

Independent Verification

Objectives

Hong Kong Productivity Council (HKPC) was commissioned by Swire Properties Limited (Swire Properties) to verify the Swire Properties Environmental, Health & Safety (EHS) Report 2003 (the 'Report'), which covers Swire Properties' EHS performance to date with a focus on achievements during the calendar year 2003. The objectives of HKPC's verification work are to:

- Assess whether the Report covers all relevant issues in relation to Swire Properties' EHS performance;
- Assess whether the selected statements and data presented in the Report are accurate;
- Assess whether the data collection and information management systems used to prepare the Report are reliable; and
- Provide recommendations for future reports.

Approach

Our verification procedures comprised a review of the Report, selection of a representative sample of statements and data and interviews with representatives from Swire Properties. During the interviews, the documented supporting materials relating to the selected statements and data as well as Swire Properties' management practices and EHS initiatives were explained to and examined by our consultant.

Results

Report Completeness. The Report is considered to be comprehensive and provides a balanced overview of Swire Properties' EHS performance with respect to its core business activities, key EHS issues, commitments and achievements. The Report presents sufficient information to communicate Swire Properties' approach to realising its philosophy 'Building Communities' through responsible planning, design, managing the construction and operation of its properties. The Report also clearly sets out long-term areas of focus and specific targets for 2004 for further improving the company's EHS performance.

Report Accuracy and Reliability. The selected statements and data are consistent with the materials examined by HKPC during the verification process and reflect an accurate account of Swire Properties' EHS management practices and performance. The data collection and information management systems used are considered to be both effective and reliable. Of particular note, Swire Properties maintains an organised, effective and reliable EHS database which includes data on its key EHS aspects.

Recommendations for Future Reports. Swire Properties is commended for completing this first EHS Report as one of the channels to inform its stakeholders of its EHS commitments and performance. Swire Properties is encouraged to involve the stakeholders throughout the reporting process and include in future reports how the stakeholder feedback is used to improve its reporting and internal management procedures. This first Report provides extensive qualitative background information on Swire Properties' diverse activities and EHS initiatives. Building on this foundation, Swire Properties is encouraged to further establish appropriate quantitative key performance indicators and summarise and include them in future reports using graphical presentation format to facilitate year-on-year comparisons of performance.



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