI B2.1	Number and rate of work-related fatalities.	<i>Health and Safety</i>	
KPI B2.2	Lost days due to work injury.	<i>Health and Safety</i>	



## STOCK EXCHANGE ESG REPORTING GUIDE CONTENT INDEX

(CONTINUED)

Aspect	Description	Chapter	Remarks
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	<i>Health and Safety, Working Environment</i>	
B3 Development and Training			
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	<i>Development and Training</i>	
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	<i>Development and Training</i>	
KPI B3.2	The average training hours completed per employee by gender and employee category.	<i>Development and Training</i>	
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 labor.	<i>Labour Standard</i>	
KPI B4.1	Description of measures to review employment practices to avoid child and forced labor.	<i>Labour Standard</i>	
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	<i>Labour Standard</i>	
B5 Supply Chain Management			
General Disclosure	Policies on managing environmental and social risks of the supply chain.	<i>Supply Chain Management</i>	
KPI B5.1	Number of suppliers by geographical region.	<i>Supply Chain Management</i>	
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.	<i>Not Disclosed</i>	
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.	<i>Our Services, Data Protection and Privacy</i>	
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	<i>Not Applicable</i>	<i>As a property investment company or property management service provider, no product is sold or shipped that is subject to recall.</i>

## STOCK EXCHANGE ESG REPORTING GUIDE CONTENT INDEX

(CONTINUED)

Aspect	Description	Chapter	Remarks
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	<i>Our Services</i>	
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	<i>Not Applicable</i>	
KPI B6.4	Description of quality assurance process and recall procedures.	<i>Not Disclosed</i>	
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	<i>Data Protection and Privacy</i>	
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.	<i>Anti-Corruption</i>	
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.	<i>Anti-Corruption</i>	
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	<i>Anti-Corruption</i>	
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.	<i>Community Investment</i>	
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labor needs, health, culture, sport).	<i>Not Disclosed</i>	
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	<i>Not Disclosed</i>	