



Sustainable  
Development  
Report  
2015





Cover image: Detail of Climate Ribbon™ at Brickell City Centre, Miami



MEMBER OF  
**Dow Jones**  
**Sustainability Indices**  
In Collaboration with RobecoSAM



Hang Seng Corporate  
Sustainability Index  
Series Member 2015-2016



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2015 was another exciting year for us at Swire Properties.

We opened our retail complex Sino-Ocean Taikoo Li Chengdu in April, followed by our third hotel from the House Collective, The Temple House. In Miami, we continued work on our first mixed-use project in the US, Brickell City Centre, while in Hong Kong, we launched WHITESANDS, our first collection of homes near the shoreline.

These were just a few of our key activities for 2015. Our portfolio now includes a combination of office, retail, residential, hotel and mixed-use properties in Hong Kong, Mainland China (Beijing, Chengdu, Guangzhou) and the US (Miami, Florida).

As our portfolio continues to expand, we are reminded of the importance that sustainable development plays in the long-term success of our business.

In our Sustainable Development Report 2015, we highlight a number of our recent sustainable development innovations. These include a detailed description of our people-centred, integrated design approach to large-scale urban development, as illustrated by the Climate Ribbon™ at Brickell City Centre (see [Sustainability in Action](#)).

Apart from these innovations, in 2015 we also made significant internal investments to strengthen our sustainable development performance.

Specifically, we invested in our people and the systems to support the integration of sustainable development across our business functions and business units.

We also invested in a comprehensive internal and external stakeholder engagement process to understand materiality and expectations. During this process, we sought the views of a range of stakeholders, including our employees, tenants, members of the communities in which we operate and non-governmental organisations. These insights provided the groundwork for several months of strategic planning with our senior leadership team and

general managers to review and develop a new sustainable development strategy (see [Sustainable Development Strategy Workshop in Chengdu](#)).

We continue to take a long-term view on managing our business and, as such, we are finalising a sustainable development strategy that looks closely at our vision and goals in managing environmental, social and economic impacts up to 2030. We will conclude the strategy development process in 2016, and we look forward to sharing our plans when they are complete.

Our business must increasingly adapt to a world in which everything we do – from designing and developing buildings in Chengdu, to working with our partners and communities in Florida – is judged by our impact upon the environment and the people who live, work and visit the neighbourhoods of which we are a part. We recognise that this is hard work. We must challenge ourselves as an organisation to make the changes necessary to meet and exceed these expectations.

Looking ahead to the rest of 2016, we expect more progress to be made in Hong Kong, Mainland China and the US. It is our belief that the sustainable development investments we made during 2015 will result in greater innovations across our portfolio in the years to come.

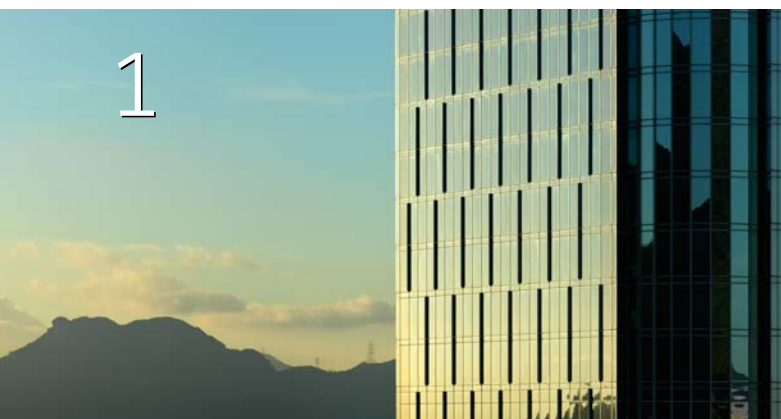
To help us continually improve and accelerate our sustainable development performance, we value your thoughts and feedback.

Thank you for reading our Sustainable Development Report 2015 and for your ongoing support.

**Guy Bradley**  
Chief Executive, Swire Properties

# chief executive's message





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## 1 Included in Leading Global and Regional Sustainability Indices

Swire Properties was selected as a constituent of the Dow Jones Sustainability Asia Pacific Index and the Hang Seng Corporate Sustainability Index.

## 2 Brickell City Centre: A New Landmark in Miami

Brickell City Centre is a large-scale sustainable urban development innovation. This mixed-use project features numerous green building solutions, including the Climate Ribbon™.

## 3 2020 Energy Reduction Pledge

We have continued to develop and enhance our energy-saving targets and strategies through a number of initiatives, including our 2020 Energy Reduction Pledge, which sets challenging annual energy reduction goals for our portfolios.

## 4 Swire Properties Wins Gold Award for Safety Invention

The technical team at Cityplaza won the gold Safety Enhancement Programme Award at the 14<sup>th</sup> Hong Kong Occupational Safety & Health Awards for their innovative portable ventilation system.

## 5 “Green Pledge” for Tenants at TaiKoo Hui

TaiKoo Hui signed memoranda of understanding with four office tenants to implement a series of green initiatives.

## 6 Promoting Conservation through the Horseshoe Crab Fostering Programme

Swire Properties became the first corporation to partner with the Ocean Park Conservation Foundation Hong Kong on its Baby Horseshoe Crab Fostering Programme.

## 7 Two Exemplary Green Building Projects in Hong Kong

One Taikoo Place and our other new office development in Kowloon Bay include innovative environmental features, adopting a life cycle approach to building design.

# headline stories





## **our** business

Our core values of integrity, originality, long-term focus and quality inform the way we operate our business and enable us to enhance the value of our investments. We are committed to operating in an environmentally, socially and economically responsible way.





**HK\$7.31  
billion**

of adjusted  
underlying profit  
and HK\$14 billion  
of reported profit  
achieved

**Joint**

crisis simulation  
exercise for our  
Hong Kong and  
Mainland China  
offices was  
conducted

**2015  
ULI  
Global  
Award**

for Excellence  
Winner was  
awarded to  
Sino-Ocean  
Taikoo Li  
Chengdu

**New**

sustainable  
development  
framework was  
formulated in  
SD Strategy  
Workshop

**Green**

Procurement  
Tracking system  
launched

**Three**

major global and  
regional  
sustainability  
benchmarks  
listed Swire  
Properties



Whether we are developing a site or revitalising an existing building, we take great care to consider the health, safety and well-being of our communities, to reduce negative impact on the surrounding environment.

## About Swire Properties

Established in Hong Kong in 1972, Swire Properties develops and manages office, retail, hotel and residential properties, with a focus on mixed use developments in prime, accessible locations across Hong Kong, Mainland China and the US. Swire Properties is listed on the Main Board of the Stock Exchange of Hong Kong.

For a complete overview of our business strategy, operations and financial performance, please refer to our [2015 Annual Report](#).

### Swire Properties Included in Three Major Global and Regional Sustainability Benchmarks

In 2015, we received the following recognitions for our long-term investment in, and commitment to, sustainability.

In August 2015, we were selected as a constituent of the Hang Seng Corporate Sustainability Index, which comprises 30 listed companies from Hong Kong that have performed well in the field of corporate sustainability based on an independent assessment.

In September 2015, we were selected by the S&P Dow Jones Indices and sustainable investment specialist RobecoSAM for inclusion in the Dow Jones Sustainability Asia Pacific Index, which tracks the performance of the top 20% of the 600 largest Australian, Hong Kong, Japanese, Korean, New Zealand, Singaporean and Taiwanese companies in the S&P Global Broad

Market Index that lead the field in terms of sustainability. More than 1,800 companies were evaluated for inclusion, with just nine Hong Kong listed companies being included in the Dow Jones Sustainability Asia Pacific Index in 2015. Swire Properties is one of the three Hong Kong companies under the “Real Estate” category.

In October 2015, we were ranked 17 out of 100 companies across Hong Kong, Mainland China, India, Indonesia, Malaysia, the Philippines, Singapore, South Korea, Taiwan, Thailand and Japan in the 2015 Channel NewsAsia Sustainability Ranking. The ranking was based on sustainability performance according to a broad range of environmental, social and governance indicators.

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## Business Strategy

As a leading developer, owner and operator of mixed-use commercial properties in Hong Kong and Mainland China, our strategic objective is sustainable growth in value over the long term.

To achieve this, whether we are developing a site or revitalising an existing building, sustainable development is central to our strategy. We take great care to consider the health, safety and well-being of our communities, to reduce negative impact on the surrounding environment.

## Sustainable Development Approach and Structure

As part of our commitment to sustainable development, we incorporate social, economic and environmental risks and benefits into our business decision-making. We therefore take sustainability considerations into account at various stages of our development projects, including inception, planning, design, procurement, construction, occupation and demolition or conversion.

Our approach is directed by our [Sustainable Development Policy](#), which provides a framework for us to manage the environmental,



social and economic risks and opportunities of our business decisions, and supported by our [Environmental Policy](#), [Energy Policy](#), [Health & Safety Policy](#) and [Supplier Code of Conduct](#).

Our Sustainable Development Steering Committee is responsible

for assessing social, economic and environmental risks and benefits in our business decision-making process, and for monitoring our performance. The committee includes representatives from all key departments.



### Sustainable Development Strategy Workshop in Chengdu

Given the growth of our business in recent years and the changes to the environment in which we operate, in 2015, we conducted a comprehensive review of our sustainable development strategy. The review included interviews and discussions with external stakeholders, internal meetings and focus group sessions, interviews with middle- and senior-level executives as well as in-depth research on future trends. Sustainable development strategy was a key topic discussed at

our 2015 senior management off-site workshop in June 2015 in Chengdu.

Working with a specialist consultancy firm and involving our senior management, including our Chief Executive, a significant portion of the workshop was used to review our existing sustainable development strategy and action plan. We are now in the process of developing a new sustainable development strategy and working with individual departments within Swire Properties with a view to further integrating this strategy into our business.

## Corporate Governance

We are committed to conducting our business in accordance with high ethical standards, reflecting our belief that to attain our long-term objectives, it is imperative to act with probity, transparency and accountability. Swire Properties is governed by a Board of Directors, which has responsibility for the strategic leadership and control of the company and its subsidiaries. The Board is committed to maintaining

and developing robust corporate governance practices, and it makes strategic decisions to maximise shareholder value while taking due account of the broad range of stakeholder interests, including those of our employees, business partners and communities.

Swire Properties has adopted a [Corporate Governance Code](#)<sup>1</sup> which sets out our corporate governance practices.

<sup>1</sup> Refer to the 2015 Annual Report for more on the Corporate Governance Code.





## Risk Management

Since profits are, in part, the reward for successful risk taking in business, our risk management systems are designed to manage, rather than eliminate, the risk of failure to achieve business objectives. We have in place an enterprise risk management framework, which helps guide our business decisions. We take a proactive approach, recognising that our continued growth and profitability relies on our ability to effectively manage risk.

To address business interruption risk, we have had a Business Recovery Plan in place since 1997, which enables us to maintain crisis planning and execution capabilities in response to potentially harmful incidents. We have implemented a streamlined reporting system using mobile apps and digitalised platforms to facilitate communication between relevant parties in handling crises. We also carried out a joint crisis simulation exercise for our Hong Kong and Mainland China offices in March 2015.

To facilitate compliance with applicable legal requirements and to better align our risk management practices, we have issued a Business Compliance Manual.<sup>2</sup> To account for our portfolios outside Hong Kong, we have revised the manual to suit local needs and compliance requirements.

## Fair Operating Practices

We are committed to adhering to the principles set out in our [Corporate Code of Conduct](#), which outlines our operating principles. Such operating principles commit us and our employees to maintain high standards of business ethics and corporate governance, and to deal appropriately with our employees, those with whom we do business and the communities in which we operate. We are committed to conducting our businesses with integrity and fairness. We require our employees to comply with all applicable legal requirements. It is our policy to abstain from making political contributions. We require employees to declare gifts received from vendors and clients, except for advertising or promotional gifts of a nominal value. We respect property rights (including intellectual property rights) and require our employees to comply with applicable legal requirements relating to the collection, holding, processing, disclosure and use of personal data, and to respect the privacy of others and the confidentiality of information received in the course of business. No confirmed corruption-related incidents were recorded in our operations in 2015.

<sup>2</sup> The Business Compliance Manual addresses a range of risks, including business and public health risks

We are committed to ensuring that our marketing and communications materials are in compliance with government regulations and industry guidelines, including the Residential Properties (First-hand Sales) Ordinance, the Consent Scheme of the Hong Kong Lands Department and the self-regulatory regime of the Real Estate Developers Association of Hong Kong. We have channels to receive feedback from our shareholders, customers, suppliers, contractors and employees.

## Customer Focus

We are committed to protecting the health & safety and privacy of our customers, establishing clear communication channels and providing exemplary service. We encourage our staff to deliver the highest standards of customer service to help us deliver exceptional service.

### Mystery Shopper Programme and Six Star Service Programme

To enhance the overall customer experience at our various portfolios, we conducted our Mystery Shopper Programme, which assessed the customer service performance of frontline

Our environmental management plan establishes guidelines to help us monitor indoor air quality and drinking water quality in our buildings for the benefit of our tenants and customers. We also take extensive measures to reduce noise pollution during construction and renovation in order to minimise our impact on the environment and the communities in which we operate.

employees at several of our portfolios in Hong Kong, and our Six Star Service Programme, which standardised service quality at the point of delivery and offered related coaching and guidance to frontline staff at our residential buildings in Hong Kong.





### Sino-Ocean Taikoo Li Chengdu Selected as a 2015 Global Award for Excellence Winner by the Urban Land Institute

In June 2015, Sino-Ocean Taikoo Li Chengdu was selected by the Urban Land Institute as one of the 10 winners of the Global Award for Excellence. The Urban Land Institute is a multidisciplinary real estate forum that facilitates the open exchange of ideas, information, and experience among industry leaders and policy makers.

The Global Awards for Excellence honour superior developmental efforts that go beyond good design, including leadership, community contribution, innovations, public-private partnerships, environmental protection, response to societal needs and financial viability.

Located at the heart of a commercial district of Chengdu, Sino-Ocean Taikoo Li Chengdu is a 1.14 million sq ft open-plan, lane-driven retail complex built around the Daci Temple, which dates from the 12<sup>th</sup> century. Sino-Ocean Taikoo Li Chengdu adopts an innovative architectural design that features traditional Sichuan architecture while incorporating modern building techniques and materials.



Sino-Ocean Taikoo Li Chengdu incorporates environmentally friendly features throughout the complex, including architectural fins on the façade, roof eaves for solar shading and rainwater harvesting. During its design, computational fluid dynamics analysis was used to improve the surrounding microclimate. The project received a Gold rating for LEED Neighbourhood Development and achieved a China Green Building Design Label 2-Star Rating.





### **MOUNT PARKER RESIDENCES Wins Three Prestigious Design Awards**

MOUNT PARKER RESIDENCES, our residential project in Quarry Bay, was awarded three design awards in 2015. It was a project winner in the Residential Lobby/ Amenity Space category of Interior Design magazine's Best of Year 2015 Awards, it won a "Best 10" award in the Public Space category of the Asia Pacific Interior Design Awards 2015 and it won a Certificate of Excellence in the Best Institutional/Public Space category of the A&D Trophy Awards 2015.

## **Supply Chain**

We work with our suppliers to reduce social and environmental impacts. Our **Supplier Code of Conduct**, which is incorporated into contracts with our suppliers in Hong Kong and Mainland China, requires them to comply with our sustainable development standards. The **Supplier Code of Conduct** deals with regulatory compliance, forced labour, child labour, health & safety, environmental issues, compensation and working hours, human rights, subcontractor management, ethics and reporting. Each supplier's compliance with the code is assessed.

### **Green Procurement Tracking System Launched**

We launched our Green Procurement Tracking system in 2015 as part of our commitment to green procurement. The system uses new features of our Property Management System to help track the green purchasing of selected office products, building services equipment and building materials, from the tendering process through to purchase. To help us monitor the efficacy of our green procurement on an ongoing basis, the system takes a number of green criteria into account for procured items, including whether they have been accredited with a recognised green label or certificate. The data collected by the system will allow us to systematically track our company-wide green procurement performance to help identify areas for improvement. In 2015, six types of building materials were tracked and 66%, or HK\$7million, of green products were procured.

### **Sustainable Seafood at Feast**

During the summer of 2015, Feast – EAST, Hong Kong's all-day café – joined more than 100 restaurants across Hong Kong in offering its own Ocean-Friendly Menu as part of WWF Hong Kong's Sustainable Seafood Week, which aimed to help increase awareness of, and accessibility to, sustainable seafood.

Feast also included a special sustainable seafood dish on its à la carte menu in November 2015 as part of the restaurant's participation in the Kin Hong Sustainable Seafood Festival, organised by the Ocean Recovery Alliance, a Hong Kong non-profit organisation, in collaboration with the Marine Stewardship Council and the Aquaculture Stewardship Council, the primary organisations responsible for setting standards and certifying sustainable seafood globally.





**sustainability**  
in action

Brickell City Centre:  
A New Landmark for Miami

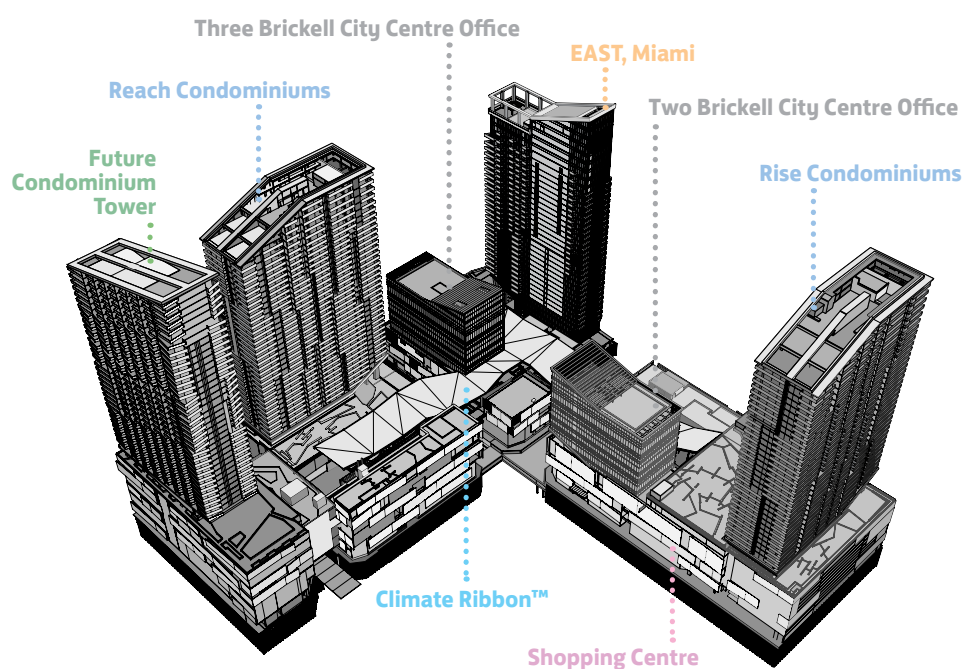




Brickell City Centre

Located at the centre of South Florida's international trade and finance corridor, Brickell City Centre comprises 5.4 million sq ft of office, residential, hotel, retail and entertainment space. Scheduled to open in 2016, Brickell City Centre includes numerous green building features and offers a unique retail experience, an innovative underground parking solution and a site-integrated Metromover light rail station, making it a vibrant and connected community hub in the heart of Miami.

- Reach and Rise are twin luxury condominium towers comprising 780 total units
- EAST, Miami is one of Swire Hotels' lifestyle business hotels
- Two Brickell City Centre and Three Brickell City Centre together offer over 260,000 sq ft of prime office space
- The 500,000 sq ft open-air shopping centre integrates shopping, dining and public space
- The 100,000 sq ft Climate Ribbon™ improves the microclimate of the public spaces





Community is at the heart of everything we do here at Swire Properties, and it has been our focus for over 30 years. Brickell City Centre was born out of a mission to create a true centre in the heart of Brickell in Miami. With our Climate Ribbon™, our LEED certifications, our green roofs and our neighbourhood endeavours, we've built responsibly and sustainably, and we've created a fresh energy for the city that we are extremely proud of.

**Stephen Owens**  
President  
Swire Properties Inc.



The CLIMATE RIBBON® shelters a pedestrian street to improve the microclimate of the public spaces

## Innovation in Large-scale Sustainable Urban Development

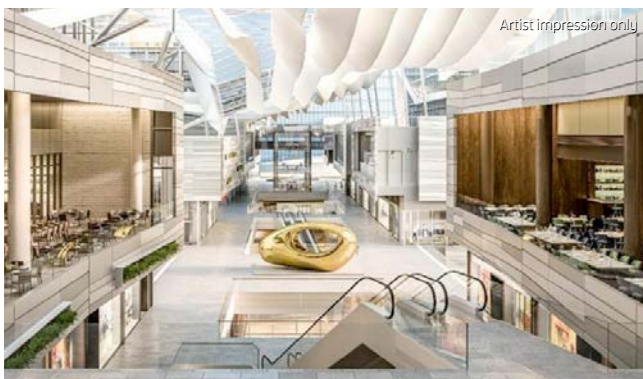
### A Symbol of Sustainability, a Community Hub and an Inviting Retail Destination

Swire Properties has more than 30 years of operational experience in Miami and strong relationships with the local community. Brickell City Centre reflects our long-standing connection to the city and our commitment to sustainable design. With its pedestrian- and public transit-friendly connectivity and high-performing green buildings, parks and green space, Brickell City Centre is designed with the goal of achieving LEED Neighbourhood Development Gold certification for the entire development.

### Brickell City Centre Endorsed as a “Smart Growth-Oriented” Development

In February 2015, the Smart Growth Partnership, a collaborative that promotes liveable, sustainable and green communities in the South Florida region, endorsed Brickell City Centre as

a “smart growth-oriented” development. The endorsement was based on an evaluation of how well the development’s design has adhered to smart growth principles, including water and energy efficiency, the use of open space, accessibility via multiple transportation options, walkability and community involvement.



The retail portion spans over 500,000 sq ft

This multi-use development serves those who work and live in the area, as well as those who visit and shop there. The Climate Ribbon™ – an innovative sustainability feature comprising an elevated trellis of steel, glass and canvas – forms a central corridor and creates a unique indoor/outdoor, naturally lit and naturally cooled environment.

The Climate Ribbon™ is part of Brickell City Centre’s overall people-centred, human-scale design, which features 484,000 sq ft of interconnected walkways at multiple levels, open civic spaces, active street fronts and tree-lined sidewalks, making it one of the most pedestrian-friendly projects in the US.



## Connectivity

Complementing the pedestrian-friendly design of Brickell City Centre is its connectivity with surrounding pedestrian walkways, bike paths and public transportation, including to surrounding Metrobus stops, Miami Trolley stops and the nearby Metrorail and the Metromover light rail, which can be accessed from an on-site station. A two-storey parking garage spans the entire underground area beneath the development site, freeing up above-ground surface area and allowing for more traffic control.

## Socioeconomic Impact

The development of Brickell City Centre involved the creation of approximately 1,700 construction jobs per year over the four-year construction period, and the creation of approximately 3,700 direct and 2,500 indirect jobs following construction. From its inception in 2012 until the end of 2015, the project provided approximately US\$5.4 million in ad valorem taxes, US\$1 million in annual revenue from parking surcharges and US\$6.1 million in permit and impact fees for the City of Miami, as well as approximately US\$9.6 million annually in ad valorem taxes and US\$1.2 million in impact fees for Miami-Dade County.



