



# CSR REPORT 2015



## VISION

To strengthen and develop our business in pursuit of excellence and professionalism through our commitment to superior service and dedication to continuous improvement.

To be a renowned, creative and socially responsible property developer and building contractor.



## MISSION

Hanison Construction Holdings Limited endeavours to construct and manage for a brighter and greener prospect.

As a construction and services group, we serve our customers and business partners with quality, efficiency and reliability. We attempt to build the principles of sustainable development into different aspects of our business.

This means doing business with integrity, aspiring to the highest levels of standards of corporate management, safety and health, managing our environmental impacts, and committing to deliver on our full range of social responsibilities.

As a socially responsible corporation, the Management has set clear direction and takes full responsibility for Hanison Construction Holdings Limited's performance in corporate governance, business ethics, health & safety, the environment, equal opportunity, and other social issues.



## CSR STATEMENT

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# COMPANY PROFILE

Hanison Construction Holdings Limited (HCHL) was incorporated in the Cayman Islands in September 2001 and was publicly listed on The Stock Exchange of Hong Kong Limited in January 2002 (Stock Code: 896). It is based in Hong Kong and is the holding company of the Group (comprising HCHL and its subsidiaries).



The core business of the Group is building construction. With passion, professionalism and profound experience, the Group has established a reputation in local construction industry as a quality builder. In addition to building construction, the Group also engages in a variety of businesses: interior and renovation works, supply and installation of building materials, property development, property investment, property agency and management, sale of health products, and operation of wine cellars.

Under the construction business, Hanison Construction Company Limited (HCCL) and Hanison Contractors Limited (HCL) are wholly-owned subsidiaries of Hanison Construction Holdings Limited (HCHL). They are the first two companies established under HCHL in 1989. The first building project is the construction of an eight-storey commercial and residential complex in Discovery Bay.



HCCL and HCL are both registered with the building authority in Hong Kong as registered general building contractors and specialist contractors in the foundation and site formation category. HCCL is also an approved contractor in works for HKSAR Government departments. Companies are experienced in community infrastructure, site formation, ferry piers, road and drainage works. In addition, we have successfully completed a number of “design and build” projects. Apart from government, customers also include NGOs and renowned listed companies.

Up till now, construction business still occupies the highest turnover in the Group’s business, and the leading business in HCHL.



# MANAGING DIRECTOR'S MESSAGE



Hanison Construction Holdings Limited (HCHL) has actively and progressively put the corporate social responsibility (CSR) in action since 2012, with the establishment of CSR workgroup, statement, committee, to the publishing of framework, strategic plans and initiatives. I am glad that the results and effectiveness of our CSR performances have been witnessed and highly appreciated by our staff, subcontractors, clients, and other stakeholders.

Since HCHL's CSR work is at the developing stage, we target to raise our staff's awareness, knowledge and participation rate in CSR. Array of CSR initiatives, activities have been scheduled and held. For instances, staff engagement programmes were organised in the form of recreational activities, voluntary services and sporting exercises. Awareness training sessions for staff were conducted to enhance internal support. And we have increased investment in staff training in terms of variety and number of trainees. We have one apprentice who has won the award of "Outstanding Apprentice" top 30 organised by Vocational Training Council in 2014. For recreational and sport activities, we visited a farm run by New Life Psychiatric Rehabilitation Association and started basketball practice sessions for staff. For volunteer services, we helped Christian-Action in their fund-raising campaign.

We always believe CSR forms an integral part of the Group's business and strategic direction. We work hard to facilitate sustainability in every part of our business and operation. Environment is a global significant issue that connects individuals, communities, and the world. We thus decided to continue taking "Green" as HCCL and HCL's CSR theme by investing our time and resources to create a greener world, linking our programmes with environmental friendly ideas both internally and externally. Construction business is an industry that involves enormous raw materials and creates certain impact on environment. Therefore, HCCL and HCL have set up site-based green campaigns that are initiated and guided by Safety and Environmental Department and general office. All project sites recycle the residual concrete to produce concrete blocks and thus reducing solid wastage. Further improvement on environmental performance targets are volunteered to set.

Taking a step further, we consolidated and reported CSR performances in construction business not only for HCCL but also HCL. To increase the interactive elements in reporting, we invited representatives of staff, subcontractor and non-government organisations (NGOs) to share their views on our performances. The management at top and senior levels will keep on supporting HCHL construction business's CSR development and join hands with our staff, business partners, NGOs and other stakeholders to make a better employer of choice, partnership, and community in the territory of HKSAR.

A handwritten signature in black ink that reads "Wong Sue Toa Stewart". The signature is fluid and cursive, with a long horizontal stroke at the end.

**Wong Sue Toa Stewart**

Managing Director



# ABOUT THIS REPORT



This report highlights Hanison Construction Company Limited (HCCL), and Hanison Contractors Limited (HCL) corporate social responsibility performance between 1 April 2014 and 31 March 2015 (the reporting period), covering head office and construction sites. The report takes the Environmental, Social and Governance Reporting Guide issued by the Hong Kong Exchanges and Clearing Limited as reference. An independent verification of the content of this report was conducted by Hong Kong Quality Assurance Agency.

# CSR MANAGEMENT

**“ THE COMPANIES THAT SURVIVE LONGEST ARE THE ONES THAT WORK OUT WHAT THEY UNIQUELY CAN GIVE TO THE WORLD NOT JUST GROWTH OR MONEY BUT THEIR EXCELLENCE, THEIR RESPECT FOR OTHERS, OR THEIR ABILITY TO MAKE PEOPLE HAPPY. SOME CALL THOSE THINGS A SOUL.”**

*– Charles Handy, Philosopher specialising in organisational behaviour and management*



After the launch of CSR statement and establishment of CSR Committee, HCHL actively implements CSR in our construction business. The Committee serves both HCCL and HCL with all the management and initiatives imply in both companies. Committee’s members from different departments met regularly to discuss, set the direction, formulate competitive strategies, implement initiatives and evaluate the effectiveness. There were five meetings held during the reporting period.

► CSR training at construction sites



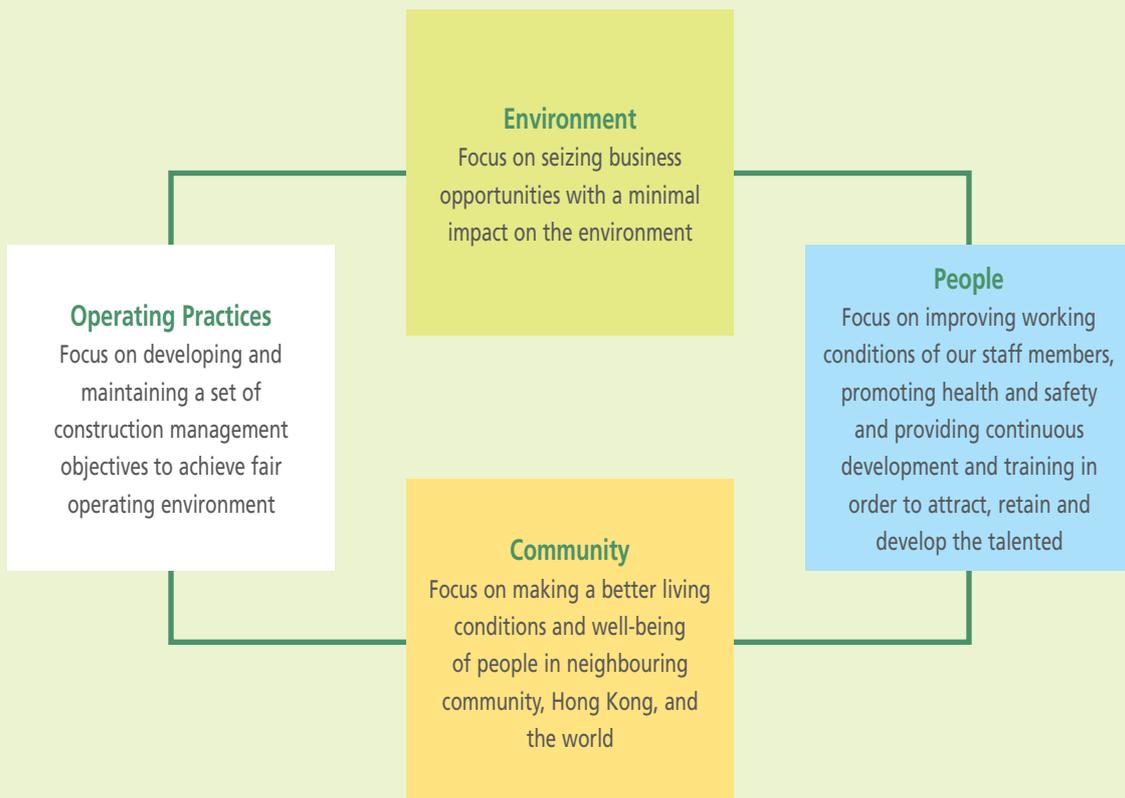


### CSR FRAMEWORK

We have extended our CSR report covering areas and developed new aspect of CSR performance compared to previous report.