An on-site Metromover light rail station provides direct transit connections to other destinations



An optimal atmosphere of uniqueness and aspiration

“This is the new generation of retail in which the role of a mall as a destination ‘building’ is changed into a destination ‘district’. The streets that channel traffic to the shops across multiple blocks maintain the city fabric. This adaptive reuse of the city grid fulfills a fundamental principle of sustainability while also being good urbanism.”

**Bernardo Fort-Brescia**  
Principal, Architect AIA  
Arquitectonica, Miami  
March 2016

## Green Building Certifications and Achievements

Brickell City Centre is targeted to be LEED certified for Neighbourhood Development in 2016 and, based on their sustainability performance, each of Brickell City Centre's six buildings is expected to be LEED certified: the two residential towers, two office towers and the hotel are expected to be LEED Gold certified, and the shopping centre is expected to be LEED Silver certified.

Brickell City Centre's buildings were each designed to incorporate energy-efficient systems. All buildings are expected to have a minimum 10% energy reduction<sup>3</sup> and will use high-efficiency glazing systems with high-performance double insulated glass

as well as energy-efficient mechanical systems.

There is expected to be a 35% reduction in potable water use from plumbing fixtures<sup>4</sup>, saving nearly 21 million gallons of potable water per year. Additionally, the landscaping will comprise only low-water-consuming plants and there will be a high-efficiency irrigation system supplied with water collected from the Climate Ribbon™ and building roofs.

Throughout the construction of Brickell City Centre, sustainable construction practices were adopted, including the procurement and use of sustainable materials and products. In addition, contractors minimised the amount of construction waste discharged to landfills.

<sup>3</sup> Compared with ASHRAE 90.1-2007. <sup>4</sup> Based on the US Government's Energy Policy Act of 1992 and the International and Uniform Plumbing Codes.





A fluid ceiling beneath the sinuous blades of architectural fabric shading (Photo by Erieta Attali)

## Climate Ribbon™

The Climate Ribbon™, an elevated trellis of steel, glass and canvas, is placed above the main pedestrian thoroughfare of the shopping centre, binding each component part together while also improving the microclimate of the public spaces.

This unique architectural feature was devised as a solution to the climactic challenges posed by the project, including how to naturally provide adequate shade, shelter and ventilation throughout the Brickell City Centre's outdoor areas.

Working together with Arquitectonica and Paris-based designer Hugh Dutton of Hugh Dutton Associés, Swire Properties considered the climactic challenges and led the design process. The lengthy process, which took place over several years, reflected the complexity of addressing the many climactic challenges with a single solution.



The Climate Ribbon™ ties the building blocks together and provides shading and natural ventilation to pedestrians

“The Climate Ribbon™ is...much more than a technical exercise. As an icon of the symbiosis of man and nature, it is also a statement of calm and of humility, of peace and harmony.”

**Hugh Dutton**  
 Founder & Director, Architect  
 Hugh Dutton Associés  
 December 2015

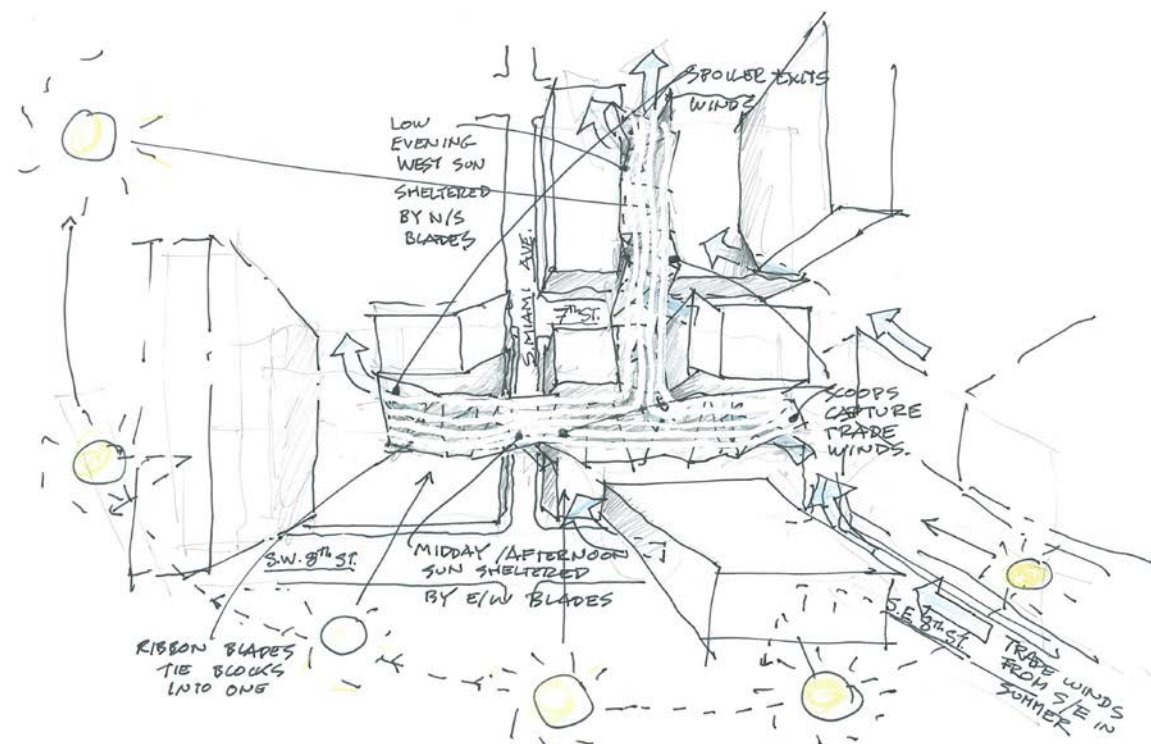




A 100,000 sq ft faceted canopy of steel and glass undulates between the mall, hotel, offices and residential towers

After arriving at the general overall design, the design team conducted digital and model-based quantitative and qualitative simulations to monitor airflow, annual sun paths and precipitation to help identify how the Climate Ribbon™ should be positioned within Brickell City Centre and what its optimal structure should look

like to best serve its main environmental functions. The structure serves as a sun shade, creating air flow and collecting rainwater while allowing the shopping centre at Brickell City Centre to be open-air and naturally lit.



Early sketches of the wind and sun impact on Brickell City Centre

## A Sun Shade

To mitigate the effects of direct sunlight, the Climate Ribbon™ was designed to provide shade for visitors while still allowing for ample natural light and open views of Miami's blue sky above. The structure also serves to protect shop fronts, circulation routes, and restaurant and café areas from exposure to direct sun radiation.

The annual sun path for the site was simulated in a three-dimensional model that accounted for varying sun angles during different seasons and how the positioning of buildings affects sun exposure along different parts of the structure. Based on this modelling, the optimal angle and positioning of each of its blades were calibrated

to create the desired balance of shade and light, creating a passive design solution to help reduce energy consumption.

## A Breeze Path

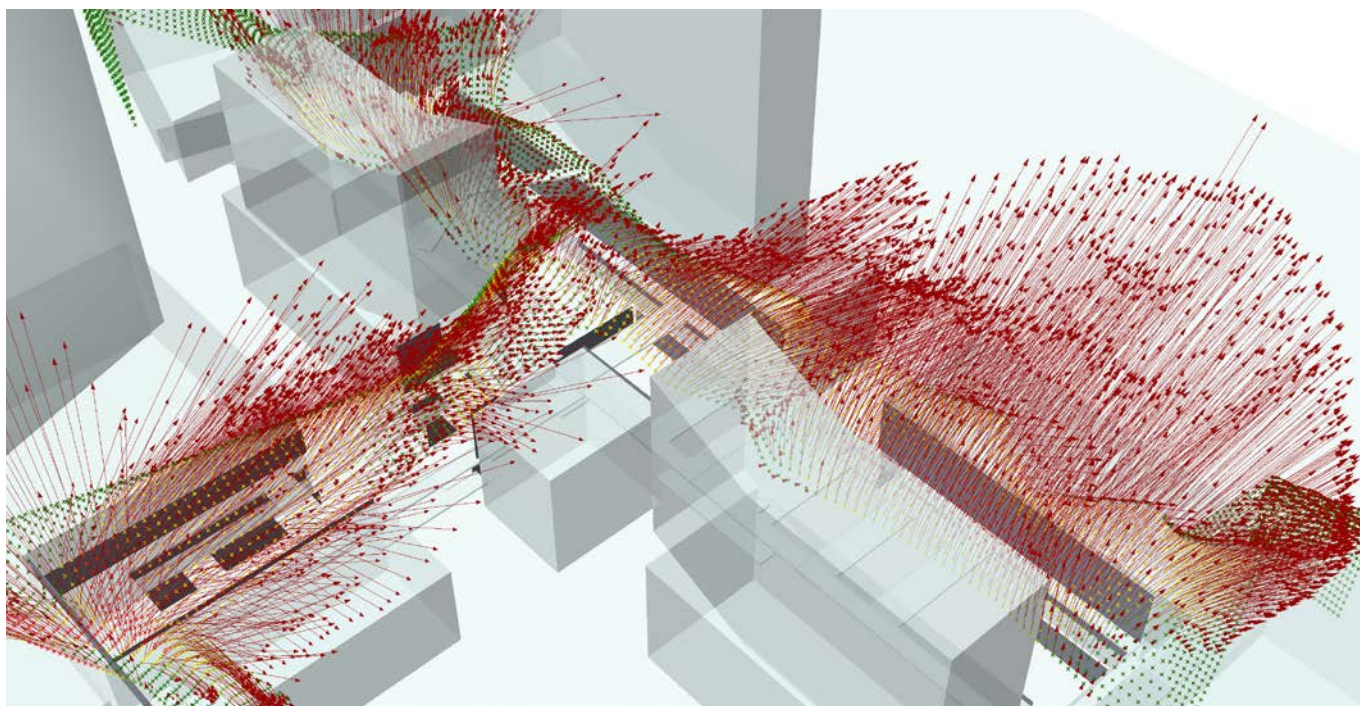
The design of the Climate Ribbon™ sought to capture the cooling trade breezes off the Biscayne Bay and steer them through Brickell City Centre to provide natural air-conditioning.

Using three-dimensional desk modelling, the design team designed and positioned a "scoop" at the eastern end of Brickell City Centre and a "spoiler" at the western end, which help direct and accelerate

"The Climate Ribbon™ is shaped to capture prevailing bay breezes. This results in a reduction in temperature and humidity in the spaces under the canopy. It is achieved by using nature rather than energy-consuming machinery, and it represents the ultimate sustainable strategy. The Climate Ribbon™ is shaped by sun-blocking and breeze-capturing technical elements, yet the shape is sensuous, sculptural, poetic. Nature rules."

**Bernardo Fort-Brescia**  
Principal, Architect AIA  
Arquitectonica, Miami  
March 2016





Providing optimal alignment for sun protection by simulating the annual sun path for the site

air through the main pedestrian street, providing natural cooling. Once the structure's topography was finalised, the design team conducted further testing to ensure that it would be able to withstand hurricane-force winds.

To test the efficacy of the Climate Ribbon™ in providing thermal comfort and to assess the microclimate created beneath the architectural feature and throughout Brickell City Centre, in 2013 Swire Properties began working with RWDI, a consulting engineering firm that helps design comfortable environments and high-performance buildings and structures. RWDI's report indicated the thermal comfort index (SPMV) and stated that "Relative to the outdoor conditions, overall, thermal comfort in the public realm under the Climate Ribbon™ during the summer is much better [than on the surrounding sidewalks]. These conditions may be attributed

largely to the shading provided by the Climate Ribbon™, in addition to the wind flow within the space."



#### A Rainwater Collector

Another important component of the Climate Ribbon™ is its role in collecting rainwater, made possible by the contoured top surface of the structure, which includes collection points incorporated along its length. The rainwater collected from the cisterns on its roof is used for irrigation and landscaping.



Swire Properties appointed Cardiff University to carry out an objective review of the environmental aspects of Brickell City Centre as it reached its final design stage. We used a range of analysis methods to assess the environmental performance of the development, including that of the Climate Ribbon, and our findings have confirmed the main concepts of Brickell City Centre's environmental design while also identifying potential improvements.

#### Professor Phil Jones

Sustainability Reviewer, Chair of Architectural Science  
Cardiff University  
April 2016



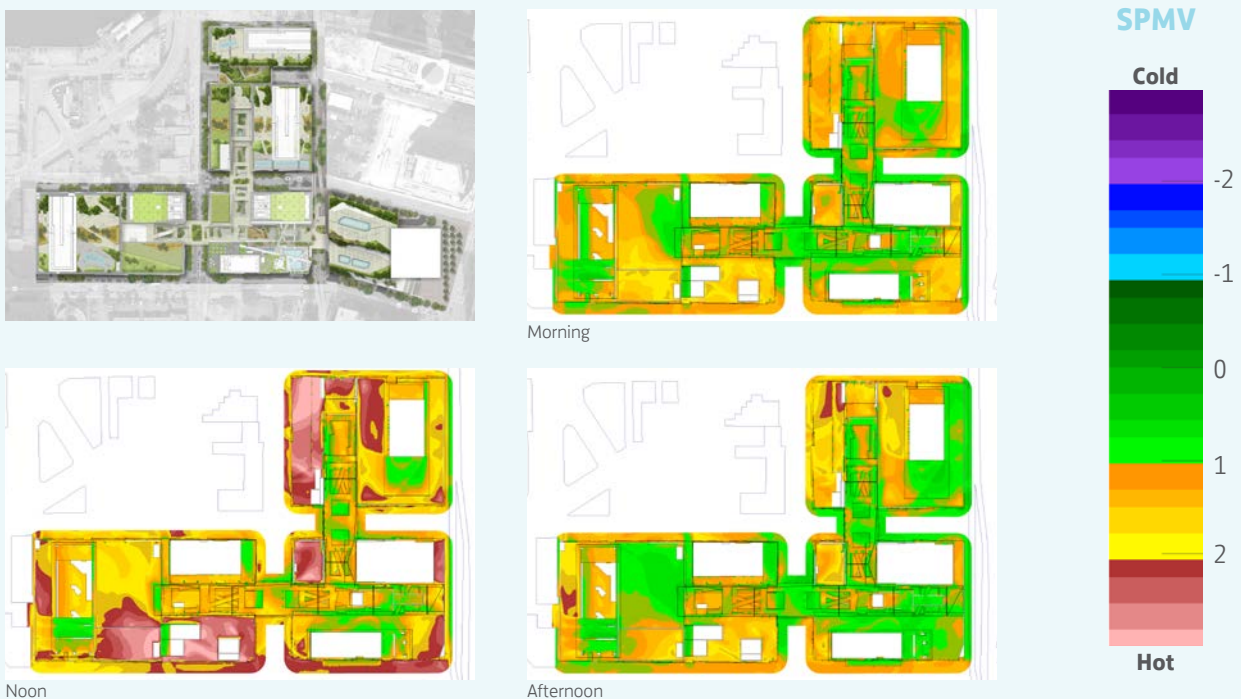




With Brickell City Centre poised to open in 2016, the design of the Climate Ribbon™ will become a fixture of Miami's cityscape. The process of designing, developing and building the Climate Ribbon™ – and Brickell City Centre as a whole – represents the shared vision and effort of a team of people spread across three continents. Each with their different expertise, the team collaborated to study options, resulting in the optimal design for the aesthetics, functioning and fabrication of the Climate Ribbon™ as well as its structural interaction with the buildings supporting it.

### How to Measure Thermal Comfort in Semi-Open Space?

The Standard Predicted Mean Vote (SPMV) is a thermal comfort index that includes the effects of humidity, temperature, wind speed, solar exposure and human activity level in predicting pedestrian comfort levels. This thermal comfort index indicates clearly the Climate Ribbon™ creates a comfort zone underneath it.







## our environment

Our commitment to environmental responsibility is twofold. Not only are we committed to incorporating environmental sustainability principles and practices throughout our business operations, but we also share our experience and knowledge to benefit the industry as a whole.



## One Taikoo Place

and Kowloon Bay office development projects both embody a life cycle approach to sustainability

## 64 million kWh

energy saving was committed in our updated 2020 Energy Reduction Pledge

## First

trigeneration system in a commercial development was adopted in One Taikoo Place

## 69%\*

of our total global portfolio have been certified or provisionally certified as green buildings

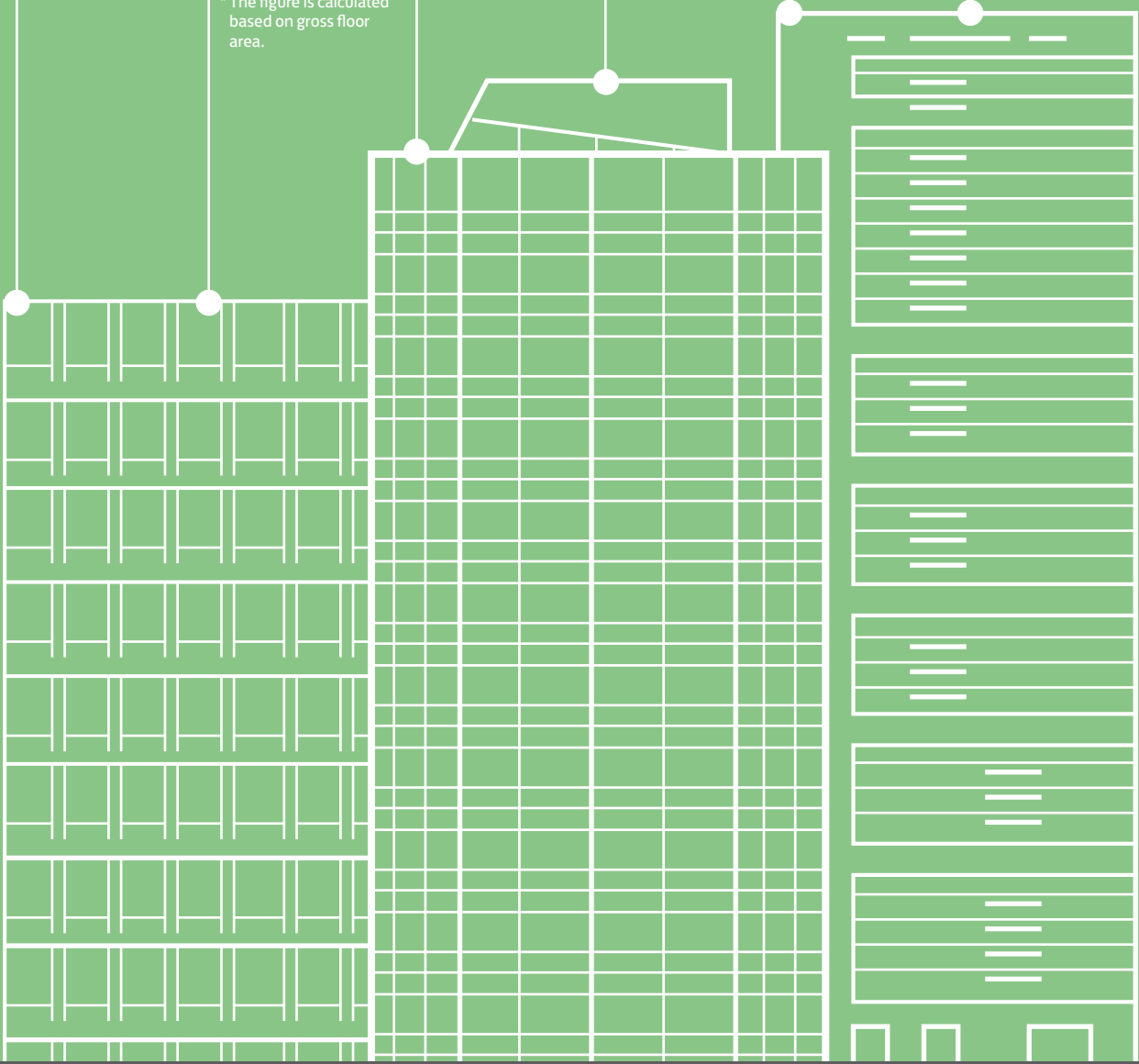
\* The figure is calculated based on gross floor area.

## 49%

of office area in TaiKoo Hui covered under green pledge

## 2,845 tonnes

of waste recycled in our Hong Kong commercial portfolio





Environmental considerations are taken into account in our decision-making and management processes, and are part of our company culture. We improve our environmental performance by promoting awareness to our stakeholders and by monitoring progress through our web-based environmental, health & safety database.

We also use existing research collaborations with leading universities to conduct building energy research and establish new benchmarks in energy efficiency and other environmental criteria.

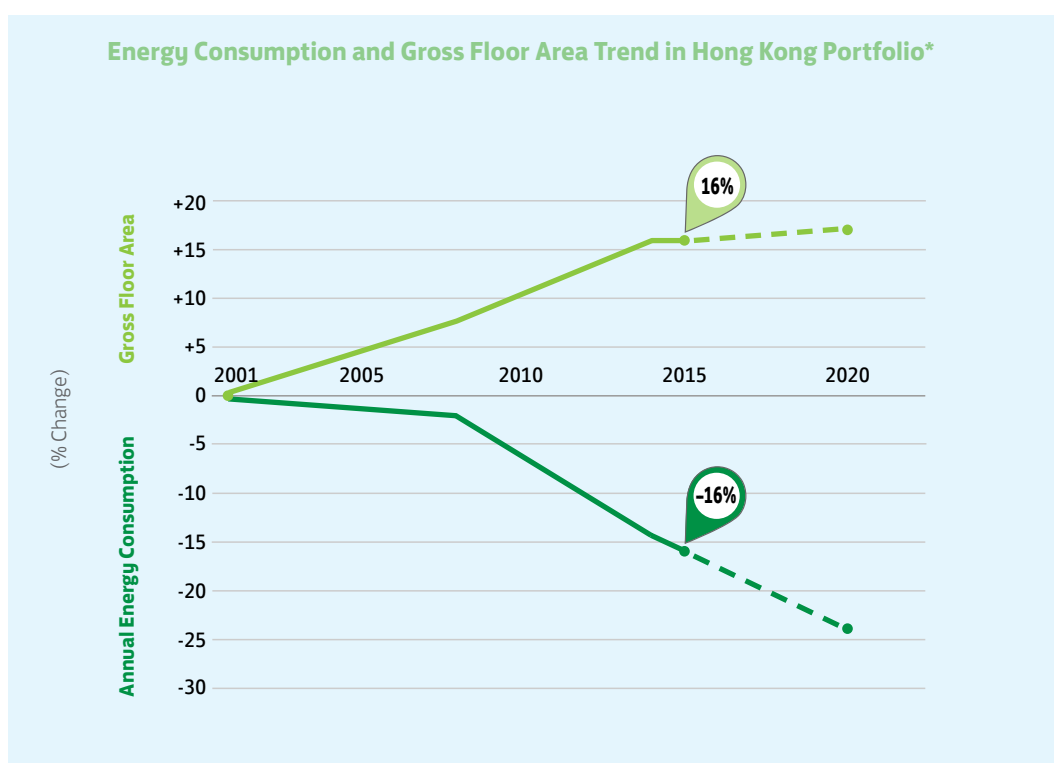
## Our Energy Reduction Objectives and Achievements

### Hong Kong

Since 2001 we have worked to reduce electricity use across our Hong Kong portfolio – our largest source of greenhouse gas emissions<sup>5</sup> – by monitoring and analysing data collected and stored in our comprehensive energy database, setting energy efficiency targets and developing strategies and actions to meet these targets. This amounted to a 16% reduction in electricity energy consumption despite a 16% increase in gross floor area from 2001 to 2015.