### OBJECTIVES OF COMMITTEE

- To be the formal management structure for CSR in construction business;
- To advise and report to the top management on CSR strategies and parallel actions in construction business;
- To decide and put into practice the direction and underlying values of sustainable development into various aspects of business;
- To determine the key performance indicators (KPIs) for action plans and subsequent measurement;
- To incorporate individual programmes into a deliberate plan under the CSR schema with understandable intentions and analogous actions; and
- To monitor construction division's CSR related activities for on-going development and improvement.





## KEY PERFORMANCE INDICATORS (KPIs)

The following KPIs are set for 2014/2015 to match with the direction of CSR set by the Committee.

Category	Aspects	Programmes
People	Safety and health	Tool-box talk and safety induction talk
		OHSAS 18001 implementation
		Provision of health check and anti-smoking campaign
	Work-life-balance	Farm visit
		Sports and activities
Environment	Energy management	ISO 50001 implementation
		ISO 14001 implementation
	Green initiatives	Implementation in both head office and sites
Operating Practices	Compliance	Laws and regulations update
		Factory audit in major suppliers
	Quality assurance	ISO 9001 implementation
	Subcontractors	Subcontractors' worker competence enhancement training
		Prevention of anti-competitive practice in fair operating practice procedure
		Wages control by contractor labour officer's regular submission and quality surveyor (QS) team's checking
Community	Staff participation	UNICEF Charity Run 2014
		Medecins Sans Frontieres (MSF) Orienteering 2015
	Volunteering	Christian Action "Season of Love" fund raising
	Sponsorship	Donation
Christian Action old item collection		
Governance	Committee	CSR committee regular meeting
	Education	CSR awareness training
	Communications	CSR reporting
		CSR webpage set up



## STAKEHOLDER ENGAGEMENT AND MATERIALITY ANALYSIS

Stakeholder engagement is crucial in our CSR plan. Since HCCL and HCL have common business nature, they share the same group of stakeholders. The Committee has directed a stakeholder engagement analysis and decided to retain “subcontractors and staff” as the major groups to be engaged. These two groups are highlighted in year 2013/2014, and in year 2014/2015 with corresponding action plans for facilitation and execution.

Subcontractors’ engagement programmes and communication channels are established. Apart from regular subcontractor meetings held at sites, they are invited to attend partnering discussion sharing their views, to participate in training or safety workshops to upgrade their knowledge and skills in current construction business.

Employee engagement no doubt is a prioritised concern in our human resources direction, policies, and practices. There are new programmes and initiatives launched to enhance the engagement in year 2014/2015.

Following the launch of CSR report, we have set up new pages about HCHL, HCCL and HCL CSR information and performances in company official websites. CSR Report and websites both serve as a platform to showcase our performances meanwhile collecting feedback from our stakeholders.

In year 2014/2015, we have further enhanced the level and broadened the selection of various indicators in materiality analysis. More indicators fall into the selected items compared to those of last year, that is the continuous improvement in our CSR performances. This analysis can better evaluate our performances objectively, and identify stakeholders’ expectations for swift responses to their needs and concerns.

HCCL and HCL 2014/2015 CSR Report - Materiality Analysis							Selected Indicators		
Interested parties concern						A2.1 A2.2 A2.3 C3.1 C3.2	A1.1 A1.2 A2.1* A2.2 A2.3 A3.1 A3.2	B1.1 B1.4 B1.6 B2.1 B2.3 B3.3	C1.1 C1.2 C2.2 C2.3 C2.4 C2.5 C3.1* C3.2 D1.1 D1.2
				C2.5		A1.2 C2.2 C2.4			
			B1.2 B1.5	A1.1 B1.1 B1.4 B2.1 B2.3 B3.3 C1.1 C1.2 C2.3 D1.1 D1.2	A3.1 A3.2 B1.6				
			B2.2						
	B2.5 A4.1 A4.2 B2.4	C2.1		B1.3					
Significance to business									

\* Remarks  
 A2.1 – No cases reported in covered period  
 C3.1 – No cases reported in covered period  
 (Please refer to Appendix 1 for more details)

# PEOPLE



**“ TO STRENGTHEN AND DEVELOP OUR BUSINESS IN PURSUIT OF EXCELLENCE AND PROFESSIONALISM THROUGH OUR COMMITMENT TO SUPERIOR SERVICE AND DEDICATION TO CONTINUOUS IMPROVEMENT.”**

*– Mission of Hanison Construction Holdings Limited (HCHL)*

Employees are the most important assets in all successful corporations worldwide. We bear in mind this significance and always put our human capital first. Being an equal opportunity employer, HCCL and HCL have been promoting and practicing as the “Employer of Choice” (EoC) in the industry. Continual enhancement in various aspects of working conditions in order to achieve the mission and EoC within the group is an unquestionable habit in HCCL and HCL, which are two major operating arms in construction business.