We achieved this reduction through a variety of initiatives across our portfolio, including installing higher-efficiency chillers, applying air-conditioning controls, retrofitting lighting with more efficient lamps, installing timer lighting systems equipped with sensors to detect occupancy and light levels, and implementing an energy reporting and management system based on the ISO 50001 framework.<sup>6</sup> We also increased the energy conservation awareness among our staff and tenants through targeted campaigns, which helped decrease the cooling demand in our office and retail portfolios, to further reduce the energy consumption.

Given our past performance in meeting our initial targets, we have re-evaluated our 2020 Energy Reduction Pledge for our Hong Kong portfolio and have set a new, more ambitious, target of reducing our annual energy consumption by 64 million kilowatt-hours (kWh) per year by 2020 compared to a baseline set in 2008.

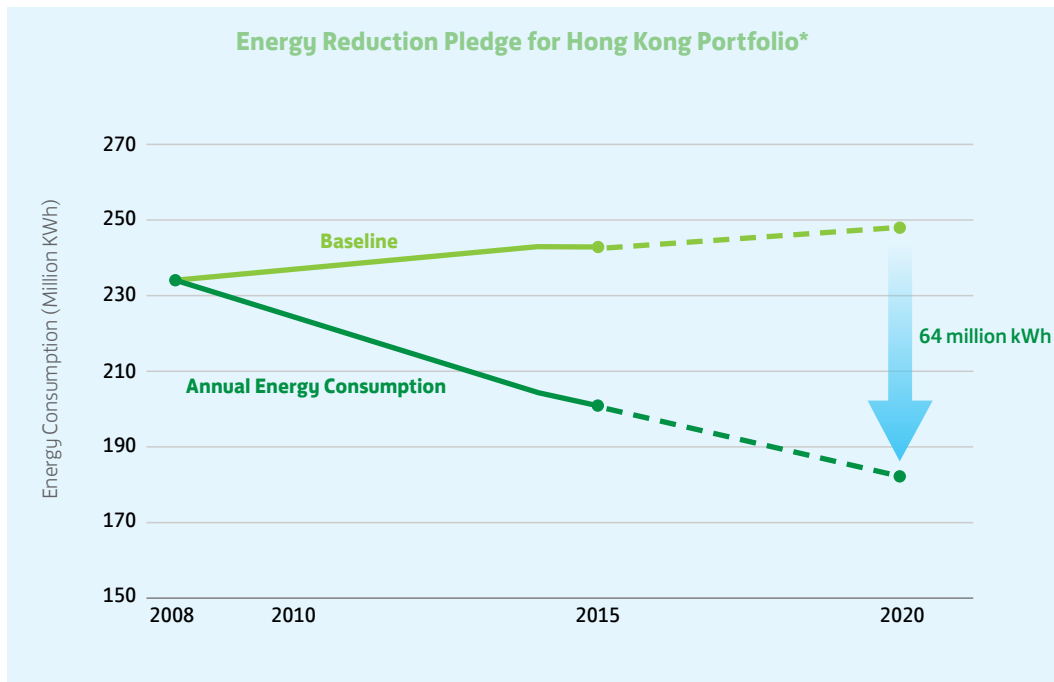


\* Energy consumption refers to electricity consumption in our buildings.

<sup>5</sup> Our Hong Kong portfolio emissions from using electricity in 2015 totalled 189 million kWh, accounting for approximately 147,571 tonnes of carbon dioxide equivalent.

<sup>6</sup> ISO 50001:2011 Energy Management Systems is a standard that helps organisations use energy more efficiently through the development of an energy management system.





In 2015, we continued to implement energy-saving initiatives across our Hong Kong portfolio. We installed more energy-efficient LED and T5 fluorescent lamps equipped with timer controls and occupancy or daylight sensors in our office and retail spaces. Additionally, at Taikoo Place and Pacific Place, we started to replace old chillers of over 15,000 cooling tonnes with those that are around 30% more efficient in coefficient of performance, and at Cityplaza, we replaced the old counterflow-type cooling towers with energy-efficient cross-flow-type cooling towers.

In line with these reductions in energy consumption during 2001–2015, our energy use intensity in our Hong Kong portfolio decreased over the same period by nearly 28% from 218 kWh/sqm per year to 158 kWh/sqm per year.<sup>7</sup>



## Contributing to the Government's Energy-Saving Targets

In May 2015, the Hong Kong Government's Environment Bureau published the [Energy Saving Plan for Hong Kong's Built Environment 2015~2025+](#), which analyses energy use in Hong Kong, sets energy-saving targets, and proposes the policies, strategies and actions needed to achieve these targets. Since buildings consume 90% of Hong Kong's electricity energy usage, we are continuing to review our energy saving targets to contribute to the government's energy-saving plan.

<sup>7</sup> Energy use intensity, measured here as annual energy use per unit of floor area, is a commonly used metric that measures energy consumption per footprint or per production unit.

\* Energy consumption refers to electricity consumption in our buildings.



## Building Performance Data Management

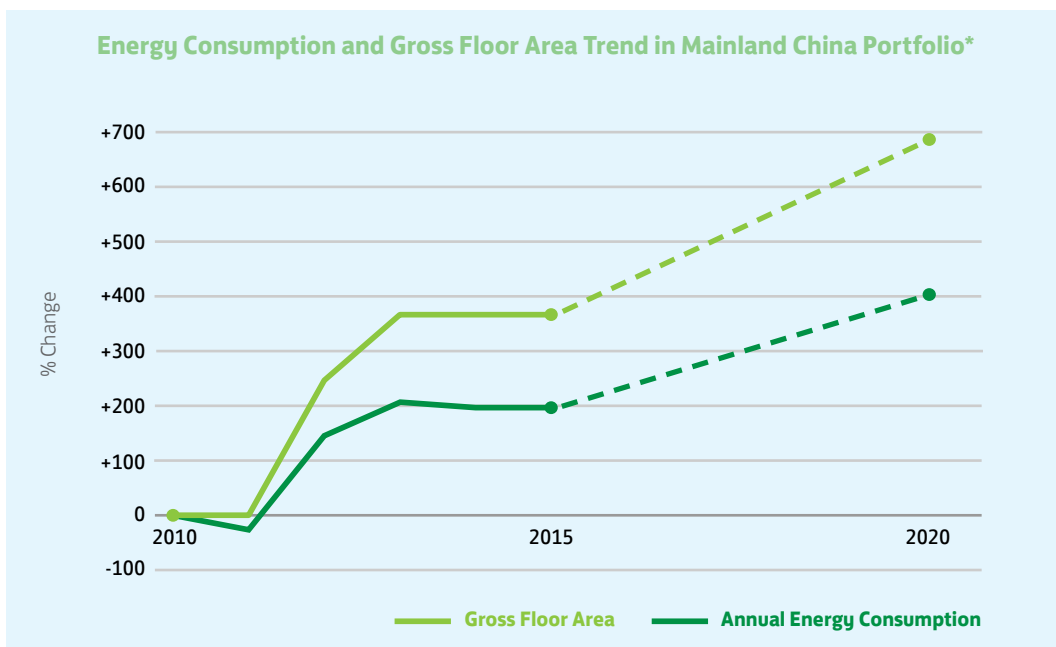
In order to optimise the energy management of the buildings in our Hong Kong portfolio, we have invested over HK\$4 million in building performance data management, including the launch of our comprehensive energy database in 2012. Over 20 million pieces of data are collected from our buildings each day through our data acquiring systems. We analyse such data on a regular basis, allowing us to better understand energy use of our buildings and help identify energy-saving opportunities such as the variable water flow control in chiller plants and demand control in ventilation systems.



## Mainland China

For our Mainland China portfolio<sup>8</sup>, we took proactive steps to reduce energy consumption from 2010, when our first completed investment project in Mainland China, Taikoo Li Sanlitun, Beijing, had been operational long enough to compile one year of operating

energy data. With our Mainland China portfolio growing, in 2015, we set an overall energy reduction target of 23 million kWh per year by 2020, using the first complete calendar year of energy consumption data of each project as a baseline.<sup>9</sup> During 2010–2015, our energy use intensity in our Mainland China portfolio decreased by nearly 36% from 156 kWh/sqm per year to 101 kWh/sqm per year.

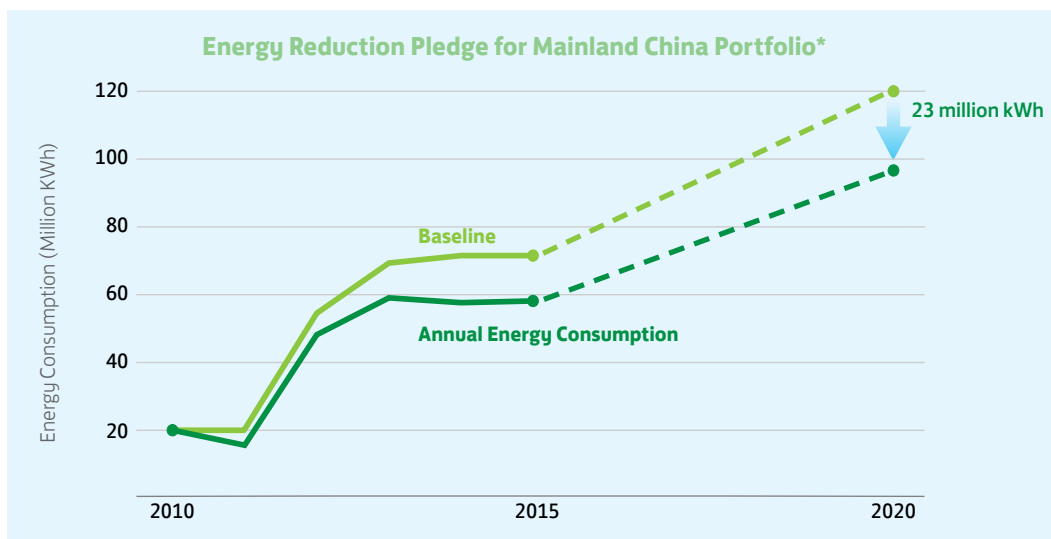


\* Energy consumption refers to electricity consumption in our buildings.

<sup>8</sup> Our Mainland China portfolio refers to our office and retail portfolio, excluding hotels in Mainland China.

<sup>9</sup> Annual operating energy data was, or will be, first available for Taikoo Li Sanlitun in 2010, TaiKoo Hui in 2012, INDIGO in 2013 and Sino-Ocean Taikoo Li Chengdu in 2016.





### Taikoo Li Sanlitun and TaiKoo Hui Achieve ISO 14001 Certification

The ISO 14001 standard specifies the requirements for an environmental management system that an organisation can use to enhance its environmental performance, fulfil its compliance obligations and achieve its environmental objectives. In 2014, our Hong Kong portfolio achieved ISO 14001 certification, followed in 2015 by both Taikoo Li Sanlitun and TaiKoo Hui, demonstrating their high environmental management standards.



### Solar Panels Installed on Roof of One INDIGO

In December 2015, INDIGO's Technical Services Department installed a solar photovoltaic panel system on the roof of One INDIGO. The system is expected to generate 20,290 kWh of electricity per year for INDIGO.

### Testing and Commissioning for Sino-Ocean Taikoo Li Chengdu

To ensure that Sino-Ocean Taikoo Li Chengdu's cooling and heating systems and major equipment were operating efficiently, the engineering team conducted testing and commissioning

throughout 2015. To respond to varying levels of cooling and heating demand, the development's system operation mode will be adjusted to maximise efficiency. Our partnership, with Tsinghua University enabled us to involve the university in the testing and commissioning process (see [Our Continued Partnership with Tsinghua University](#)).

\* Energy consumption refers to electricity consumption in our buildings.



## Waste Management

We are committed to reducing waste across our portfolio in our business operations, from design and construction to daily management. To help us effectively manage waste, we monitor the collection of more than 20 waste types through our environmental, health & safety database. We provide appropriate waste and recycling receptacles and facilities, and we engage tenants and customers by organising recycling and reuse schemes and campaigns.



### 10-Year Waste Management Strategy

In 2012, we began preparing a 10-Year Waste Management Strategy for our commercial properties in Hong Kong guided by the Environment Bureau's [Hong Kong Blueprint for Sustainable Use of Resources 2013–2022](#). We established a Waste Management Taskforce that is responsible for developing and overseeing operational best practices, cooperative strategies and action plans. The taskforce, which includes our Technical Services and Sustainability Department and portfolio management teams, has been meeting with tenants to communicate our waste management strategy and to align our objectives.

### Wastewi\$e Certificate

As we work to finalise our 10-Year Waste Management Strategy, our Waste Management Taskforce has set annual waste reduction and recycling targets through the Wastewi\$e Certificate programme organised by the Hong Kong Awards for Environmental Excellence, which encourages and recognises the waste reduction efforts of Hong Kong businesses and organisations.

These short-term targets, which have been applied to Pacific Place, Taikoo Place, Cityplaza, Citygate and EAST, Hong Kong,

include increasing recycling rates for certain materials (e.g. paper, glass, fluorescent tubes), purchasing toilet paper made of FSC-certified material with 100% recycled content, increasing food waste collection rates and implementing foam plastic recycling.

Based in part on these efforts, Pacific Place, Taikoo Place, Cityplaza and Citygate were awarded the highest "Excellence Level" Wastewi\$e Certificate ranking in 2015. In 2015, the company diverted 2,845 tonnes of waste from landfills.

In 2015, we conducted comprehensive waste audits at Pacific Place, Cityplaza and Taikoo Place, which involved surveys and interviews with cleaning contractors and tenants and on-site waste audits. We expect to complete the final waste audit of Citygate in 2016, allowing us to collect and analyse waste stream data, prepare waste reduction and recycling strategies, and finalise our 10-Year Waste Management Strategy target.

### A Green Christmas at EAST, Hong Kong

In December 2015, for the third consecutive year, an eco-friendly display consisting of a miniature village made from 300 recycled wine boxes, and tiny trees made from old wine corks was placed at EAST, Hong Kong as part of the hotel's holiday decoration. The hotel also created two Christmas trees made of recycled plastic juice bottle caps for its rooftop bar.





## Food Waste Recycling

### Cityplaza and Taikoo Place: Food Waste Recycling Partnership Scheme

In December 2015, Swire Properties engaged 22 food & beverage outlets at Cityplaza and Taikoo Place to join the six-month Food Waste Recycling Partnership Scheme organised by the Hong Kong Government's Environmental Protection Department (EPD). The scheme is designed to promote good food waste management practices and to offer experience on food waste source separation and recycling. Over the course of the scheme, each participating outlet separated food waste for placement into designated collection bins for eventual recycling by the EPD, resulting in 20 total tonnes of collected food waste in December 2015.



### Waste Grease Recycling at INDIGO and Taikoo Li Sanlitun

From September to December 2015, the newly launched waste grease recycling programme at INDIGO and Taikoo Li Sanlitun resulted in a total of approximately 3,140 kilograms of grease being recycled as biodiesel.

### Taikoo Hui: Kitchen Waste Machine

In November 2015, a kitchen waste machine was installed in TaiKoo Hui's central refuse chamber that is capable of processing up to 300 kilograms of organic waste at a time using a combination of heat and bacterial activity. During each of its first two months of operation, the machine produced an average of approximately 365 kilograms of organic fertiliser, which was used in the development's planters and landscaping.

### EAST, Hong Kong: Food Warriors

Hotel employees partnered with local student volunteers to serve as "Food Warriors", visiting local fresh markets and collecting unsold food for recycling and distribution to people in need.



## Water

We manage water use across our portfolio with the aim of achieving water efficiency. We also incorporate various water conservation measures in our buildings, including automatic taps, automatic flush water basins and urinals, and metering facilities to monitor our water consumption.



### “Let's Save 10L Water” Campaign

In addition to holding our annual Water Saving Competition, which encourages our colleagues to conserve water at home, in 2015 we were a supporting organisation of the “Let's Save 10L Water” campaign organised by the Hong Kong Government's Water Supplies Department. By providing participants with complimentary flow controllers, the campaign aimed to encourage participants to reduce their daily domestic water consumption by 10 litres or more and to establish good water conservation habits.

## Green Building Rating Schemes

We strive to attain well-known third-party green building certifications such as HK-BEAM, BEAM Plus and LEED for our new projects to equip ourselves and our stakeholders with benchmarks and objective standards that can be compared and measured. We also help our tenants apply for different certifications. We aim to achieve the highest ratings to set a leading example and help encourage industry-wide sustainable development.

69%\* of our investment and trading portfolios (office, retail, residential) has been certified or provisionally certified as green buildings.<sup>10</sup>



### Green Buildings Certified in 2015

#### BEAM Plus

DUNBAR PLACE	Final Platinum
Office Development Project at New Kowloon Inland Lot No. 6312, Kowloon Bay	Provisional Platinum
Swire Leadership Centre	Provisional Platinum
House Development Project at Lot No. 750, Lantau	Provisional Silver

#### LEED

One Taikoo Place	Platinum Pre-certification (Core and Shell Development LEED 2009)
Sino-Ocean Taikoo Li Chengdu	Gold (Neighbourhood Development LEED 2009)

#### China Green Building Design Label

Sino-Ocean Taikoo Li Chengdu	China Green Building Design Label 2-Star Rating
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\* The figure is calculated based on gross floor area.

<sup>10</sup> This figure includes only buildings built after BEAM was established in 1996 and properties in which Swire Properties has majority ownership.



## Case Study: Office Development Project at Kowloon Bay

We are currently constructing a Grade-A office tower in Kowloon Bay with a gross floor area of approximately 555,000 sq ft. Scheduled to open in 2017, this office development has received a Provisional Platinum rating under BEAM Plus.

The development incorporates a series of environmental measures, including an area of greenery equivalent to approximately 40% of the site area.

The development will also use a biodiesel generator that reuses waste cooking oil as a renewable energy source. The development's biodiesel generator will use approximately 90,067 litres of biodiesel per year to produce approximately 377 megawatt-hours of energy annually.

During the construction process, a cement-stabilised mixture formed from marine deposits excavated from the site will be reused to fill in voids among the site's pile caps and tie beams below the basement level and along the edge of the site's substructures. The reuse of marine deposits results in several benefits, including the reduction of marine pollution. Approximately 350 cubic metres of marine deposits will be excavated and stored on-site, where it will be mixed, stabilised and reused as filler during the foundation and substructure works to mitigate environmental impacts.

To reduce waste, allow for environmentally friendly production methods, maintain good workplace air quality, reduce the risk of fire and improve site safety, building services installations were modularised and prefabricated off-site.

The development will also make use of various smart technology solutions, including a smart parking app and a smart lift system that incorporates destination control into the entrance turnstiles to promote efficiency and convenience.



Artist impression only



Artist impression only



Artist impression only





Artist impression only

### Case Study: One Taikoo Place

Over the past three decades, Swire Properties has transformed Taikoo Place into a vibrant mixed-use development comprising a gross floor area of over 9 million sq ft of office, retail, hotel and residential developments.

As Taikoo Place has grown over the years, Swire Properties has engaged in a series of ongoing transformations to this development. In 2014, we began a redevelopment project that will add approximately 2 million sq ft of Grade-A office space and 69,000 sq ft of landscaped public space. The first new office building, One Taikoo Place, is expected to be ready for handover by 2018.

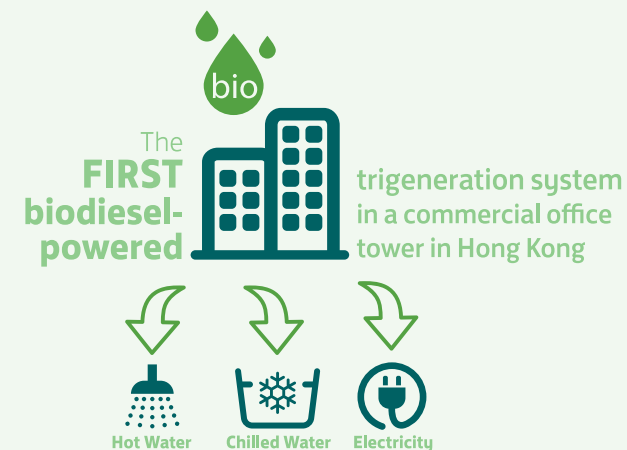
### Fostering Innovation Through an Integrated Design Approach

One Taikoo Place, which will occupy the site of the recently demolished Somerset House, is being built using an integrated design approach, which positions sustainability at the centre of the design process and brings a multidisciplinary design team together from an early project stage to collectively deliver sustainability solutions. This approach encourages innovation and the application of new technologies, and enables sustainability considerations to be taken into account during the design process.

Additionally, since Swire Properties plays the roles of both building developer and building operator, the integrated design approach not only includes members of the design team, but also members of the operations, management and maintenance teams, whose responsibilities span the life cycle of the building. As such, One Taikoo Place was designed taking occupant and operational needs into account, with the design team using measured energy performance data of several buildings in Taikoo Place as an energy performance benchmark. This proactive approach has enabled Swire Properties to set ambitious sustainability goals, including energy-saving goals, beginning at the early planning stage.

A life cycle approach was also adopted in the development of One Taikoo Place. The demolition of Somerset House incorporated a sustainable waste management plan that followed the principles of waste avoidance (e.g. donations of fixtures and furniture to local charities for reuse), waste recovery (e.g. recycling of concrete) and waste disposal. During the demolition phase, more than 75% of demolition waste was reused or recycled.

One Taikoo Place is also using a “hybrid foundation”, which reuses a number of existing pilings from Somerset House instead of removing and replacing these pilings. The “hybrid foundation” serves to reduce waste in the overall redevelopment process.



### The First Waste-to-Energy Trigeneration System in Commercial Office Tower in Hong Kong

During the operation phase, One Taikoo Place will use a number of conventional energy-saving solutions, including the use of solar photovoltaic panels on the building. In addition, One Taikoo Place plans to employ innovative solutions, such as the use of the first waste-to-energy trigeneration system in an office tower in Hong Kong. This trigeneration biodiesel-powered generator is able to use not only waste cooking oil to produce electricity, but also heat (to provide hot water in the building) and chilled water (for the building’s air-conditioning system). This generator has a capacity of approximately 200,000 kWh, with the ability to generate approximately 409 megawatt-hours of renewable energy annually – equal to 278 tonnes of carbon dioxide equivalent being offset by 1,400 trees.

Using a generator fuelled by biodiesel made of 100% waste cooking oil, One Taikoo Place will be able to theoretically use 100% of the annual waste oil production of Swire Properties’ Hong Kong-based food & beverage and hotel tenants to meet 15% of the oil demand of the generator. As such, One Taikoo Place’s biodiesel generator would generate clean energy, lead to a reduced carbon footprint and reduce the amount of organic waste sent to landfill – all while providing 2.7% of the building’s total energy consumption.



Artist impression only



**One Taikoo Place achieved LEED Platinum pre-certification in December 2015.**



## WHITESANDS

WHITESANDS, our new residential development in South Lantau, was launched in 2015. Comprising 28 detached two-storey houses, WHITESANDS was built using environmentally friendly materials, including pavers with recyclable content, textured concrete instead of stone and recyclable, low maintenance decorative screens made with aluminium rather than real or composite wood. In addition, the design of each house maximises natural daylight, resulting in reduced lighting use and related costs.

## Working with Industry Partners and Tenants

We work to advance sustainability together with various industry partners, including research institutions. In addition, we engage our tenants in various sustainability initiatives and campaigns.

### Our Continued Partnership with Tsinghua University

In 2007, we formed a partnership with Tsinghua University, which led to the establishment of the Joint Research Centre for Building Energy Efficiency & Sustainability in 2011. Through this partnership, we involve Tsinghua University in our Mainland China projects at various phases of development to help us optimise energy efficiency through the life cycle of our buildings.

Our collaboration has not only resulted in substantial energy savings, but it has also helped us influence and share new knowledge with colleagues, partners, industry peers and researchers about new building technologies and management processes related to

achieving greater energy efficiency.

The Joint Research Centre for Building Energy Efficiency & Sustainability published a book titled *The Analysis on Common Disputed Technical Topics for Building Energy Efficiency* in August 2015. This co-publication, which is available in selected bookstores in Mainland China, presents six technical cases and explains the related concepts of integrated design and whole-process management, a system that enables commercial developers to make informed decisions on energy efficiency throughout the building development process.

Following the publication of this book, in October 2015, Swire Properties and Tsinghua University announced the

extension of a contract for the Joint Research Centre for Building Energy Efficiency and Sustainability, with Swire Properties offering up to HK\$5 million per year in funding for the next three years.





## TaiKoo Hui Signs First “Green Pledges” with Office Tenants

In 2015, Swire Properties signed memoranda of understanding with four of its office tenants in TaiKoo Hui to implement a series of green initiatives that will help improve the environmental performance of TaiKoo Hui’s office premises. These were among the first such “green pledges” signed between a property developer and a tenant in Mainland China, and it has since led to ongoing discussions and the signing of additional green pledges with other tenants in Mainland China and Hong Kong.

The four tenants – HSBC Electronic Data Processing (Guangdong) Limited, HSBC Software Development (Guangdong) Limited, Guangzhou Knowledge City Ascendas Business Park Development Co., Ltd., and Sumitomo Corporation (Guangzhou) Ltd. – occupy 49% of the office area in TaiKoo Hui, giving these green pledges a significant impact.

Each green pledge commits Swire Properties and each office tenant to implementing more than 70 initiatives in TaiKoo Hui’s office premises, including using energy efficient equipment, conserving resources, recycling, implementing green procurement and educating employees on best practices. To stay up to date

on developments and ensure that the green pledges are being upheld by both sides and discussions of best practices take place, Swire Properties and each office tenant that has taken the pledge hold regular meetings throughout the year.



Green pledges signed  
representing  
of office area in **49%**  
**TaiKoo Hui**



## World Green Building Council Congress 2015

At the World Green Building Council Congress 2015 Hong Kong, titled “Thinking Beyond: Pathway to Future Sustainable City Development”, we gave presentations and helped lead an eco-tour of TaiKoo Place for international delegates, showcasing One Island East, blueprint, ArtisTree as well as the sustainability features implemented at EAST, Hong Kong.

## Energy Audits

Since 2008, we have provided free energy audits for office tenants to help them identify energy-saving opportunities and to reduce energy usage. Our free energy audits now cover both Hong Kong and Mainland China, and they have identified potential annual energy savings of 2.9 million kWh for office tenants, covering a total area of more than 3 million sq ft in Hong Kong, and 2.6 million kWh for office and retail tenants in TaiKoo Li Sanlitun and TaiKoo Hui in Mainland China.





### International Energy Agency: Annex 66

In 2014, we hosted the first expert meeting of Annex 66, a project of the International Energy Agency that aims to establish a standard occupant behaviour definition platform and a quantitative simulation methodology to model occupant behaviour in buildings. In 2015, we were represented at an expert meeting held in Berkeley, California, where we

served as a co-leader on the topic of “Applications in building design and operation”. We worked with Carnegie Mellon University to present case studies that demonstrate the use of methods and tools developed by Annex 66 to improve building design, operations and energy performance. As part of this exercise, we submitted building information and energy patterns from our portfolio for possible future software evaluation.



### Sustainable Food and Beverage Forum

To increase awareness among our various stakeholders, in August 2015, we organised a two-day in-house food & beverage forum, inviting colleagues as well as restaurants, green groups, hotels and utilities suppliers to learn about and share recent sustainability trends and best practices within the industry, including safer, cooler and environmentally friendly green kitchens, and effective employee engagement strategies.

### Recycling Campaigns with Tenants

During 2015, we organised a number of recycling campaigns covering 17 waste types for our Hong Kong commercial and residential tenants to help them recycle materials and items they no longer need. These included ongoing recycling campaigns for items such as electronic waste, used cooking oil, wall calendars and glass bottles, as well as seasonal recycling campaigns for items such as Christmas trees, Chinese New Year peach trees and red packets, and Mid-Autumn Festival moon cake boxes.







## our people

Our employees are the core element of our success, and we try to provide a positive work environment to help them maximise their talent and potential.

## Gold

Safety  
Enhancement  
Programme  
Award received  
at the 14th  
Hong Kong  
Occupational  
Safety & Health  
Awards

## Two

key management  
programmes  
were rolled out

# 76,181

training hours  
provided for  
employees

# 74

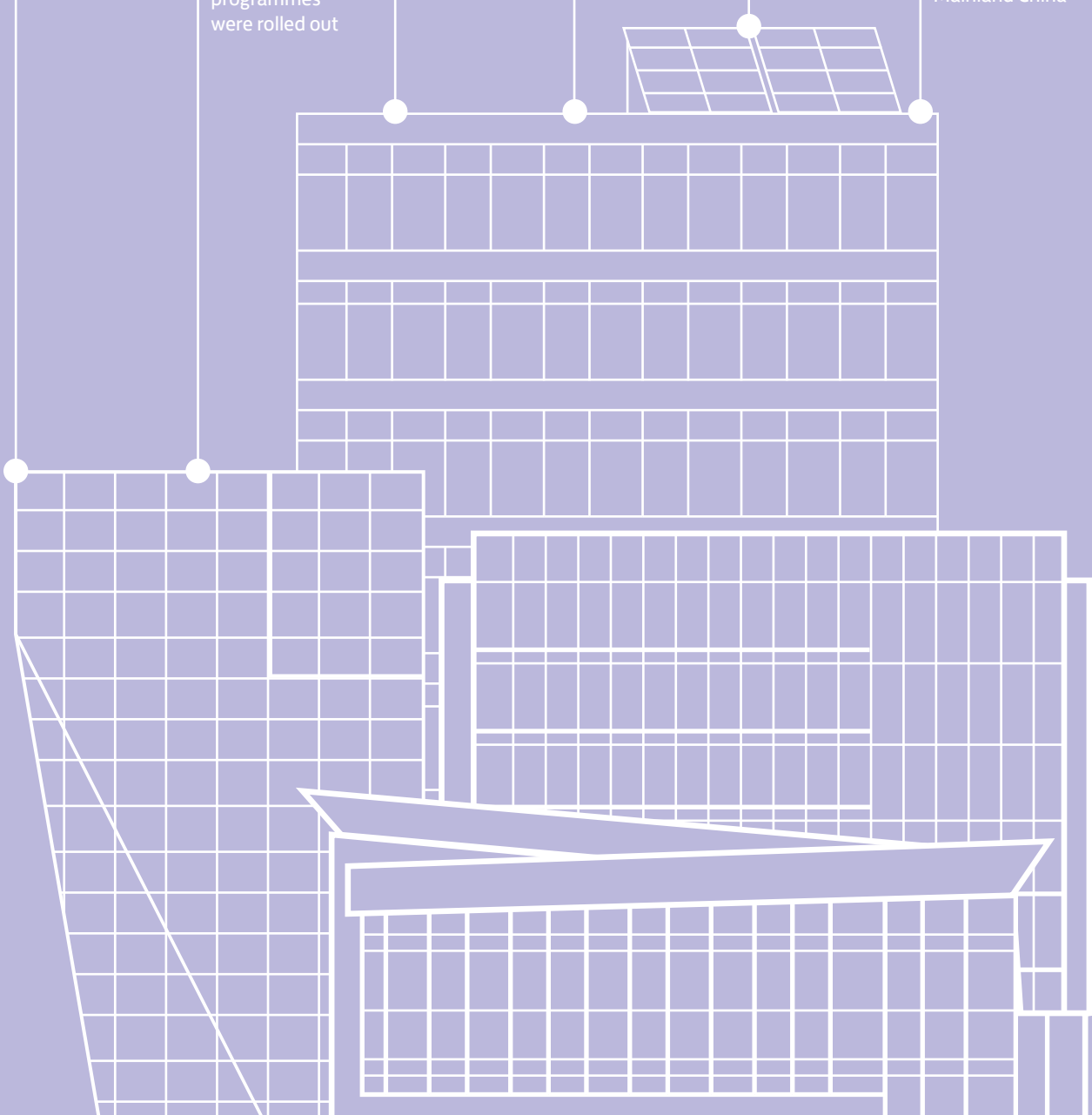
proposals  
received from  
employees for  
ideas @ work  
2.0 digital  
innovation  
contest

## Launch

of our revamped  
Performance and  
Development  
Review System

# 58%

reduction in  
year-on-year  
lost-time injury  
rate at our offices  
and sites in  
Mainland China





We try to attract and develop top global talent. We believe in equal opportunities for all our employees. We also recognise that our business benefits from the diversity of our workforce, so it follows naturally that we encourage diversity. As stated in our [Corporate Code of Conduct](#), we are committed to doing our best to safeguard the health & safety of our employees.

## Employee Profile

Swire Properties, including Swire Hotels, employs over 5,500 people globally. The majority of our employees are hired locally, with approximately 53% based in Hong Kong on a full-time permanent basis. Our total workforce remained largely unchanged from 2014 to 2015 (see figures in [Performance Data Summary](#)).

## Developing Our People

Understanding that our growth and development as a company depends on that of our employees, we try to provide financial support to employees who join professional organisations recognised by Swire Properties, offer employees time off to take relevant courses or achieve professional qualifications, provide on-the-job training and internal job rotations, arrange mentoring opportunities, promote secondments in other markets where we operate, and offer internal and external professional development opportunities. During 2015, we provided 565 training sessions for more than 4,050 participants in Hong Kong, amounting to 14,519 training hours. Additionally, we organised 231 training programmes and provided 27,811 training hours for our employees in Mainland China, and 793 training programmes and 33,851 training hours for our Swire Hotels employees.

To support and guide our trainees, we operate multi-year trainee programmes in building surveying, engineering and general

management. Swire Hotels also runs an International Management Trainee Programme. During 2015, we reviewed and fine-tuned various stages of our trainee programmes, including initial recruitment, orientation and placement upon completion of the traineeship. This has allowed us to streamline the application process to better attract talent and enrich the hands-on work experience of our trainees, which will benefit the company and our employees in the long term.

**76,181 Training Hours**  
were provided to **OUR EMPLOYEES**



### New Performance Appraisal System Developed

Based on staff feedback received from 2014's Alignment and Engagement Survey, during 2015 we revised our performance appraisal system for Hong Kong-based office employees, renaming it the Performance and Development Review and giving it additional focus on employee's individual goals. This

online system uses a single common form and a simplified rating system to enable meaningful conversations between staff and their supervisors about perceived performance during the year and objectives for the year ahead. The new system also helps identify professional development opportunities.

### Learning Resources Centre

An online learning system, Learning Resources Centre, was launched in February 2016 to provide staff with easy access to a wide variety of self-paced e-learning modules as well as the

ability to enrol in training courses, create customised learning paths and monitor team and self-learning progress.



### Two Key Management Programmes Rolled Out

In 2015, our Human Resources & Administration Department launched two key management programmes: the Achieving Excellence Programme (AEP) for assistant managers and managers, and the Swire Properties Managers' Programme (SMP) to further improve managerial capabilities.

The AEP is a two-year modular programme designed to help promising assistant managers or above and graduated technical trainees develop their leadership and managerial skills through a series of activities. Each participant is nominated by their department heads, and the first group of participants comprised 22 employees from 15 departments.

Complementing this is the SMP, a one-year modular programme aimed at helping our managers effectively meet today's workplace challenges through workshops and other engagement initiatives.

### New Staff Development Centre Opened

In June, we opened a new Staff Development Centre in One Island East, which will be the site for a range of learning and training events.





## Employee Recruitment, Retention and Benefits

We aim to use our recruitment process to identify and attract the best qualified candidates at all levels, from trainees to senior management. We strive to offer our employees a positive work environment with development opportunities and a healthy work-life balance.

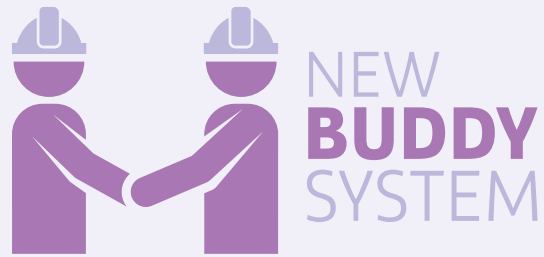
Several of our recruitment initiatives were ongoing in 2015, including our Staff Recruitment Referral programme, which continued to help us identify suitable job candidates through our employees' social networks. We hope to further enhance the programme's effectiveness by improving referral incentives beginning in January 2016.

Our comprehensive benefits package includes medical care, retirement benefits<sup>11</sup> and a discretionary performance bonus for all full-time permanent employees, commensurate with their job grade. We grant overtime pay for some staff, although we try to minimise overtime work whenever possible.

In the interests of the well-being of our staff, we also offer additional leaves of absence and special facilities. For example, we increased the annual leave entitlement for general office supporting staff (Grade E employees) and the number of days of paid paternity leave for eligible male staff with effect from January 2016. In addition, with the increasing awareness of the health advantages of breastfeeding for infants and mothers, we aim to provide a supportive environment to enable breastfeeding employees to express milk during work hours.

### Launch of New Buddy System

To help our new frontline employees settle in, our Human Resource & Administration Department launched the Buddy System, which provides training to "buddies" recruited from our various building management teams and pairs them with newly joined frontline building management colleagues to provide on-the-job support and guidance.



To offer support to our employees in Hong Kong with issues at home and at work, we provide an Employee Assistance Programme that gives discreet access to social work, counselling, management and clinical psychology professionals.

## Equal Opportunities

As an equal opportunities employer, we aim to provide an environment at work that is respectful, challenging, rewarding and safe. Our Human Resources & Administration Department regularly organises training sessions and seminars on human rights and equal opportunities. We also hold Corporate Code of Conduct training and refresher sessions. As stated in our [Corporate Code of Conduct](#), every employee is required to be fully compliant with applicable employment and other laws and must not tolerate unlawful discrimination, harassment or other breaches of applicable law.

It is our policy to recruit, remunerate and promote people based solely on their experience, skills and job performance, without regard to age, gender, race, national origin, disability, sexual orientation or family or marital status.

## Code of Conduct

Our [Corporate Code of Conduct](#) outlines our operating principles

and how they impact the conduct of our employees, covering matters including business ethics; conflicts of interest; competition and antitrust issues; bribery; political contributions; record keeping; equal opportunities, diversity and respect in the workplace; health & safety and the environment; use of social media; and privacy.

We maintain feedback channels open to our shareholders, customers, suppliers, contractors and employees. Our employees have a responsibility to report potential violations of the Code, including possible improprieties in financial reporting and internal controls. Employees who violate the Code are subject to disciplinary action, including termination of employment. In cases of suspected corruption or other criminal offences, a report will be made to the Independent Commission Against Corruption of Hong Kong or the appropriate authorities, as considered appropriate.

<sup>11</sup> We operate a retirement benefit scheme for our employees in Hong Kong under the Occupational Retirement Schemes Ordinance, which is exempt from the Mandatory Provident Fund Scheme, and we allow new full-time permanent employees in Hong Kong to choose between the two schemes

### An Open Culture at Swire Properties

As part of his regular communication with employees, Chief Executive Guy Bradley sent an email to staff in 2015 about Swire Properties' culture, and its importance to our long-term success. Defining culture as our employees' behaviour and attitude towards our colleagues and our customers, Guy Bradley emphasised its importance as a binding force that instils pride and creates a positive impact on our stakeholders.

Swire Properties' culture guidelines, which are supportive of our brand values and were formulated based on employee feedback, revolve around the importance of open management communications, teamwork and collaboration, advancement

based on merit, setting high standards and respect for both internal and external stakeholders.

The principles of this open culture are reflected in our management meetings, which are held every other week, chaired by a member of senior management and attended by representatives from all departments. Such management meetings help us achieve better communication for the benefit of all employees. Relevant key matters discussed during the meetings are shared widely across departments and throughout different teams, with dissemination facilitated by the publication of meeting notes on the company intranet so our employees can have access to, and are made aware of, important issues relevant to the well-being of our company and our employees.

### Employee Engagement

We engage our employees in social and environmental activities and initiatives, including our Community Ambassador Programme (see [Volunteer Opportunities](#)). We also produce external and internal versions of CornerStone, an employee newsletter issued once every two months that covers company-wide news as well as news relating to the professional and personal lives of some of our employees.



#### ideas @ work 2.0 Spurs Digital Innovation at Work

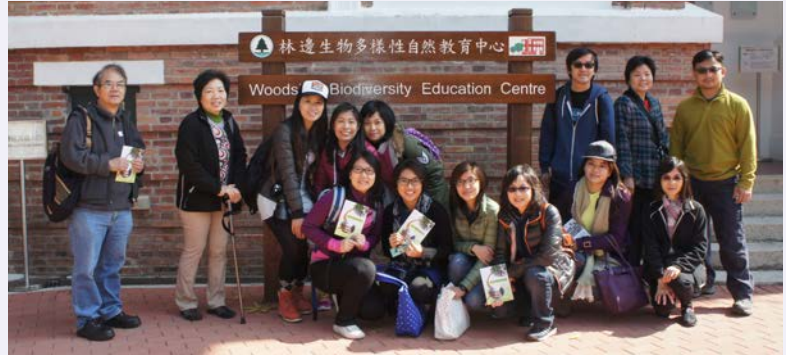
To encourage our employees to adopt digital technology at work and in their daily lives, we introduced our ideas @ work digital innovation contest in 2014. The contest resulted in several winners, including a community engagement app, an online learning portal, a taxi pooling app and a digitisation programme for documents.

Based on the enthusiastic response to, and the success of, the contest, in 2015 we organised ideas@ work 2.0. The 2015 contest generated 74 proposals from our employees in Hong Kong, Guangzhou, Beijing, Miami and Singapore on how we can enhance the way we work at Swire Properties through digital technology.

The 2015 winners' ideas included a centralised digital hub that consolidates all existing work systems, as well as a database that aggregates customer information – with a focus on tenant engagement – from various sources to help us target our marketing to specific customers.







### Sharing a Love of Nature

From March to April 2015, 10 of our employees from different departments enrolled in “Green Walk at Hong Kong East Eco-Leaders Training”, which we organised together with The Conservancy Association. The purpose of the training was to raise awareness of our staff regarding the green areas surrounding our Taikoo Place neighbourhood, and to equip them with the knowledge to lead their own Green Walks for colleagues, tenants and members of the local community from April to June 2015.



### An Oasis in Beijing

As a result of an employee-led initiative, the rooftop of a building at Taikoo Li Sanlitun North in Beijing was transformed into a roof garden during the summer of 2015 to provide our employees with a tranquil place to relax in the middle of the city. The garden also played host to a planting competition, which saw teams compete against one another by growing a variety of vegetables and flowers.



### A Sustainable Farm at EAST, Hong Kong

The team at EAST, Hong Kong collaborated with Rooftop Republic, a social enterprise dedicated to promoting urban farming in Hong Kong, to build a small urban garden in a corner of the hotel's pool deck. The urban garden grows organic vegetables, fruits and herbs that are then used as ingredients for some of the dishes on the menu at Feast, the hotel's all-day café.

## Health & Safety

Our Health & Safety Policy guides the efforts of our Health & Safety team to protect our employees, tenants, contractors and the communities that use our facilities. The Health & Safety team provides training and technical support to our employees and produces reports following accidents or incidents that help us address the causes and make improvements.

Our Safety Management System (SMS) allows us to standardise safety requirements and procedures across our portfolios, and our SMS Steering Committee and SMS Sub-Committee monitor health & safety performance, alert management to the existence of workplace hazards or unsafe practices and respond to any safety concerns from our employees, tenants and the general public.

We oversee and monitor health & safety performance across our supply chain, and we assess our own health & safety procedures. We have made the provisions necessary for planning, organising, monitoring and reviewing health & safety precautions that are required by law.

### Safety Improvements in Our Operations in Mainland China

From 2014 to 2015, the lost-time injury rate at our offices and sites in Mainland China was reduced by 58% from 1.36 to 0.56. The implementation of our uniform SMS, multiple risk assessments, control measures and various safety training programmes and engagement activities helped to achieve such reduction. Additionally, during 2015, both Taikoo Li Sanlitin and TaiKoo Hui obtained OHSAS 18001 certifications, which helped control and improve health & safety performance at both properties. Notably, Taikoo Li Sanlitin experienced no lost time injury cases during 2015.

Lost-Time  
Injury Rate in  
Mainland China  
reduced by  
**58%**



### Swire Properties Wins Gold Award for Safety Invention

The technical team at Cityplaza suggested a system to improve ventilation in the workplace during painting, construction or renovation. Called the **Temporary Indoor Air Quality (IAQ) Improvement Guard**, this portable and easily assembled ventilation system comprises three aluminium-plastic panels equipped with fans that reduce inhalation of harmful dust, gas and chemical substances while also covering open windows to prevent falling objects.

For their efforts, the team won the gold Safety Enhancement Programme Award at the 14<sup>th</sup> Hong Kong Occupational Safety & Health Awards.



### INDIGO Receives Government Safety Awards

In 2015, INDIGO was recognised by the Chaoyang District Association of Work Safety as a “Company Advanced in Safety

Operation and Management”. The government safety award was given to INDIGO as a result of its safety initiatives for continuous improvement in workplace safety and its achievements in safety management.



### Hong Kong Labour Department Recognises Swire Properties as Official Provider of Safety Course

In 2015, we were recognised by the Hong Kong Labour Department as a provider of the Mandatory Basic Safety Training and Training Revalidation Course (Construction Work). The course covers basic safety knowledge of construction work and accident prevention, and is regularly organised for employees whose duties require them to work on construction sites. Those who successfully complete the course are accredited, promoting a culture of safety within our teams.





## our communities

To create long-term value for our stakeholders, we try to develop and enhance the physical and social environment of the communities where our investments are located.



**1,200+**

Community Ambassadors devoted more than 5,200 hours volunteering for 47 activities

**21**

B2B tech startups nurtured and developed by blueprint's accelerator programme

**Launched**

Tong Chong Street Market, a sustainably minded gastronomic marketplace

**First**

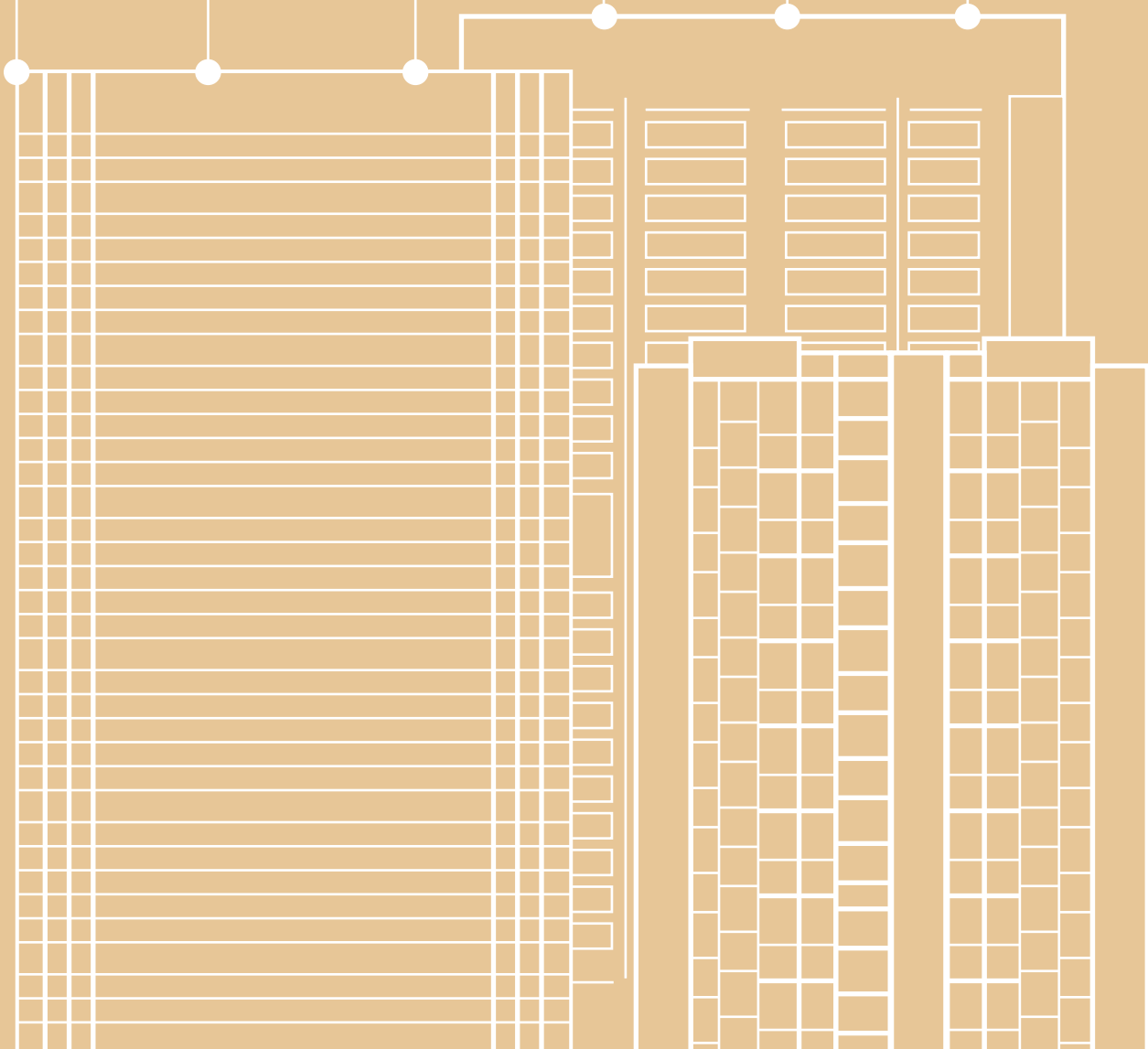
corporation to take part in the Baby Horseshoe Crab Fostering Programme

**73**

arts & cultural events, educational & environmental programmes & volunteer initiatives

**25**

employee-nominated projects across wide range of sectors supported by the Swire Properties Community Caring Fund



While we take pride in the planning and production of our developments around the world, we understand that their worth as integrated communities goes far beyond world-class infrastructure and management. Nurturing a sense of community takes time and resources, which is why we invest in arts and culture, educational and environmental programmes, innovation and entrepreneurship, and volunteer opportunities to benefit the people who live and work

in and visit the communities in which we operate.

## Arts and Culture

We organise, support and host arts and cultural events, performances, exhibitions and artwork commissions.



### Events at ArtisTree in 2015

During 2015, we hosted a variety of free community events in ArtisTree, our 20,000 sq ft multipurpose space in Cornwall House that has staged a number of cultural events since its launch in 2008. Events in 2015 included four art exhibitions and ancillary activities, musical performances as part of our PROJECT AFTER 6 tenant engagement programme (see [Tenant Engagement](#)), our annual “Books for Love” charity book sale, a theatrical event and six concerts by Hong Kong Sinfonietta as part of its sixth year of residency at ArtisTree.

A highlight in 2015 was “The Other Hundred Entrepreneurs”, a month-long photography exhibition organised during October



by The Global Institute For Tomorrow (GIFT), an independent pan-Asian think tank, and The Other Hundred, GIFT's photojournalism project, with support from our blueprint accelerator programme (see [Supporting Innovation and Entrepreneurship](#)). In addition to the exhibition's photos and stories, there were three related panels during the month - two of which were organised by blueprint – about the different forms of entrepreneurship. The exhibition aimed to draw attention to the fact that entrepreneurship often does not involve a business plan or the development of a new app. Many entrepreneurs help others through social enterprise or their own business acumen.







### Swire Properties Organises a Host of Creative Events around Art Basel

For three consecutive years, Swire Properties has been a sponsor of the Art Basel show in Hong Kong, a premier art show for modern and contemporary works at the Hong Kong Convention and Exhibition Centre. In 2015, we organised an interactive multimedia art installation as part of our 1,000 sq ft on-site lounge, which showcased an “Ephemera” theme and invited visitors to look at spatial relationships in new ways.

We worked with Liberatum, an international multidisciplinary cultural brand, to produce the short film *Artistry and Technology*, which explores connections between art and technology. The film, which premiered during our opening reception, features creative minds from the worlds of art, film and architecture, including Francis Ford Coppola, Miranda July, Pritzker Prize-winning architect Frank Gehry and Academy Award-winning actress Susan Sarandon, who also gave a salon talk at our lounge to discuss her career and creative influences.

We also held events at Pacific Place and The Upper House as part of our overall programme of arts events coinciding with Art Basel.





### The Creative Genius of Thomas Heatherwick

In September 2015, we were a lead partner for “New British Inventors: Inside Heatherwick Studio”, which comprised an exhibition and special events recognising the design innovation of Thomas Heatherwick and Heatherwick Studio – the creative force behind our Pacific Place Contemporisation Project.



### Beijing Music Festival

For the sixth consecutive year, Swire Properties hosted the opening concert of the Beijing Music Festival’s Urban Series at Taikoo Li Sanlitun, which was complemented by an interactive event with music lovers from the community.



### Celebrating Cantonese Culture in Guangzhou

Over the summer, our TaiKoo Hui Community Ambassadors hosted Cantonese arts and culture workshops for children in Guangzhou with special needs.



## Educational and Environmental Programmes

We organise and sponsor a variety of educational and environmental programmes.



### A New Breed of Foster Family

During 2015, Swire Properties became the first corporation to partner with the Ocean Park Conservation Foundation Hong Kong (OPCFHK) on its **Baby Horseshoe Crab Fostering Programme**, which was established to mitigate the effects of coastal reclamation, habitat destruction and marine pollution on the rapidly dwindling population of juvenile horseshoe crabs. The OPCFHK has been working with The City University of Hong Kong since 2006 on developing artificial breeding and rearing techniques for horseshoe crabs.

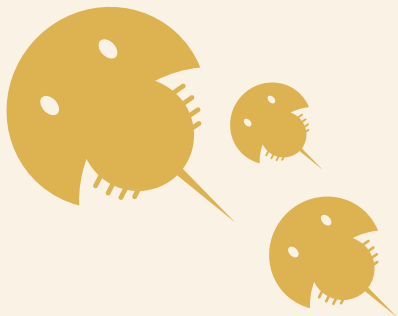


80 members of our staff each volunteered to serve as a “foster parent” for one of the eight horseshoe crabs in our care during the five-month fostering programme. The participants gained a new appreciation of habitat conservation. Additionally, our team shared its experience with researchers from the OPCFHK and The City University of Hong Kong to help them gain a better understanding of the creatures’ daily life in captivity.



When the baby horseshoe crabs were healthy enough to be returned to the Ha Pak Nai mudflats near Yuen Long, we organised a team mud-flat cleaning and farewell ceremony in the midst of their natural habitat. The event was a family affair, with many participants’ young children taking part, as well as several Swire Properties tenants.

## Baby Horseshoe Crab Fostering Programme’s Multiple Purposes:



Team Building

Conservation

Research Support

Funding Support

## Supporting Innovation and Entrepreneurship

Swire Properties strives to take an innovative approach to property development and supports innovation in various forms across different sectors. This is reflected through our blueprint project, which has created a startup community in Taikoo Place.



### blueprint Creates an Innovation Hub

In January 2015, Swire Properties welcomed the first cohort of 11 tech business-to-business startups to join the accelerator programme of blueprint, our new startup initiative and tech community located in Cornwall House. blueprint injects new ideas and energy into our Taikoo Place area, with startups benefitting from the resources and infrastructure within the business district, and with our tenant companies benefitting from the creative energy and innovative thinking of these selected startups.

The startups each enjoy six months of free workspace, mentorship support from top executives and entrepreneurs, connections to capital and market testing opportunities to grow their business – all without any fees or equity requirements. In addition to the accelerator, blueprint also comprises a co-working space, which is available to startups for a monthly membership fee.

blueprint alumni have already experienced positive results, including winning major international awards and expanding into new product categories and market segments. Two alumni in particular have partnered with Swire Properties on different projects, taking advantage of the high level of engagement between blueprint and our company.

To more effectively promote our malls in Mainland China and Hong Kong, our Digital Marketing team formed a collaboration with blueprint alumnus ParkLU, which matches Mainland China's social media influencers with well-known fashion and lifestyle brands. In addition, our Public Affairs Department worked with ParkLU to engage bloggers to increase coverage of our White Christmas Street Fair 2015 (see [Volunteer Opportunities](#)).

Another collaboration was formed between our Residential and Projects teams and blueprint alumnus SnagR, which offers a digital site inspection and defect management tool for engineers. Our teams have used this tool to better manage and track some of our residential projects.

In addition, blueprint has incubated two startups that are broadly related to environmentally friendly operations: Blue Sky Energy Technology makes energy consumption easy to understand and manage, and Green City Solutions helps revitalise urban environments with smart plant units designed to absorb air pollution.

These collaborations testify to the immediate success of blueprint in creating a hub of innovation in Taikoo Place. Given the resources to develop, explore and thrive, blueprint's growing cohort of startups has already made a positive impact on the community in various ways.



## Volunteer Opportunities

Our commitment to building integrated communities is reflected in our strong company-wide volunteer culture. Our long-standing Community Ambassador Programme, an employee-led participatory initiative, formulates and organises projects focusing on the environment, education and arts and culture to benefit the elderly, the disabled, children and disadvantaged families in our communities in Hong Kong and Mainland China.

Our Community Ambassadors represent a wide spectrum of backgrounds, including employees from Swire Properties and our Swire group peers, their family members and friends, as well as our business partners, tenants and customers. To encourage our employees to participate, we offer volunteers one day of leave for every 10 hours of service (capped at two days per year) as part of our Community Ambassador Service Leave Policy.

During 2015, over 1,200 Community Ambassadors spent more than 5,200 hours volunteering for 47 activities.

### White Christmas Street Fair

In 2015, Swire Properties again organised a three-day **White Christmas Street Fair**, a large-scale community event and fundraiser held at Taikoo Place for our charity beneficiary Operation Santa Claus.

In 2015, the “Ice & Cosy” themed fair included an ice bar, a virtual reality Arctic experience and the Santathon Frozen Challenge, which saw 400 participants dress up as Santa and his elves and race through Taikoo Place on an ice-themed obstacle course. The event also featured an important contribution from both tenants and colleagues, with highlights such as food stalls from our food & beverage tenants, a musical band composed of colleagues and tenants from Cityplaza and Taikoo Place, and arts and crafts workshops run by our Community Ambassadors.

The 2015 fair drew more than 28,000 visitors and raised HK\$1.1 million for Operation Santa Claus.





### Elderly Safe Living Scheme

In 2015, we completed the **Elderly Safe Living Scheme**, a collaboration with the Hong Kong Housing Society. During the one-year programme, our Community Ambassadors visited the homes of more than 80 “at-risk” elderly residents in the Quarry Bay neighbourhood to conduct home environment assessments and deliver elderly-friendly furniture, and our “Mr Fix it” team helped install almost 200 safety grab bars and other elderly-friendly fixtures to reduce the risk of fall accidents.

This project won the “Most Effective Project” Award at the 5th Swire Sustainable Development Forum in November 2015, where senior executives and internal sustainability experts from across the various Swire group companies shared best practices and experiences on sustainable development.

### Read to Feed

Read to Feed is a charitable programme organised by Heifer International in partnership with Fang Suo Commune, a bookstore located in Sino-Ocean Taikoo Li Chengdu. Visitors to the bookstore were encouraged to make a small donation to Heifer International along with their purchases to help impoverished rural families in Mainland China. Sino-Ocean Taikoo Li Chengdu also made a donation and promoted the event with special displays throughout the mall.



### EAST, Hong Kong Partners with Shine Skills Centre

To provide opportunities in the hospitality industry to people with special needs, the team at EAST, Hong Kong established a partnership in 2015 with Shine Skills Centre, which provides industry- specific skills training, rehabilitation and support services for people with disabilities to enhance their employability.





Youth Outreach - YO BRO! Skate4Good

### Swire Properties Community Caring Fund

Established in 2013, the Swire Properties Community Caring Fund provides support to lesser-known non-governmental organisations and charity projects in Hong Kong and Mainland China that have been nominated by our staff. Not only does this actively engage our employees, but it also allows us to expand our philanthropic scope to include community care. If possible, we also look for opportunities to involve our Community Ambassadors as volunteers for funded projects.

In 2015, the fund supported 25 projects across various sectors, including health care, people with disabilities, arts and culture, children and youth, education, environment and conservation, poverty and social inclusion.



**SWIRE PROPERTIES  
COMMUNITY CARING FUND**  
太古地產  
社區關懷基金



ADDOILMUSIC – "Music Connects Everyone – Make Low-Income Family Children's Music Dreams Come True"



HK Seeing Eye Dog Services – Local Breeding & Cadetship Programme

## Tenant Engagement

A key component of building integrated communities is to provide an attractive working environment that engages and involves our tenants. At Taikoo Place, we have tried to create a vibrant, participatory community among employees of our office tenants by organising and hosting cultural, social and athletics events.

In 2014, we launched PROJECT AFTER 6, a tenant engagement programme that schedules and organises a series of imaginative arts, music, cultural and athletic events every year designed to form and strengthen connections between people who work at Taikoo Place.



### PROJECT AFTER 6: Debuts with A Cappella

In January and February 2015, 40 members of staff of our Taikoo Place office tenants attracted more than 1,200 audience members with their a cappella performances at ArtisTree.

Interested performers were subject to a two-day audition. Out of 200 members of staff of our Taikoo Place office tenants, 40 were selected to take part in more than two months of intensive musical, body movement and acting training sessions that took place after office hours under the tutelage of trained professionals.

The performances resulted in a positive review in the South China Morning Post and a sense of accomplishment and a strong sense of community.



### Live Lunchtime Concerts in the Heart of Taikoo Place

During Thursdays in October and November 2015, Via Fiori, the landscaped outdoor public space in front of One Island East, was used as a concert venue for Swire Properties' annual lunchtime concert series, which was themed "Crossovers" in honour of the collaborative performances featuring diverse musical acts from Hong Kong and abroad. The concerts were attended by our employees, our tenants and neighbourhood residents.







#### PROJECT AFTER 6: Executive Chef

In September 2015, 60 members of staff of our Taikoo Place office tenants auditioned to join PROJECT AFTER 6: Executive Chef, with 18 being selected for culinary training under the watchful eye of professional chefs, including some restaurateurs from Tong Chong Street Market.

During the training period, the 18 members of staff of our Taikoo Place office tenants formed six teams of three, and each team worked to develop a signature dish. Over two weekends in December 2015, they served their signature dishes to the public in the “Not Any Place” corner of the Tong Chong Street Market and competed for different awards.

In addition to creating a sense of cohesiveness (and some friendly competition), PROJECT AFTER 6: Executive Chef raised funds for Food Angel, a charity programme that promotes food cycle awareness.



#### Tong Chong Street Market at Taikoo Place

In October 2015, we partnered with Honestly Green, a social enterprise, to launch the **Tong Chong Street Market**, featuring organic produce from local farmers, and street food and drinks from home-grown restaurateurs. Every weekend from October to December 2015, visitors to this pedestrianised street market could shop for organic groceries, sample gourmet street food and enjoy the communal atmosphere at Taikoo Place.





## **GRI & HKEx ESG reporting**

Our Sustainable Development Report provides an annual overview of the economic, environmental and social performance of the assets and activities operated by Swire Properties.



We have published a Sustainable Development Report annually since 2008, and from 2003 to 2007 we published an annual Environmental, Health & Safety Report.

## Stakeholder Engagement and Materiality

This report focuses on the environmental, workplace, community, value chain and governance issues that we believe are most important to our company and stakeholders. Swire Properties' stakeholders include internal and external groups who have a significant impact on our business or who experience significant impact from our operations.

We have conducted stakeholder engagement exercises since 2004 to help us understand our stakeholders' priorities, expectations and perceptions with regard to our sustainable development approach. This has helped us understand materiality, and focus our sustainable development strategies and activities. In 2011, we developed a five-year stakeholder engagement plan, which commits us to regularly engage with different interest groups on an ongoing basis.

In Hong Kong, our Public Affairs Department oversees our engagement programme for the external group we categorise as community stakeholders, which includes government bodies, non-governmental organisations and community leaders. We hold regular meetings with key community stakeholders, specifically with local district councillors, community leaders and residents. We have personnel dedicated to specific development portfolios, which ensures that comments and concerns are sent through the appropriate channels and are effectively addressed.

Recent examples of our external engagement work have included regular discussions and meetings with community leaders, the incorporation of feedback from community members (where feasible in our projects) and a reception for our senior management team and local government officials in districts where we operate. We have also met with representatives from the Eastern District Council and community leaders to listen to their views on tenant changes in Cityplaza mall, and to listen to the Eastern District Council's concerns regarding the pedestrian traffic on Tong Chong Street. In both cases, we incorporated comments from our external stakeholders to address their views and concerns.

We also take a strong interest in the views of our internal stakeholders. In 2015, we conducted a series of internal stakeholder engagement activities, including interviews and a dedicated workshop with members of our senior management team (see story – [Sustainable Development Strategy Workshop in Chengdu](#)). We complemented these activities with one-on-one interviews with a wide range of industry experts.

Our overall stakeholder engagement strategy encompasses a materiality matrix, which takes into account the material aspects that have the strongest impact on our stakeholders and our business. We are currently exploring ways to address stakeholder feedback and incorporate it into our future stakeholder engagement plans and our updated sustainable development strategy (see story – [Sustainable Development Strategy Workshop in Chengdu](#)). Feedback from our various stakeholders included the following observations:

- Businesses should contribute to the betterment of society instead of just maximising shareholder value, and Swire Properties is well positioned to play a role in developing the relationship between business and society in Hong Kong.
- Digital connectivity has fundamentally altered the way we live and work. It has also enabled new business models, including the rise of the sharing economy, which will have a substantial impact on the property sector.
- With Swire Properties' strong tenant relationships and our influence over the design and build phase, we have an opportunity to play an important role in optimising waste reduction. This would require us to further develop our current capabilities and drive innovation within our supply chain and with our tenants.
- Given changing workforce expectations, it is increasingly challenging to recruit and retain high-calibre staff. Therefore, recruiting and retaining talent will remain as one of our top priorities.
- Swire Properties needs to embrace new technologies, since their emergence will have a major impact on the actual use of, and behaviours within, retail, commercial and residential buildings. In addition, technological change will have a significant impact on the design of developments and related infrastructure.

## Reporting Standard and Scope

This report focuses on Swire Properties' businesses, joint ventures and subsidiaries in the commercial properties, hotels and services divisions where the company has management control. Unless otherwise stated, all figures related to asset valuations, gross floor area and hotel rooms are on an attributable basis as at 31 December 2015<sup>12</sup>.

We prepared this report in accordance with the Core option of the G4 Sustainability Reporting Guidelines of the Global Reporting Initiative (GRI) and with reference to the sector disclosures for construction and real estate. Swire Properties has been reporting with reference to the GRI Guidelines since 2007. This report was also prepared with reference to the content requirements of the revised Environmental, Social and Governance Reporting Guide announced by The Stock Exchange of Hong Kong Limited in December 2015.

## Assurance

This report includes a comprehensive account of our sustainable development performance in 2015. To offer an objective evaluation of the content of the report and to add credibility to our reporting processes, we commissioned the Hong Kong Quality Assurance Agency (HKQAA) to conduct assurance of this report in accordance with the International Standard on Assurance Engagements 3000 (ISAE 3000) and to provide an independent opinion on whether the reported information complies with GRI G4 Guidelines and the ESG Guide as detailed on pages 75 – 86. The report from the HKQAA is included on page 74.

The assurance and verification processes for our Sustainable Development reports are conducted at various levels both internally and by independent third parties. At the facility level, operations submit their data regularly to our environmental, health & safety (EHS) database, which is overseen and maintained by our Technical Services and Sustainability Department and subject to internal audit by the Swire group. Our EHS database, which was established in 2002 and upgraded to a web-based platform in 2014, tracks different metrics to help us minimise waste, reduce energy use, ensure health & safety on our premises and maintain regulatory compliance.

<sup>12</sup> Our reporting boundary is set by the percentage of asset ownership.



# 2015 Membership

## CORPORATE MEMBERSHIP

<b>BEAM Society</b>	Founding Member and Director Taskforce member for BEAM plus EB revamp
<b>Business Environment Council</b>	Director and Council Member Chairman of the Energy Advisory Group
<b>BEC Climate Change Business Forum Advisory Group</b>	Signatory to Building Energy Pledge
<b>World Business Council for Sustainable Development</b>	Signatory to Manifesto for Energy Efficiency in Buildings
<b>Development Bureau (Hong Kong SAR Government)</b>	Signatory to Greening Partner Charter
<b>Environmental Protection Department (Hong Kong SAR Government)</b>	Friends of Eco Park Signatory to Carbon Reduction Charter Signatory to Energy Saving Charter – No ILB Signatory to Energy Saving Charter – Indoor Temperature Signatory to Food Wise Charter Signatory to Waste Check Charter
<b>Friends of the Earth (HK)</b>	Signatory to Dim It Charter
<b>Green Cross - Occupational Safety &amp; Health Council</b>	Group Member
<b>Harbour Business Forum</b>	Patron Member (through The Swire Group)
<b>Hong Kong Association for Customer Service Excellence</b>	Member
<b>Hong Kong General Chamber of Commerce and Hong Kong Business Coalition on the Environment</b>	Endorser of Clean Air Charter
<b>Hong Kong Green Building Council</b>	Director Chairman of Policy and Research Committee Meeting Chairman of Taskforce for the establishment of energy benchmarking tool for office space and commercial buildings for Hong Kong Corporate Member Member of Finance and Executive Committee Member of Organization Committee of the World Sustainable Built Environment Conference 2017 Hong Kong Member of Scientific Committee of World Sustainable Built Environment Conference 2017 Hong Kong Platinum Patron Member
<b>Hong Kong Green Purchasing Charter</b>	Member
<b>Hong Kong Science and Technology Parks Corporation</b>	Taskforce member for Green Technology
<b>International Energy Agency</b>	Subtask E Co – leader for IEA – EBC Annex 66 Definition and Simulation of Occupant Behavior in Buildings

## 2015 Membership

### CORPORATE MEMBERSHIP

**Taskforce for External Lighting (Hong Kong SAR Government)**

Member

**The Hong Kong Management Association**

Charter Member

**The Real Estate Developers Association of Hong Kong**

Corporate Member

Executive Committee Member

**Urban Land Institute (ULI)**

Regional Corporate Sustaining Member

**Working Group on External Lighting (Hong Kong SAR Government)**

Member

**World Wide Fund For Nature Hong Kong**

Gold Member



# 2015 Awards

## AWARDS AND CERTIFICATIONS

<b>Channel NewsAsia Sustainability Ranking</b>	Ranked 1st in Hong Kong – Swire Properties Limited
<b>Chaoyang District Association of Work Safety</b>	Company Advanced in Emergency Management – Taikoo Li Sanlitun
<b>China Green Building Council</b>	Green Building Design Label – Green Building Design Label 2-Star Rating – Sino-Ocean Taikoo Li Chengdu
<b>Crime Prevention Bureau (Hong Kong SAR Government) and the Vocational Training Council</b>	Security Services Best Training Award 2014 – Gold Award – Taikoo Shing Management Limited
<b>Dow Jones Sustainability Index</b>	Real Estate category – Swire Properties Limited
<b>Eastern District Fight Crime Committee (Hong Kong SAR Government)</b>	<p>2014–15 Eastern District Outstanding Security Guard Award Scheme</p> <ul style="list-style-type: none"> <li>• Crime Prevention Award - Westlands Court – Fu Kai Kwong</li> <li>• Taikoo Shing – Chau Po Yeung</li> <li>• Taikoo Shing – Cheung Chun Kit</li> <li>• Taikoo Shing – Cheung King Leung</li> <li>• Taikoo Shing – Chiu Wah</li> <li>• Taikoo Shing – Chu Sun Lam</li> <li>• Taikoo Shing – Hung Yi Yam</li> <li>• Taikoo Shing – Lee Ka Man</li> <li>• Taikoo Shing – Leung Ka Mun</li> <li>• Taikoo Shing – Leung Kam Hung</li> <li>• Taikoo Shing – Ma Wai Suen</li> <li>• Taikoo Shing – Wang Min</li> <li>• Taikoo Shing – Wong Sheng Chieh</li> <li>• Taikoo Shing – Wu Chung Lam</li> <li>• Taikoo Shing – Yam Hon Ni</li> <li>• Westlands Court – Tang, Yau Ming Alex</li> </ul>
<b>Environmental Campaign Committee</b>	<p>2015 Hong Kong Awards for Environmental Excellence – [Certificate of Merit – Property Management (Commercial &amp; Industrial)] – [Taikoo Place Holdings Limited – Taikoo Place]</p> <p>Green Organization Label – Swire Properties Limited</p>
<b>Environmental Protection Department (Hong Kong SAR Government)</b>	<p>Indoor Air Quality Certification Scheme</p> <ul style="list-style-type: none"> <li>• Excellent Class (Public Areas from 1/F to 28/F) – 28 Hennessy Road</li> <li>• Excellent Class (G/F Entrance Lift Lobby) – Generali Tower</li> <li>• Excellent Class (Common Areas) – Citygate Outlets</li> <li>• Excellent Class (Whole Office Building) – One Citygate</li> <li>• Excellent Class (Common Areas of Whole Office Tower) – Cityplaza One</li> <li>• Excellent Class (Common Areas of Whole Office Tower) – Cityplaza Three</li> <li>• Excellent Class (Common Areas of Whole Office Tower) – Cityplaza Four</li> <li>• Excellent Class (Public Areas from 4/F to 40/F) – One Pacific Place</li> <li>• Excellent Class (Public Areas from 4/F to 36/F) – Two Pacific Place</li> <li>• Excellent Class (Public Areas from LG/F to 38/F) – Three Pacific Place</li> <li>• Excellent Class (Public Areas from 3/F to 28/F) – Berkshire House</li> <li>• Excellent Class (Public Areas of Office Building) – Cambridge House</li> <li>• Excellent Class (Public Areas of Whole Building) – Devon House</li> <li>• Excellent Class (Public Areas of Whole Building) – Dorset House</li> </ul>

# 2015 Awards

## AWARDS AND CERTIFICATIONS

### Environmental Protection Department (Hong Kong SAR Government)

- Excellent Class (Public Areas of Office Building) – Lincoln House
- Excellent Class (18/F, 19/F and Public Areas of Whole Building) – One Island East
- Excellent Class (Public Areas of Office Building) – Oxford House
- Excellent Class (Public Areas of Office Building) – PCCW Tower

### Hang Seng Corporate Sustainability Index

One of 30 constituents – Swire Properties Limited

### Hong Chi Association

- Hong Chi Jockey Club Glass Bottle Recycling Project
- Certificate of Recognition – Cityplaza
  - [Top Ten Supporters - Seventh] – Pacific Place

### Hong Kong Environmental Protection Association

- Wood Recycling & Tree Conservation Scheme
- Certificate – 28 Hennessy Road
  - Certificate – 625 King's Road
  - Certificate – Citygate
  - Certificate – Cityplaza
  - Certificate – Generali Tower
  - Certificate – Island Place Tower
  - Certificate – Pacific Place
  - Certificate – Pacific Place Apartment
  - Certificate – Taikoo Place
  - Honorary Certificate – Oriental Landscapes Limited
  - Honorary Certificate – Swire Properties Limited

### Hong Kong Green Building Council Limited

- BEAM Plus for New Buildings (Version 1.1)
- Platinum rating – DUNBAR PLACE
  - Provisional Platinum rating – Swire Leadership Centre

BEAM Plus for New Buildings (Version 1.2)

- Provisional Platinum rating – Office development project in Kowloon Bay
- Provisional Silver rating – House development at Lot 750 in Lantau Island

### Hong Kong Green Organization Certification

Energywi\$e Certificate – Good level – Taikoo Place

IAQwi\$e Certificate

- Excellence level – Public Areas from 1/F to 28/F Commercial – 28 Hennessy Road
- Excellence level – G/F Entrance Lift Lobby – Generali Tower
- Excellence level – Public Areas of Whole Office Building (4/F to 36/F) – Citygate Outlets
- Excellence level – Public Areas of Whole Office Building (4/F to 40/F) – One Citygate
- Excellence level – Common Areas of Whole Office Tower – Cityplaza One
- Excellence level – Common Areas of Whole Office Tower – Cityplaza Three
- Excellence level – Common Areas of Whole Office Tower – Cityplaza Four
- Excellence level – Public Areas of Whole Office Building (4/F to 40/F) – One Pacific Place



# 2015 Awards

## AWARDS AND CERTIFICATIONS

### Hong Kong Green Organization Certification

- Excellence level – Public Areas of Whole Office Building (4/F to 36/F) – Two Pacific Place
- Excellence level – Public Areas of Whole Office Building (LG/F to 38/F) – Three Pacific Place
- Excellence level – Public Areas of Whole Office Building (3/F to 28/F) – Berkshire House
- Excellence level – Public Areas of Whole Office Building (3/F to 36/F) – Cambridge House
- Excellence level – Public Areas of Whole Office Building (4/F to 29/F) – Devon House
- Excellence level – Public Areas of Whole Office Building (5/F to 39/F) – Dorset House
- Excellence level – Public Areas of Whole Office Building (3/F to 23/F) – Lincoln House
- Excellence level – Public Areas of Whole Office Building (2/F to 67/F) – One Island East
- Excellence level – Public Areas of Whole Office Building (3/F to 40/F) – Oxford House
- Excellence level – Public Areas of Whole Office Building (4/F to 41/F) – PCCW Tower

#### Wastewi\$e Certificate

- Excellence level – Citygate
- Excellence level – Cityplaza
- Excellence level – Pacific Place Complex
- Excellence level – StarCrest
- Excellence level – Taikoo Place & One Island East
- Good level – East Hotel

### Hong Kong Interior Design Association

Asia Pacific Interior Design Awards 2015 – [Best 10 – Public Space category] – MOUNT PARKER RESIDENCES

### Hong Kong Police Force (Hong Kong SAR Government)

Hong Kong Island Best Security Services Awards 2014-2015 – Pacific Place – Chan Siu Chui

#### New Territories South Best Security Personnel Awards

- Citygate – Eric Poon Siu Yat
- Citygate – Terry Fung Kam Hong
- Citygate – Wong Sui Lin
- Citygate – Wu Yau Choi

### Hong Kong Quality Assurance Agency (HKQAA)

ISO14001 Environmental Management System (EMS) accreditation – Hong Kong portfolio

ISO50001 Energy Management System (EMS) accreditation – Hong Kong portfolio

OHSAS18001 Safety Management System (SMS) accreditation – Hong Kong portfolio

### Hong Kong Seeing Eye Dog Services

Children's Day Charity Run – [Championship – Corporate team race] – Swire Properties Limited

# 2015 Awards

## AWARDS AND CERTIFICATIONS

<b>Interior Design Media</b>	USA Interior Design Best of Year Award – [Residential Lobby / Amenity Space category] – MOUNT PARKER RESIDENCES
<b>Occupational Safety and Health Council</b>	7th Hong Kong Outstanding Occupational Safety and Health Employees Award Scheme – Meritorious Award – [Corporate Group – Management Group] – Rocky Lok (Cityplaza)
<b>14th Hong Kong Occupational Safety &amp; Health Award</b>	<ul style="list-style-type: none"> <li>• Best Visual Effects Award – Silver – Temporary IAQ Improvement Guard</li> <li>• Safety Enhancement Program Award – Gold – Temporary IAQ Improvement Guard</li> </ul>
<b>Perspective Limited</b>	<p>A&amp;D Trophy Awards 2015</p> <ul style="list-style-type: none"> <li>• Best of the Best Trophy – Architecture category – Sino-Ocean Taikoo Li Chengdu</li> <li>• Certificate of Excellence – Best Institutional / Public Space category – MOUNT PARKER RESIDENCES</li> </ul>
<b>Social Welfare Department Volunteer Movement (Hong Kong SAR Government)</b>	Gold Award for Volunteer Service – Swire Properties Community Ambassador
<b>The 5th Swire Sustainable Development Forum</b>	Sustainable Development Project Competition – Most Effective Project Award – Community Ambassador programme 'Welcome Home: Elderly Safe Living Scheme'
<b>The Bund</b>	Best Cultural Experience Award – The Temple House
<b>The Hong Kong Council of Social Service (HKCSS)</b>	<p>10 Years Plus Caring Company Logo – Swire Properties Limited</p> <p>Caring Company Recognition 2014-2015 – Les Saisons</p> <p>District Star Award – The Age Friendly Hong Kong Appreciation Scheme 2014 – Swire Properties Limited</p>
<b>Urban Land Institute</b>	2015 Global Awards for Excellence – Sino-Ocean Taikoo Li Chengdu
<b>Water Supplies Department (Hong Kong SAR Government)</b>	<p>Quality Water Supply Scheme for Buildings – Flushing Water</p> <ul style="list-style-type: none"> <li>• Blue Certificate – 28 Hennessy Road</li> <li>• Blue Certificate – Generali Tower</li> <li>• Blue Certificate – Citygate Outlets</li> <li>• Blue Certificate – One Citygate</li> <li>• Blue Certificate – Cityplaza One</li> <li>• Blue Certificate – Cityplaza Three</li> <li>• Blue Certificate – Cityplaza Four</li> <li>• Blue Certificate – Cityplaza North</li> <li>• Blue Certificate – Cityplaza South</li> <li>• Blue Certificate – Pacific Place</li> <li>• Blue Certificate – Three Pacific Place</li> <li>• Blue Certificate – Berkshire House</li> <li>• Blue Certificate – Cambridge House</li> <li>• Blue Certificate – Cornwall House</li> <li>• Blue Certificate – Devon House</li> <li>• Blue Certificate – Dorset House</li> </ul>



# 2015 Awards

## AWARDS AND CERTIFICATIONS

### Water Supplies Department (Hong Kong SAR Government)

- Blue Certificate – Lincoln House
- Blue Certificate – One Island East
- Blue Certificate – Oxford House
- Blue Certificate – PCCW Tower
- Blue Certificate – Warwick House
- Blue Certificate – Island Place Tower

#### Quality Water Supply Scheme for Buildings – Fresh Water

- Blue Certificate – 28 Hennessy Road
- Blue Certificate – Generali Tower
- Blue Certificate – Cityplaza North
- Blue Certificate – Cityplaza South
- Blue Certificate – Cambridge House
- Blue Certificate – One Island East
- Blue Certificate – Warwick House
- Gold Certificate – Berkshire House
- Gold Certificate – Cityplaza One
- Gold Certificate – Cityplaza Three
- Gold Certificate – Cityplaza Four
- Gold Certificate – Les Saisons
- Gold Certificate – Pacific Place
- Silver Certificate – Citygate Outlets
- Silver Certificate – One Citygate
- Silver Certificate – Three Pacific Place
- Silver Certificate – Cornwall House
- Silver Certificate – Devon House
- Silver Certificate – Dorset House
- Silver Certificate – Lincoln House
- Silver Certificate – Oxford House
- Silver Certificate – PCCW Tower

### Yan Oi Tong EcoPark Plastic Resources Recycling Centre

Yan Oi Tong Plastic Recycling Partnership Scheme 2014-2015 – [Gold Award – Commercial Organization and Shopping Centre] – Citygate

# Performance Data Summary

## HONG KONG

	UNIT	2015	2014	2013	2012	2011
<b>Energy use and CO<sub>2</sub>e emission</b>						
Purchased electricity	MWh	<b>189,360</b>	192,617	179,780	189,413	209,483
	GJ	<b>681,696</b>	693,420	647,208	681,887	754,139
Industrial diesel	Litres	<b>19,292</b>	18,776	15,941	19,218	12,097
Petrol	Litres	<b>22,627</b>	24,090	23,851	22,672	22,084
Ultra-low sulphur diesel (ULSD)	Litres	<b>48,276</b>	49,118	49,759	55,453	57,069
Direct energy use (Industrial diesel + Petrol + ULSD)	GJ	<b>3,168</b>	3,228	3,141	3,469	3,249
Indirect CO <sub>2</sub> e emissions <sup>(1)</sup>	Tonnes	<b>147,571</b>	148,116	139,120	146,731	159,827
Direct CO <sub>2</sub> e emissions <sup>(2)</sup>	Tonnes	<b>749</b>	3,290	1,053	943	2,675
<b>Materials used</b>						
Refrigerants containing HCFCs refilled	Kilograms	<b>93</b>	908	1,206	1,965	2,257
Refrigerants containing HFCs refilled	Kilograms	<b>387</b>	2,321	622	521	1,866
Paper and paper products	Kilograms	<b>31,242</b>	34,994	31,670	30,238	33,315
<b>Water use</b>						
Water - Municipal <sup>(3)</sup>	000 m <sup>3</sup>	<b>330</b>	334	360	369	424
<b>Wastewater reuse and discharge</b>						
Wastewater discharged	000 m <sup>3</sup>	<b>47,956</b>	37,841	48,315	48,682	46,387
Seawater reused for flushing	m <sup>3</sup>	<b>404,242</b>	385,493	387,142	385,584	250,230
Waste potable water reused for flushing	m <sup>3</sup>	<b>6,538</b>	6,194	7,466	11,530	19,932
<b>Non-hazardous waste disposal</b>						
Construction and demolition waste	Tonnes	<b>66,016</b>	11,006 <sup>(4)</sup>	3,321	8,208	5,924
Commercial / industrial waste	Tonnes	<b>12,834</b>	12,992	13,113	12,995	15,646
Residential / domestic waste	Tonnes	<b>345</b>	359	140	140	149
Grease trap waste	m <sup>3</sup>	<b>5,397</b>	5,420 <sup>(4)</sup>	5,190	5,264	5,736
Garden waste	Tonnes	<b>426</b>	589	250	468	555
<b>Non-hazardous waste recycling</b>						
Concrete waste	Tonnes	<b>2,254</b>	-	167	-	1,830
Steel	Tonnes	<b>-</b>	-	138	301	532
Paper	Tonnes	<b>2,640</b>	2,655 <sup>(4)</sup>	2,811	3,043	3,615
Metal <sup>(3)</sup>	Tonnes	<b>12</b>	6	20	17	9
Plastics	Tonnes	<b>10</b>	13	19	21	54
<b>Hazardous waste disposal <sup>(3)</sup></b>						
Oils and lubricants	Litres	<b>1,826</b>	-	1,488	730	1,403
<b>Hazardous waste recycling <sup>(3)</sup></b>						
Battery electrolyte	Litres	<b>-</b>	-	-	-	-
Oils and liquids	Litres	<b>-</b>	-	-	-	-
<b>Health &amp; safety</b>						
No. of employees		<b>2,286</b>	2,253	2,180	2,210	2,211
No. of reportable accidents (sick leave >3 days)		<b>37</b>	26	29	34	37
No. of hours lost to accidents (sick leave >3 days)		<b>15,977</b>	10,935	10,865	18,760	12,482
No. of fatalities		<b>0</b>	0	0	0	0
Accident rate		<b>16</b>	12	13	15	16
Severity rate		<b>615</b>	426	437	750	445

### Notes:

- 1) Indirect CO<sub>2</sub>e emission included purchased electricity.
- 2) Direct CO<sub>2</sub>e emission included industrial diesel, petrol, ultra-low sulphur diesel, HFCs refilled.
- 3) New data parameters are newly included in 2015:
  - Waste reporting is improved by new inclusion of hazardous waste disposal and recycling in 2015.
  - Data of potable water used for cooling and potable water used for properties and landscaping are re-grouped as water-municipal.
  - Data of aluminium and steel recycling are re-grouped as metal recycling.
- 4) The data is adjusted to reflect actual situation in 2014.

### Remarks:

Greenhouse gas emissions intensity for 2015 is calculated as below:  
 Hong Kong Portfolios – 0.120 tonnes CO<sub>2</sub>e /sqm /year  
 Mainland China Portfolios – 0.087 tonnes CO<sub>2</sub>e /sqm /year  
 Hotels (Hong Kong + Mainland China) – 0.062 tonnes CO<sub>2</sub>e /guest night /year

Energy intensity for 2015 is calculated as below:  
 Hong Kong Portfolios – 153 kWh /sqm /year  
 Mainland China Portfolios – 100.8 kWh /sqm /year  
 Hotels (Hong Kong + Mainland China) – 69.5 kWh /guest night /year

Water intensity for 2015 is calculated as below:  
 Hong Kong Portfolios – 0.267m<sup>3</sup> /sqm /year  
 Mainland China Portfolios – 1.074m<sup>3</sup> /sqm /year  
 Hotels (Hong Kong + Mainland China) – 0.695m<sup>3</sup> /guest night /year



# Performance Data Summary

		MAINLAND CHINA					SWIRE HOTELS				
	UNIT	2015*	2014	2013	2012	2011	2015*	2014	2013	2012	2011
<b>Energy use and CO<sub>2</sub>e emission</b>											
Purchased electricity	MWh	<b>59,659</b>	59,213	42,468	13,847	13,908	<b>23,638</b>	23,846	16,067	16,803	20,739
	GJ	<b>214,773</b>	213,168	152,884	49,849	50,069	<b>85,097</b>	85,845	57,841	60,491	74,660
Industrial diesel	Litres	<b>4,460</b>	7,908	7,668	1,610	1,220	<b>425</b>	917	713	875	126
Petrol	Litres	<b>54,840</b>	41,971	28,979	17,661	14,640	<b>36,834</b>	37,804	42,395	43,085	41,173
Town gas	Unit	-	-	-	-	-	<b>185,276</b>	183,846	203,129	230,547	239,771
Natural gas	MJ	<b>51,964,259<sup>(4)</sup></b>	14,186,655	-	-	-	<b>35,486,595</b>	34,506,535	16,568,054	17,023,652	12,946,524
Direct energy use (Industrial diesel + Petrol + Town gas / Natural gas)	GJ	<b>53,929</b>	15,852	1,229	641	528	<b>45,604</b>	44,620	11,213	29,544	26,604
Indirect CO <sub>2</sub> e emissions <sup>(1)</sup>	Tonnes	<b>45,818</b>	45,476	32,550	10,807	10,957	<b>18,518</b>	18,564	12,705	13,366	16,515
Direct CO <sub>2</sub> e emissions <sup>(2)</sup>	Tonnes	<b>2,805</b>	3,338 <sup>(6)</sup>	88	52	43	<b>2,424</b>	2,727 <sup>(6)</sup>	659	1,715	1,462
<b>Materials used</b>											
Refrigerants containing HCFCs refilled	Kilograms	<b>0</b>	120	-	-	66	-	-	-	20	-
Refrigerants containing HFCs refilled	Kilograms	<b>0</b>	1,800	-	-	-	<b>23</b>	13	21	32	3
Paper and paper products	Kilograms	<b>5,571</b>	4,058	3,687	5,145	10,964	<b>16,470</b>	24,385	21,487	26,338	26,563
<b>Water use</b>											
Water - Municipal <sup>(3)</sup>	000 m <sup>3</sup>	<b>602</b>	595	450	143	98	<b>236</b>	239	143	145	126
<b>Wastewater reuse and discharge</b>											
Wastewater discharged	000 m <sup>3</sup>	<b>457</b>	341	182	83	44	<b>197</b>	238	135	138	117
Seawater reused for flushing	m <sup>3</sup>	-	-	-	-	-	-	-	-	-	6,339
Waste potable water reused for flushing	m <sup>3</sup>	<b>49,849<sup>(5)</sup></b>	124,413	-	-	-	-	-	-	-	-
<b>Non-hazardous waste disposal</b>											
Construction and demolition waste	Tonnes	<b>1,146</b>	481 <sup>(6)</sup>	4,199	327	18,548	-	-	-	-	-
Commercial / industrial waste	Tonnes	<b>15,384</b>	13,659	7,056	4,606	5,237	<b>1,287</b>	1,273	1,101	1,637	1,075
Residential / domestic waste	Tonnes	-	-	-	-	-	-	-	-	-	-
Grease trap waste	m <sup>3</sup>	<b>27</b>	2	8,052	8,239	13,173	<b>202</b>	-	541	642	2,108
Garden waste	Tonnes	-	-	-	-	-	-	-	-	-	-
<b>Non-hazardous waste recycling</b>											
Concrete waste	Tonnes	-	-	-	-	11	-	-	-	-	-
Steel	Tonnes	-	-	4,740	139	138	-	-	-	-	-
Paper	Tonnes	<b>289</b>	205	145	4	7	<b>51</b>	51	57	53	50
Metal <sup>(3)</sup>	Tonnes	<b>3</b>	0	3	0	0	<b>6</b>	0	2	2	1
Plastics	Tonnes	<b>12</b>	11	12	0	0	<b>7</b>	7	7	6	4
<b>Hazardous waste disposal <sup>(3)</sup></b>											
Oils and lubricants	Litres	-	-	-	-	-	-	-	-	-	-
<b>Hazardous waste recycling <sup>(3)</sup></b>											
Battery electrolyte	Litres	-	-	-	-	-	<b>200</b>	-	-	-	-
Oils and liquids	Litres	<b>117,200</b>	-	-	-	-	-	-	-	-	-
<b>Health &amp; safety</b>											
No. of employees		<b>864</b>	854	850	852	654	<b>1,269</b>	1,138	768	755	857
No. of reportable accidents (sick leave >3 days)		<b>3</b>	6	6	7	1	<b>21</b>	26	20	14	3
No. of hours lost to accidents (sick leave >3 days)		<b>1,848</b>	820	768	1,431	160	<b>6,441</b>	7,619	5,724	990	656
No. of fatalities		<b>0</b>	0	0	0	0	<b>0</b>	0	0	0	0
Accident rate		<b>3</b>	7	7	8	7	<b>17</b>	23	26	19	7
Severity rate		<b>207</b>	93	87	165	107	<b>477</b>	628	693	119	158

## Notes:

- 1) Indirect CO<sub>2</sub>e emission included purchased electricity and town gas.
- 2) Direct CO<sub>2</sub>e emission included industrial diesel, petrol, town gas / natural gas, HFCs refilled.
- 3) New data parameters are newly included in 2015:
  - Waste reporting is improved by new inclusion of hazardous waste disposal and recycling in 2015.
  - Indirect CO<sub>2</sub>e reporting is improved by new inclusion of indirect town gas emission in 2015.
  - Data of potable water used for cooling and potable water used for properties and landscaping are re-grouped as water-municipal.
  - Data of aluminium and steel recycling are re-grouped as metal recycling.
- 4) The increase was due to new inclusion of INDIGO for heating purpose.
- 5) The data is improved by actual measurement instead of estimation.
- 6) The data is adjusted to reflect actual situation in 2014.

## Remark:

\*Buildings included Taikoo Li Sanitun, TaiKoo Hui, Hui Fang and INDIGO.

#Hotels included EAST Hong Kong, The Upper House, The Opposite House and EAST Beijing.

# Performance Data Summary

## HONG KONG

	2015		2014		2013		2012	
Total Headcount	2,296		2,261		2,201		2,190	
By employment types								
Full-Time staff	2,035	88.6%	2,006	88.7%	1,983	90.1%	1,998	91.2%
Contract Staff	215	9.4%	205	9.1%	147	6.7%	115	5.3%
Part-time Staff	46	2.0%	50	2.2%	71	3.2%	77	3.5%
By gender								
Male	1,527	66.5%	1,538	68.0%	1,509	68.6%	1,521	69.5%
Female	769	33.5%	723	32.0%	692	31.4%	669	30.5%
By age group								
Under 30 years old	359	15.6%	368	16.3%	374	17.0%	383	17.5%
30 to 50 years old	1,114	48.5%	1,097	48.5%	1,083	49.2%	1,087	49.6%
Over 50 years old	823	35.8%	796	35.2%	744	33.8%	720	32.9%
Total Turnover Rate (Full-Time Staff)	278	13.7%	372	18.5%	275	13.9%	338	16.9%
By gender								
Male (Total no. of male voluntary leavers (full-time permanent)/ male full-time permanent)	189	14.0%	212	15.5%	177	13.1%	232	16.6%
Female (Total no. of female voluntary leavers (full-time permanent)/ female full-time permanent)	89	13.0%	160	25.0%	98	15.6%	106	17.6%
By age group								
Under 30 years old	70	24.7%	140	48.4%	84	28.5%	116	36.7%
30 to 50 years old	144	13.3%	180	16.7%	151	14.2%	180	16.8%
Over 50 years old	64	9.8%	52	8.1%	40	6.4%	42	6.9%
Total New Hires	420		452		342		371	
By gender								
Male	242	57.6%	291	64.4%	207	60.5%	234	63.1%
Female	178	42.4%	161	35.6%	135	39.5%	137	36.9%
By age group								
Under 30 years old	158	37.6%	172	38.1%	141	41.2%	182	49.1%
30 to 50 years old	188	44.8%	209	46.2%	159	46.5%	152	41.0%
Over 50 years old	74	17.6%	71	15.7%	42	12.3%	37	10.0%
Total Training Hours	14,519		19,367.25		18,202.75		13,218	
Average training hours by gender								
Male	6.25		7.89		7.53		5.28	
Female	6.47		10.01		9.89		7.75	
Average training hours by management role								
Management	14.84		20.21		17.78		11.34	
Non-management	4.51		6.12		6.27		4.94	
Health and safety training								
Total training hours for health and safety	7,198.5		3,531.25		4,618.25		5,886.5	
Average training hours for health and safety	4.40		3.40		4.90		4.10	

### Remarks:

In 2015, 39% of training hours were provided to managerial-level employees and 61% of training hours were provided to non-managerial-level employees. Of the total training hours in 2015, 64% were provided to male employees and 36% were provided to female employees.



# Performance Data Summary

MAINLAND CHINA																	SWIRE HOTELS							
	2015		2014		2013		2012		2015		2014		2013		2012									
Total Headcount	1,383		1,341		1,191		1,098		1,729		1,471		1,185		1,161									
By employment types																								
Full-Time staff	1,383	100%	1,341	100%	1,191	100%	1,097	99.9%	1,709	98.8%	734	49.9%	599	50.5%	539	46.4%								
Contract Staff	0	0%	0	0%	0	0%	0	0%	17	1.0%	734	49.9%	585	49.4%	620	53.4%								
Part-time Staff	0	0%	0	0%	0	0%	1	0.1%	3	0.2%	3	0.2%	1	0.1%	2	0.2%								
By gender																								
Male	895	64.7%	880	65.6%	776	65.2%	709	64.6%	937	54.2%	803	54.6%	660	55.7%	653	56.2%								
Female	488	35.3%	461	34.4%	415	34.8%	389	35.4%	792	45.8%	668	45.4%	525	44.3%	508	43.8%								
By age group																								
Under 30 years old	447	32.3%	476	35.5%	438	36.8%	398	36.2%	808	46.7%	792	53.8%	731	61.7%	705	60.7%								
30 to 50 years old	874	63.2%	803	59.9%	694	58.3%	656	59.7%	823	47.6%	602	40.9%	415	35%	423	36.4%								
Over 50 years old	62	4.5%	62	4.6%	59	5.0%	43	3.9%	98	5.7%	77	5.2%	39	3.3%	33	2.8%								
Total Turnover Rate (Full-Time Staff)	212	15.3%	234	17.4%	226	19.0%	266	24.2%	492	28.8%	460	31.4%	449	38.1%	349	30.2%								
By gender																								
Male (Total no. of male voluntary leavers (full-time permanent)/ male full-time permanent)	139	15.5%	151	17.2%	155	20.0%	183	25.8%	248	26.8%	252	31.6%	238	26.8%	176	27.1%								
Female (Total no. of female voluntary leavers (full-time permanent)/ female full-time permanent)	73	15.0%	83	18.0%	71	17.1%	83	21.4%	244	31.2%	208	31.2%	211	31.2%	173	34.1%								
By age group																								
Under 30 years old	103	23.0%	120	25.2%	152	34.7%	128	32.2%	316	39.6%	321	40.6%	335	45.8% <sup>(1)</sup>	235	33.3% <sup>(1)</sup>								
30 to 50 years old	103	11.8%	109	13.6%	71	10.2%	135	20.6%	159	19.3%	128	21.3%	107	25.8% <sup>(1)</sup>	109	25.8% <sup>(1)</sup>								
Over 50 years old	6	9.7%	5	8.1%	3	5.1%	3	7.0%	17	18.5%	11	15.1%	7	17.9% <sup>(1)</sup>	5	15.2% <sup>(1)</sup>								
Total New Hires	416		411		295		435		758		711		453		584									
By gender																								
Male	273	65.6%	291	70.8%	200	67.8%	333	76.6%	376	49.6%	375	52.7%	250	55.2%	310	53.1%								
Female	143	34.4%	120	29.2%	95	32.2%	102	23.4%	382	50.4%	336	47.3%	203	44.8%	274	46.9%								
By age group																								
Under 30 years old	203	48.8%	217	52.8%	156	52.9%	202	46.4%	441	58.2%	425	59.8%	360	79.5%	434	74.3%								
30 to 50 years old	200	48.1%	188	45.7%	130	44.1%	212	48.7%	285	37.6%	254	35.7%	87	19.2%	143	24.5%								
Over 50 years old	13	3.1%	6	1.5%	9	3.1%	21	4.8%	32	4.2%	32	4.5%	6	1.3%	7	1.2%								
Total Training Hours	27,811		16,964		20,823		18,088		33,851.9		17,682		19,582		31,645									
Average training hours by gender																								
Male	23.63		12.92		17.18		19.27		15.25		10.50		15.74		29.60									
Female	13.65		12.13		18.05		10.35		23.67		13.85		17.51		25.44									
Average training hours by management role																								
Management	11.98		10.97		18.29		11.18		19.87		12.34		21.09		29.10									
Non-management	23.95		13.49		17.08		18.96		18.90		11.91		15.44		26.82									
Health and safety training																								
Total training hours for health and safety	15,442		5,504		6,792		6,359		979		895		1,013		1,044									
Average training hours for health and safety	13.44		6.44		8.03		7.30		1.17		1.30		1.87		1.97									

## Remark:

1) Turnover rate by age group for Swire Hotels (2012, 2013) was calculated as age group turnover / total no. of staff in age group.

### Scope and Objective

Hong Kong Quality Assurance Agency ('HKQAA') was commissioned by Swire Properties Limited (hereinafter referred to as "SPL") to provide independent assurance of the Sustainable Development Report 2015 ('the Report') which was prepared in accordance with the Core option of the G4 Sustainability Reporting Guidelines issued by the Global Reporting Initiative (GRI) and The Stock Exchange of Hong Kong Limited's (SEHK) Environmental, Social and Governance (ESG) Reporting Guide. The Report states SPL's major activities and achievements on sustainable development from 1 January to 31 December 2015.

### Assurance Methodology

The process used in this verification was based on current best practices. The Report was reviewed based on the following criteria for a reasonable level of assurance:

- International Standard on Assurance Engagement 3000 (ISAE 3000) – "Assurance Engagement Other Than Audits or Reviews of Historical Financial Information" issued by the International Auditing and Assurance Standards Board;
- The Global Reporting Initiative (GRI) G4 Guidelines; and
- SEHK's ESG Reporting Guide.

The verification procedure included reviewing relevant documentation, interviewing responsible personnel with accountability for preparing the Report and verifying the selected representative sample of data and information consolidated in the Report. Raw data and supporting evidence of the selected samples were thoroughly examined.

### Independence

HKQAA was not involved in collecting and calculating the reporting data, or in the development of the Report. HKQAA's activities are independent from SPL.

### Conclusion

The information presented in the Report provided a material and complete representation of the performance of SPL in the context of sustainable development. The verification team confirmed that the Report was prepared based on factual statements and that the data contained within the Report are accurate. It is a fair and honest representation of initiatives, targets, progress and performance on SPL's sustainable development achievements.

Overall speaking, the Report provides an adequate and fair account of SPL's sustainability performance on material aspects and demonstrates satisfactory disclosure of the Core options of the GRI's G4 Sustainability Reporting Guidelines and the SEHK's ESG Reporting Guide.

Signed on behalf of HKQAA



Jorine Tam  
Director, Corporate Business  
June 2016



# Global Reporting Initiative Content Index

GENERAL STANDARD DISCLOSURES			
GRI Indicator	Description	References and Remarks	External Assurance
Strategy and Analysis			
G4-1	Statement from the most senior decision-maker of the organisation	Chief Executive's Message (P.4)	✓
Organisational Profile			
G4-3	Name of the organisation	Contact Us (Last Page of the Report)	✓
G4-4	Primary brands, products, and services	Our Business (P.7) 2015 Annual Report – Company Profile (P.2)	✓
G4-5	Location of the organisation's headquarters	Contact Us (Last Page of the Report)	✓
G4-6	Number and names of countries where either the organisation has significant operations or that are specifically relevant to the sustainability topics covered in the report	Our Business (P.7) 2015 Annual Report – Company Profile (P.2)	✓
G4-7	Nature of ownership and legal form	Our Business (P.7) 2015 Annual Report – Company Profile (P.2)	✓
G4-8	Markets served	Our Business (P.7) Corporate website – Business Overview ( <a href="http://www.swireproperties.com/en/about-us/business-overview.aspx">http://www.swireproperties.com/en/about-us/business-overview.aspx</a> )	✓
G4-9	Scale of the organisation	Our Business (P.7) 2015 Annual Report – Management Discussion & Analysis - Review of Operations – Portfolio Overview (P.14-P.41)	✓
G4-10	Employee statistics	Employee Profile Performance Data Summary	✓
G4-11	Percentage of total employees covered by collective bargaining agreements	There are no formal collective bargaining agreements in place. However, employees can present their grievances through established channels, where they will be dealt in a timely and effective manner.	✓
G4-12	Organisation's supply chain	Our Business – Supply Chain (P.14) 2015 Annual Report – Sustainable Development – Suppliers (P. 83)  Corporate website – Our Supply Chain <a href="http://www.swireproperties.com/en/sustainability/our-supply-chain.aspx">http://www.swireproperties.com/en/sustainability/our-supply-chain.aspx</a>  Corporate website – Supplier Code of Conduct <a href="http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx">http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx</a>	✓
G4-13	Significant changes during the reporting period regarding the organisation's size, structure, ownership, or its supply chain	2015 Annual Report – Management Discussion & Analysis - Review of Operations – Portfolio Overview (P.14-P.41)	✓
G4-14	Explanation of whether and how the precautionary approach or principle is addressed by the organisation	Our Business – Corporate Governance (P.10) Our Business – Risk Management (P.11)	✓
G4-15	Externally developed economic, environmental and social charters, principles, or other initiatives to which the organisation subscribes or which it endorses	Memberships and Awards	✓
G4-16	Memberships of associations	Memberships and Awards	✓
Identified Material Aspects and Boundaries			
G4-17	Entities included in the organisation's consolidated financial statements	2015 Annual Report – Consolidated Statements (P.90-P.94) 2015 Annual Report – Notes to the Accounts (P.95-P.149)	✓
G4-18	Process for defining the report content and the aspect boundaries.	GRI & HKEx ESG Reporting – Stakeholder Engagement and Materiality (P.61) GRI & HKEx ESG Reporting – Reporting Standard and Scope (P.62)	✓
G4-19	Material Aspects identified in the process for defining report content	GRI & HKEx ESG Reporting – Stakeholder Engagement and Materiality (P.61)	✓
G4-20	Aspect Boundary within the organisation for each material aspect	GRI & HKEx ESG Reporting – Stakeholder Engagement and Materiality (P.61)	✓
G4-21	Aspect Boundary outside the organisation for each material aspect	GRI & HKEx ESG Reporting – Stakeholder Engagement and Materiality (P.61)	✓

# Global Reporting Initiative Content Index

## GENERAL STANDARD DISCLOSURES

GRI Indicator	Description	References and Remarks	External Assurance
<b>Identified Material Aspects and Boundaries</b>			
G4-22	Effect of any restatements of information provided in previous reports	Performance Data Summary	✓
G4-23	Significant changes from previous reporting periods in the Scope and Aspect Boundaries	GRI & HKEx ESG Reporting – Reporting Standard and Scope (P.62) Performance Data Summary	✓
<b>Stakeholder Engagement</b>			
G4-24	List of stakeholder groups engaged by the organisation	Sustainable Development Strategy Workshop in Chengdu GRI & HKEx ESG Reporting – Stakeholder Engagement and Materiality (P.61)	✓
G4-25	Basis for identification and selection of stakeholders with whom to engage	Sustainable Development Strategy Workshop in Chengdu GRI & HKEx ESG Reporting – Stakeholder Engagement and Materiality (P.61)	✓
G4-26	Organisation's approach to stakeholder engagement	Sustainable Development Strategy Workshop in Chengdu GRI & HKEx ESG Reporting – Stakeholder Engagement and Materiality (P.61)	✓
G4-27	Key topics and concerns raised through stakeholder engagement, and how the organisation has responded to those key topics and concerns, including through its reporting	GRI & HKEx ESG Reporting – Stakeholder Engagement and Materiality (P.61)	✓
<b>Report Profile</b>			
G4-28	Reporting period	GRI & HKEx ESG Reporting (P.60)	✓
G4-29	Date of most recent previous report	GRI & HKEx ESG Reporting (P.60)	✓
G4-30	Reporting cycle	GRI & HKEx ESG Reporting (P.60)	✓
G4-31	Contact point for questions regarding the report or its contents	Contact Us (Last Page of the Report)	✓
G4-32	'In accordance' option the organisation has chosen, GRI Content Index, reference to the External Assurance Report	GRI & HKEx ESG Reporting (P.60) GRI & HKEx ESG Reporting – Reporting Standard and Scope (P.62) GRI & HKEx ESG Reporting – Assurance (P.62) GRI & HKEx ESG Reporting – Assurance Verification Statement (P.62) Global Reporting Initiative Index	✓
G4-33	Organisation's policy and current practice with regard to seeking external assurance for the report	GRI & HKEx ESG Reporting – Assurance (P.62) GRI & HKEx ESG Reporting – Assurance Verification Statement (P.62)	✓
<b>Governance</b>			
G4-34	Governance structure of the organisation. Committees responsible for decision-making on economic, environmental and social impacts	Our Business – Sustainable Development Approach and Structure (P.9) Our Business – Corporate Governance (P.10) Our Business – Risk Management (P.11) 2015 Annual Report – The Board of Directors (P. 67)	✓
<b>Ethics and Integrity</b>			
G4-56	Organisation's values, principles, standards and norms of behaviour such as codes of conduct and codes of ethics	Our Business – Corporate Governance (P.10) Our Business – Fair Operating Practices (P.11) Our People – Code of Conduct (P.43) Corporate website – Corporate Code of Conduct <a href="http://ir.swireproperties.com/eng/conduct/conduct.pdf">http://ir.swireproperties.com/eng/conduct/conduct.pdf</a> 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 – Our Commitment <a href="http://www.swireproperties.com/en/sustainability/our-commitments.aspx">http://www.swireproperties.com/en/sustainability/our-commitments.aspx</a>	✓

## SPECIFIC STANDARD DISCLOSURES (MATERIALS ASPECTS)

GRI Indicator	Description	References and Remarks	External Assurance
<b>ECONOMIC</b>			
<b>Economic Performance</b>			
G4-DMA	Economic performance	Our Business (P.7) 2015 Annual Report – Management Discussion & Analysis - Review of Operations – Portfolio Overview (P. 14 – P. 41) 2015 Annual Report – Financial Review (P.42)	✓



## Global Reporting Initiative Content Index

SPECIFIC STANDARD DISCLOSURES (MATERIALS ASPECTS)			
GRI Indicator	Description	References and Remarks	External Assurance
ECONOMIC			
Economic Performance			
G4-EC1	Direct economic value generated and distributed	Our Business (P.7) 2015 Annual Report – Management Discussion & Analysis - Review of Operations - Portfolio Overview (P. 14 – P. 41) 2015 Annual Report – Financial Review (P. 42 – P. 46)	✓
G4-EC4	Financial assistance received from government	We did not receive significant financial assistance from any government.	✓
Market Presence			
G4-DMA	Market presence	Our Business (P.7) 2015 Annual Report – Management Discussion & Analysis – Review of Operations - Portfolio Overview (P.14 – P.41)	✓
G4-EC6	Proportion of senior management hired from the local community at significant locations of operation	Performance Data Summary 2015 Annual Report – Corporate Governance & Sustainability – Directors and Officers (P.70 – P.71) Corporate Website – Our Management <a href="http://www.swireproperties.com/en/about-us/our-management.aspx">http://www.swireproperties.com/en/about-us/our-management.aspx</a>	✓
Indirect Economic Impacts			
G4-DMA	Indirect economic impacts	2015 Annual Report – Management Discussion & Analysis – Review of Operations - Portfolio Overview (P.14 – P.41)	✓
G4-EC8	Significant indirect economic impacts, including the extent of impacts	Our Community (P.48) 2015 Annual Report – Management Discussion & Analysis – Review of Operations – Portfolio Overview (P.14 – P.41)	✓
Procurement Practices			
G4-DMA	Procurement practices	Our Business – Supply Chain (P.14)	✓
G4-EC9	Proportion of spending on local suppliers at significant locations of operation	This number breakdown is not systematically documented.	✓
ENVIRONMENTAL			
Materials			
G4-DMA	Materials	Our Environment (P.24) Corporate website – Our Environmental Policy <a href="http://www.swireproperties.com/en/sustainability/our-commitments/environmental-policy.aspx">http://www.swireproperties.com/en/sustainability/our-commitments/environmental-policy.aspx</a>	✓
G4-EN1	Materials used by weight or volume	Our Environment – Waste Management (P.30) Performance Data Summary	✓
G4-EN2	Percentage of materials used that are recycled input materials	Our Business – Supply Chain (P.14) Our Environment – Waste Management (P.30) Our Environment – Green Building Rating Schemes (P.32)	✓
Energy			
G4-DMA	Energy	Our Environment – Our Energy Reduction Objectives and Achievements (P.26) Our Environment – Green Building Rating Schemes (P.32) Corporate website – Our Energy Policy <a href="http://www.swireproperties.com/en/sustainability/our-commitments/energy-policy.aspx">http://www.swireproperties.com/en/sustainability/our-commitments/energy-policy.aspx</a>	✓
G4-EN3	Energy consumption within the organisation	Our Environment – Our Energy Reduction Objectives and Achievements (P.26) Performance Data Summary	✓
G4-EN5	Energy intensity	Our Environment – Our Energy Reduction Objectives and Achievements (P.26) Performance Data Summary Note: Energy intensity for 2015 is calculated as below: Hong Kong Portfolios – 153 kWh/sqm/yr Mainland China Portfolios – 100.8 kWh/sqm/yr Hotel (HK+Mainland China) – 69.5 kWh/guestnight/yr	✓

# Global Reporting Initiative Content Index

## SPECIFIC STANDARD DISCLOSURES (MATERIALS ASPECTS)

GRI Indicator	Description	References and Remarks	External Assurance
ENVIRONMENTAL			
Energy			
G4-EN6	Reduction of energy consumption	Sustainability in Action – Brickell City Centre (P.15) Our Environment – Our Energy Reduction Objectives and Achievements (P.26) Our Environment – Green Building Rating Schemes (P.32)	✓
Water			
G4-DMA	Water	Sustainability in Action – Brickell City Centre (P.15) Our Environment – Water (P.32)	✓
G4-EN10	Percentage and total volume of water recycled and reused	Performance Data Summary	✓
Emissions			
G4-DMA	Emissions	Our Environment – Our Energy Reduction Objectives and Achievements (P.26) Performance Data Summary	✓
G4-EN15	Direct greenhouse gas (GHG) emissions (Scope 1)	Performance Data Summary	✓
G4-EN16	Energy indirect greenhouse gas (GHG) emissions (Scope 2)	Our Environment – Our Energy Reduction Objectives and Achievements (P.26) Performance Data Summary	✓
G4-EN17	Other indirect greenhouse gas (GHG) emissions (Scope 3)	Performance Data Summary Scope 3 emissions are not included in 2015 reporting	✓
G4-EN18	Greenhouse gas (GHG) emissions intensity	Performance Data Summary Note: Greenhouse gas emissions intensity for 2015 is calculated as below: Hong Kong Portfolios – 0.120 tonnes CO <sub>2</sub> e/sqm/yr Mainland China Portfolios – 0.087 tonnes CO <sub>2</sub> e /sqm/yr Hotel (HK+Mainland China) – 0.062 tonnes CO <sub>2</sub> e /guestnight/yr	✓
G4-EN19	Reduction of greenhouse gas (GHG) emissions	Performance Data Summary	✓
Effluents and Waste			
G4-DMA	Effluents and waste	Our Environment – Waste Management (P.30) Our Environment – Green Building Rating Schemes (P.32)	✓
G4-EN22	Total water discharge by quality and destination	Performance Data Summary	✓
G4-EN23	Total weight of waste by type and disposal method	Our Environment – Waste Management (P.30) Performance Data Summary	✓
Compliance			
G4-DMA	Compliance	Our Environment (P.24)	✓
G4-EN29	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations	No monetary value of significant fines and non-monetary sanctions for non-compliance with environmental laws and regulations were recorded for 2015	✓
Supplier Environmental Assessment			
G4-DMA	Supplier environmental assessment	Our Business – Supply Chain (P.14) Corporate website – Our Supplier Code of Conduct <a href="http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx">http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx</a> Assessment of contractors' environmental performance is incorporated as part of our operation practices and requirements of ISO14001. As part of the Swire Group Risk Management Committee, we follow also the sustainable procurement policy endorsed in 2014 where applicable. <a href="http://www.swirepacific.com/en/sd/working_details.php?select=1">http://www.swirepacific.com/en/sd/working_details.php?select=1</a>	✓
Environmental Grievance Mechanisms			
G4-DMA	Environmental grievance mechanisms	Our Business – Fair Operating Practices (P.11) We are open to scrutiny and we have channels for feedback available to all shareholders, customers, suppliers, contractors and employees.	✓
G4-EN34	Number of grievances about environmental impacts filed, addressed, and resolved through formal grievance mechanisms	No grievances about substantial impacts on the environment were recorded.	✓



## Global Reporting Initiative Content Index

### SPECIFIC STANDARD DISCLOSURES (MATERIALS ASPECTS)

GRI Indicator	Description	References and Remarks	External Assurance
SOCIAL - LABOR PRACTICES AND DECENT WORK			
Employment			
G4-DMA	Employment	Our People (P.39) Corporate website – Our people <a href="http://www.swireproperties.com/en/sustainability/our-people.aspx">http://www.swireproperties.com/en/sustainability/our-people.aspx</a>	✓
G4-LA1	Total number and rates of new employee hires and employee turnover by age group, gender and region	Performance Data Summary	✓
G4-LA2	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by significant locations of operation	Our People – Employee Recruitment, Retention and Benefits (P.43)	✓
Occupational Health and Safety			
G4-DMA	Occupational health and safety	Our People – Health & Safety (P.46) Corporate website – Our Health & Safety Policy <a href="http://www.swireproperties.com/en/sustainability/our-commitments/health-and-safety-policy.aspx">http://www.swireproperties.com/en/sustainability/our-commitments/health-and-safety-policy.aspx</a>	✓
G4-LA6	Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of work-related fatalities, by region and by gender	Our People – Health & Safety (P.46) Performance Data Summary	✓
Training and Education			
G4-DMA	Training and education	Our People – Developing Our People (P.41)	✓
G4-LA9	Average hours of training per year per employee by gender, and by employee category	Our People – Developing Our People (P.41) Performance Data Summary	✓
Diversity and Equal Opportunity			
G4-DMA	Diversity and equal opportunity	Our People – Equal Opportunities (P.43) Corporate Website – Board Diversity Policy <a href="http://ir.swireproperties.com/eng/diversity.php">http://ir.swireproperties.com/eng/diversity.php</a>	✓
G4-LA12	Composition of governance bodies and breakdown of employees	Our People – Employee Profile (P.41) 2015 Annual Report – Corporate Governance & Sustainability – Corporate Governance (P.58-P.68) Performance Data Summary	✓
Equal Remuneration For Women and Men			
G4-DMA	Equal remuneration for women and men	Our People – Equal Opportunities (P.43) Corporate Website – Equal opportunities and diversity <a href="http://ir.swireproperties.com/eng/equal.php">http://ir.swireproperties.com/eng/equal.php</a>	✓
G4-LA13	Ratio of basic salary and remuneration of women to men by employee category, by significant locations of operation	Not reported as the information is subject to specific confidentiality constraints. We do not use equal remuneration indicators.	✓
HUMAN RIGHTS			
Investment			
G4-DMA	Investment	Our Business – Supply Chain (P.14)	✓
G4-HR2	Total hours and percentage of employee training on human rights policies or procedures	Our People – Developing Our People (P.41) Our People – Equal Opportunities (P.43) Our People – Code of Conduct (P.43) Corporate website – Our People <a href="http://www.swireproperties.com/en/sustainability/our-people.aspx">http://www.swireproperties.com/en/sustainability/our-people.aspx</a> Corporate website – Corporate Code of Conduct <a href="http://ir.swireproperties.com/eng/conduct/conduct.pdf">http://ir.swireproperties.com/eng/conduct/conduct.pdf</a>	✓
Non-Discrimination			
G4-DMA	Non-discrimination	Our People – Equal Opportunities (P.43) Our People – Code of Conduct (P.43) Corporate Website – Equal opportunities and diversity <a href="http://ir.swireproperties.com/eng/equal.php">http://ir.swireproperties.com/eng/equal.php</a> Corporate website – Our People <a href="http://www.swireproperties.com/en/sustainability/our-people.aspx">http://www.swireproperties.com/en/sustainability/our-people.aspx</a> Corporate website – Corporate Code of Conduct <a href="http://ir.swireproperties.com/eng/conduct/conduct.pdf">http://ir.swireproperties.com/eng/conduct/conduct.pdf</a>	✓

# Global Reporting Initiative Content Index

## SPECIFIC STANDARD DISCLOSURES (MATERIALS ASPECTS)

GRI Indicator	Description	References and Remarks	External Assurance
HUMAN RIGHTS			
Non-Discrimination			
G4-HR3	Total number of incidents of discrimination and corrective actions taken	We received no complaints of discrimination in 2015	✓
Security Practices			
G4-DMA	Security practices	Our People – Employee Engagement (P.44)	✓
G4-HR7	Percentage of security personnel trained in the organisation's human rights policies or procedures that are relevant to operations	Our People – Developing Our People (P.41) Our People – Equal Opportunities (P.43) Our People – Code of Conduct (P.43) Corporate website – Corporate Code of Conduct <a href="http://ir.swireproperties.com/eng/conduct/conduct.pdf">http://ir.swireproperties.com/eng/conduct/conduct.pdf</a>	✓
SOCIETY			
Local Communities			
G4-DMA	Local communities	Our Communities (P.48)	✓
G4-S01	Percentage of operations with implemented local community engagement, impact assessments, and development programs	Our Communities (P.48)	✓
G4-S02	Operations with significant actual and potential negative impacts on local communities	No significant potential or actual negative impacts were identified in 2015	✓
Anti-Corruption			
G4-DMA	Anti-corruption	Our Business – Fair Operating Practices (P.11) Our People – Code of Conduct (P.43) Corporate website – Corporate Code of Conduct <a href="http://ir.swireproperties.com/eng/conduct/conduct.pdf">http://ir.swireproperties.com/eng/conduct/conduct.pdf</a>	✓
G4-S04	Communication and training on anti-corruption policies and procedures	Our Business – Fair Operating Practices (P.11) Our People – Code of Conduct (P.43)	✓
Public Policy			
G4-DMA	Public policy	Our Business – Fair Operating Practices (P.11)	✓
G4-S06	Total value of political contributions by country and recipient/beneficiary	Our Business – Fair Operating Practices (P.11) Our People – Code of Conduct (P.43) Corporate website – Corporate Code of Conduct <a href="http://ir.swireproperties.com/eng/conduct/conduct.pdf">http://ir.swireproperties.com/eng/conduct/conduct.pdf</a>	✓
Anti-Competitive Behavior			
G4-DMA	Anti-competitive behavior	Our Business – Fair Operating Practices (P.11)	✓
G4-S07	Total number of legal actions for anti-competitive behavior, anti-trust, and monopoly practices and their outcomes	None in 2015	✓
Compliance			
G4-DMA	Compliance	Our Business – Fair Operating Practices (P.11)	✓
G4-S08	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations	No material fines or non-monetary sanctions in 2015	✓
Grievance Mechanisms For			
G4-DMA	Grievance mechanisms for impacts on society	Our Business – Fair Operating Practices (P.11)	✓
Impacts on Society			
G4-S011	Number of grievances about impacts on society filed, addressed, and resolved through formal grievance mechanisms	No grievances about substantial impacts on society were recorded in 2015.	✓



## Global Reporting Initiative Content Index

### SPECIFIC STANDARD DISCLOSURES (MATERIALS ASPECTS)

GRI Indicator	Description	References and Remarks	External Assurance
PRODUCT RESPONSIBILITY			
Customer Health and Safety			
G4-DMA	Customer health and safety	Our Business – Customer Focus (P.12)	✓
G4-PR2	Total number of incidents of non-compliance with regulations and voluntary codes concerning the health and safety impacts of products and services during their life cycle, by type of outcomes	There were no incidents in 2015	✓
Product and Service Labeling			
G4-DMA	Product and service labeling	Our Business – Customer Focus (P.12) Our Environment – Green Building Rating Schemes (P.32)	✓
G4-PR3	Type of product and service information required by the organisation's procedures for product and service information and labeling, and percentage of significant product and service categories subject to such information requirements	Our Business – Customer Focus (P.12)	✓
G4-PR4	Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labeling, by type of outcomes	There were no incidents in 2015	✓
Marketing Communications			
G4-DMA	Marketing communications	Our Business – Fair Operating Practices (P.11) Our Business – Customer Focus (P.12)	✓
G4-PR7	Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship, by type of outcomes	There were no incidents in 2015	✓
Customer Privacy			
G4-DMA	Privacy	Our Business – Fair Operating Practices (P.11) Our Business – Customer Focus (P.12) Our People – Code of Conduct (P.43) Corporate website – Corporate Code of Conduct <a href="http://ir.swireproperties.com/eng/conduct/conduct.pdf">http://ir.swireproperties.com/eng/conduct/conduct.pdf</a>	✓
G4-PR8	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data	There were no substantiated complaints reported in 2015	✓
Compliance			
G4-DMA	Compliance	Our Business – Customer Focus (P.12)	✓
G4-PR9	Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services	No material fines or non-monetary sanctions in 2015	✓

## HKEx ESG Reporting Guide Index

Aspects, General Disclosure, KPIs	Description	References	External Assurance
A. Environment			
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	Our Environment Our Environment – Our Energy Reduction Objectives and Achievements Our Environment – Waste Management Our Environment – Water Corporate website – Our Environmental Policy <a href="http://www.swireproperties.com/en/sustainability/our-commitments/environmental-policy.aspx">http://www.swireproperties.com/en/sustainability/our-commitments/environmental-policy.aspx</a>  In 2015, there were no confirmed non-compliance incidents in relation to environmental protection that have a significant impact on Swire Properties.	✓
KPI A1.1	Types of emissions and respective emissions data	Our Environment – Our Energy Reduction Objectives and Achievements Performance Data Summary	✓
KPI A1.2	Greenhouse gas emissions in total and, where appropriate, intensity	Performance Data Summary Note: Greenhouse gas emissions intensity for 2015 is calculated as below: Hong Kong Portfolios – 0.120 tonnes CO <sub>2</sub> e/sqm/yr Mainland China Portfolios – 0.087 tonnes CO <sub>2</sub> e /sqm/yr Hotel (HK+Mainland China) – 0.062 tonnes CO <sub>2</sub> e /guestnight/yr	✓
KPI A1.3	Total hazardous waste produced and, where appropriate, intensity	Performance Data Summary Since Swire Properties is not a major hazardous waste producer, intensity is considered not material to our operation.	✓
KPI A1.4	Total non-hazardous waste produced and, where appropriate, intensity	Our Environment – Waste Management Performance Data Summary Waste intensity is considered not material to Swire Properties' business and operations	✓
KPI A1.5	Description of measures to mitigate emissions and results achieved	Our Environment – Our Energy Reduction Objectives and Achievements Our Environment – Waste Management Our Environment – Water	✓
KPI A1.6	Description of how hazardous and nonhazardous wastes are handled, reduction initiatives and results achieved	Our Environment – Waste Management	✓
Aspect A2	Use of Resources		
General Disclosure	Policies on efficient use of resources including energy, water and other raw materials	Our Business – Supply Chain Corporate website – Our Supplier Code of Conduct <a href="http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx">http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx</a> Our Environment – Our Energy Reduction Objectives and Achievements Our Environment – Waste Management Our Environment – Water Our Environment – Green Building Rating Schemes	✓
KPI A2.1	Direct and indirect energy consumption by type in total and intensity	Our Environment – Our Energy Reduction Objectives and Achievements Performance Data Summary Note: Energy intensity for 2015 is calculated as below: Hong Kong Portfolios – 153 kWh/sqm/yr Mainland China Portfolios – 100.8 kWh/sqm/yr Hotel (HK+Mainland China) – 69.5 kWh/guestnight/yr Direct energy consumption covering petrol consumption by company cars and diesel consumption by emergency generators is considered not significant in our operations.	✓



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Aspects, General Disclosure, KPIs	Description	References	External Assurance
A. Environment			
Aspect A2	Use of Resources		
KPI A2.2	Water consumption in total and intensity	Our Environment – Water Performance Data Summary Note: Water intensity for 2015 is calculated as below: Hong Kong Portfolios – 0.267m <sup>3</sup> /sqm/yr Mainland China Portfolios – 1.074m <sup>3</sup> /sqm/yr Hotel (HK+Mainland China) – 0.695m <sup>3</sup> /guestnight/yr	✓
KPI A2.3	Description of energy use efficiency initiatives and results achieved	Sustainability in Action – Brickell City Centre Our Environment – Our Energy Reduction Objectives and Achievements Our Environment – Green Building Rating Schemes Our Environment – Working with Industry Partners and Tenants Performance Data Summary Corporate website – Our Energy Policy <a href="http://www.swireproperties.com/en/sustainability/our-commitments/energy-policy.aspx">http://www.swireproperties.com/en/sustainability/our-commitments/energy-policy.aspx</a>	✓
KPI A2.4	Description of whether there is any issue in sourcing water, water efficiency initiatives and results achieved	Sustainability in Action – Brickell City Centre Our Environment – Water Performance Data Summary In 2015, we did not encounter any problems in sourcing water for our daily operations.	✓
KPI A2.5	Total packaging material used for finished products, and if applicable, with reference to per unit produced	In 2015, the environmental impacts derived from packaging materials used for finished products by Swire Properties are considered not significant. In 2015, the total amount of packaging materials used by Swire Restaurants for food packaging is approximately 1,700kg.	✓
Aspect A3	The Environment and Natural Resources		
General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources	Our Business – Supply Chain Corporate website – Our Supplier Code of Conduct <a href="http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx">http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx</a> Our Environment	✓
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and actions taken to manage them	Our Business – Supply Chain Corporate website – Our Supplier Code of Conduct <a href="http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx">http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx</a> Our Environment	✓
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, antidiscrimination, and other benefits and welfare	Our People Our People – Employee Profile Our People – Developing Our People Our People – Employee Recruitment, Retention and Benefits Our People – Equal Opportunities Our People – Code of Conduct Our People – Employee Engagement Corporate website – Corporate Code of Conduct <a href="http://ir.swireproperties.com/eng/conduct/conduct.pdf">http://ir.swireproperties.com/eng/conduct/conduct.pdf</a> Corporate Website – Board Diversity Policy <a href="http://ir.swireproperties.com/eng/diversity.php">http://ir.swireproperties.com/eng/diversity.php</a> Corporate Website – Equal opportunities and diversity <a href="http://ir.swireproperties.com/eng/equal.php">http://ir.swireproperties.com/eng/equal.php</a> In 2015, there were no confirmed non-compliance incidents in relation to employment laws or regulations that have a significant impact on Swire Properties.	✓
KPI B1.1	Total workforce by gender, employment type, age group and geographical region	Performance Data Summary	✓

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Aspects, General Disclosure, KPIs	Description	References	External Assurance
<b>B. Social</b>			
<b>Employment and Labour Practices</b>			
<b>Aspect B1</b>	<b>Employment</b>		
KPI B1.2	Employee turnover rate by gender, age group and geographical region	Performance Data Summary	✓
<b>Aspect B2</b>	<b>Health and Safety</b>		
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	Our People – Health & Safety Corporate website – Our Health & Safety Policy <a href="http://www.swireproperties.com/en/sustainability/our-commitments/health-and-safety-policy.aspx">http://www.swireproperties.com/en/sustainability/our-commitments/health-and-safety-policy.aspx</a> Performance Data Summary In 2015, we did not receive any prosecutions in relation to occupational health and safety.	✓
KPI B2.1	Number and rate of work-related fatalities	Performance Data Summary	✓
KPI B2.2	Lost days due to work injury	Performance Data Summary	✓
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	Our People – Health & Safety	✓
<b>Aspect B3</b>	<b>Development and Training</b>		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities	Our People – Developing Our People	✓
KPI B3.1	Percentage of employees trained	We do not have records on the percentage of employees trained by gender and employee category in 2015. However, Swire Properties maintains a database that records training-related information such as training attendance and participants' details. In 2015, 39% of training hours were provided to managerial-level employees and 61% of training hours were provided to non-managerial-level employees. Of the total training hours in 2015, 64% were provided to male employees and 36% were provided to female employees.	✓
KPI B3.2	The average training hours completed per employee by gender and employee category	Our People – Developing Our People Performance Data Summary	✓
<b>Aspect B4</b>	<b>Labour Standards</b>		
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	Our People – Equal Opportunities Our Business – Supply Chain Corporate website – Supplier Code of Conduct <a href="http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx">http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx</a> In 2015, there were no confirmed non-compliance incidents in relation to labour practices that have a significant impact on Swire Properties.	✓
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour	Our Business – Supply Chain Corporate website – Supplier Code of Conduct <a href="http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx">http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx</a>	✓
KPI B4.2	Description of steps taken to eliminate child and forced labour practices when discovered	Our Business – Supply Chain Corporate website – Supplier Code of Conduct <a href="http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx">http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx</a>	✓



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Aspects, General Disclosure, KPIs	Description	References	External Assurance
Operating Practices			
Aspect B5 Supply Chain Management			
General Disclosure	Policies on managing environmental and social risks of the supply chain	Our Business – Supply Chain Corporate website – Our Supply Chain <a href="http://www.swireproperties.com/en/sustainability/our-supply-chain.aspx">http://www.swireproperties.com/en/sustainability/our-supply-chain.aspx</a> Corporate website – Supplier Code of Conduct <a href="http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx">http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx</a> Swire Group website – Swire Pacific Sustainable Procurement Policy <a href="http://www.swirepacific.com/en/sd/working_details.php?select=1">http://www.swirepacific.com/en/sd/working_details.php?select=1</a>	✓
KPI B5.1	Number of suppliers by geographical region	Total number of active suppliers in 2015 for our Hong Kong and Mainland China operations were approximately 2,100 and 1,200 respectively.	✓
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	Our Business – Supply Chain Corporate website – Our Supply Chain <a href="http://www.swireproperties.com/en/sustainability/our-supply-chain.aspx">http://www.swireproperties.com/en/sustainability/our-supply-chain.aspx</a> Corporate website – Supplier Code of Conduct <a href="http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx">http://www.swireproperties.com/en/sustainability/our-commitments/supplier-code-of-conduct.aspx</a> Swire Group website – Swire Pacific Sustainable Procurement Policy <a href="http://www.swirepacific.com/en/sd/working_details.php?select=1">http://www.swirepacific.com/en/sd/working_details.php?select=1</a>	✓
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, labeling and privacy matters relating to products and services provided and methods of redress	Our Business – Fair Operating Practices Our Business – Customer Focus Our Environment – Green Building Rating Schemes Our People – Code of Conduct Corporate website – Corporate Code of Conduct <a href="http://ir.swireproperties.com/eng/conduct/conduct.pdf">http://ir.swireproperties.com/eng/conduct/conduct.pdf</a> In 2015, there were no confirmed non-compliance incidents in relation to health and safety, advertising, labeling and privacy matters that 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 2015, we were not aware of any recall concerning the provision and use of the Company's products and services 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	There were no substantiated complaints reported in 2015	✓
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights	Our Business – Fair Operating Practices Our People – Code of Conduct Corporate website – Corporate Code of Conduct <a href="http://ir.swireproperties.com/eng/conduct/conduct.pdf">http://ir.swireproperties.com/eng/conduct/conduct.pdf</a>	✓
KPI B6.4	Description of quality assurance process and recall procedures	Our Business – Customer Focus	✓
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored	Our Business – Fair Operating Practices Our Business – Customer Focus Our People – Code of Conduct Corporate website – Corporate Code of Conduct <a href="http://ir.swireproperties.com/eng/conduct/conduct.pdf">http://ir.swireproperties.com/eng/conduct/conduct.pdf</a>	✓
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	Our Business – Fair Operating Practices Our People – Code of Conduct Corporate website – Corporate Code of Conduct <a href="http://ir.swireproperties.com/eng/conduct/conduct.pdf">http://ir.swireproperties.com/eng/conduct/conduct.pdf</a> In 2015, there were no confirmed incidents in relation to corruption, bribery, extortion, fraud and money laundering that 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	Our Business – Fair Operating Practices	✓

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Aspects, General Disclosure, KPIs	Description	References	External Assurance
Operating Practices			
Aspect B7	Anti-corruption		
KPI B7.2	Description of preventive measures and whistleblowing procedures, how they are implemented and monitored	Our Business – Fair Operating Practices Our People – Code of Conduct Corporate website – Corporate Code of Conduct <a href="http://ir.swireproperties.com/eng/conduct/conduct.pdf">http://ir.swireproperties.com/eng/conduct/conduct.pdf</a>	✓
Aspect B8	Community		
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities takes into consideration communities' interests	Our Communities Stakeholder Engagement and Materiality Corporate website – The Community <a href="http://www.swireproperties.com/en/sustainability/the-community.aspx">http://www.swireproperties.com/en/sustainability/the-community.aspx</a>	✓
KPI B8.1	Focus areas of contribution	Our Communities	✓
KPI B8.2	Resources contributed to the focus areas	Our Communities	✓

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