Improvement in working conditions, facilitation in health and safety, and provision of different training and growth opportunities for our staff are nothing but vital for talents attraction, retention, and advancement in line with the business direction and strategic organisation development facing nowadays competitive environment.

## WORKING CONDITIONS

In the whole human resources direction, we aim at improving our practices regularly in employment, rewards, benefits, performance management, training, employee communications and relations, and well-being.

Since 2014, New Staff Orientation (NSO) conducted by Human Resources Team has been launched for all new hires in order to increase their understanding of the company.

Effective 1 January 2014, additional annual leave entitlement for all full time managers and short week on every 1st, 3rd, and 5th Saturday in the head office have been rolled out.

► New staff orientation





As a token of care, gifts are presented to eligible employees in the month of their birthday, at wedding, or upon giving birth to a baby from 2014 onwards.

Share options were granted in 2014 to selected long service staff and key employees as reward and recognition for their loyalty and contribution to the company.

Harmonious staff relation via communication is crucial for the benefit of corporate culture and morale as a vital working condition. In 2014, we kicked off the "Focus Group" that our Managing Director and the Director and General Manager would on regular basis meet with a group of staff in a casual occasion with refreshment served to all.

To further facilitate staff work-life-balance, we formed a new basketball team for employees who are interested in this sport, in addition to table tennis training and soccer team.



► Focus group of graduate engineers/ trainees and apprentices

◄ Focus group of newly hired and promoted managers/ assistant managers

▼ Basketball practice



**STAFF  
ENGAGEMENT –  
STAFF SHARING**



*Ms. Angel Tang of Human Resources Team, her husband and two sons actively participated in staff outings and charitable activities organised or sponsored by HCCL and HCL.*

*She thought her family members especially her children did enjoy the meaningful and healthy activities organised or sponsored by HCCL and HCL. All these activities do add fun to her family's daily living as their first attempt. Angel thought it was a good start for HCCL and HCL in staff engagement programmes, and for her family as well.*

▲ Angel and her son joined the cycling eco-tour organised by HCCL

▼ Staff outing to New Life Farm in Tuen Mun



Outdoor activities or outings have been organised in 2014 so that staff and their family members are brought together for recreation and social gathering purposes.

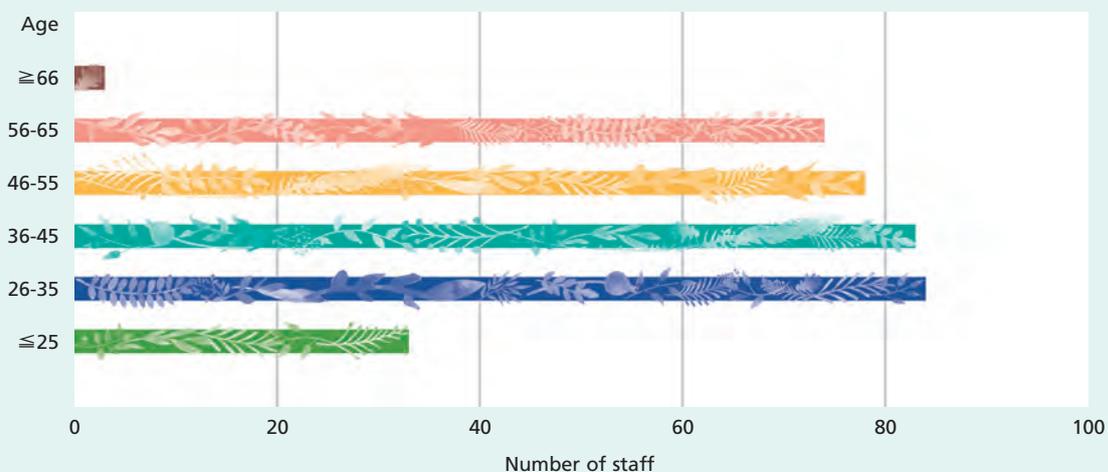
HCCL and HCL have been encouraging our younger generation of new blood to participate in industry event of various kinds. In 2014, our nominated apprentice, Miss Yanny Tsui, was awarded by the Vocational Training Council one of the prize winners in the 2014 Outstanding Apprentice Awards.

Not solely has the award recognised Yanny for her efforts and performance during apprenticeship training in HCCL, it also reassured our investment in young generation throughout the talent pipeline.

We have been facilitating employee relations and communications via various programs and channels, for instances, quarterly gathering for apprentices programme and biannual Group Staff Newsletter effective 2015.

In year 2014, there were 355 employees in HCCL and HCL. A core management team headed by Managing Director and the Director and General Manager, supporting and construction teams, are proven for two and a half decades. The voluntary year-end turnover rate in 2014 was 18.87% which included normal retirement.

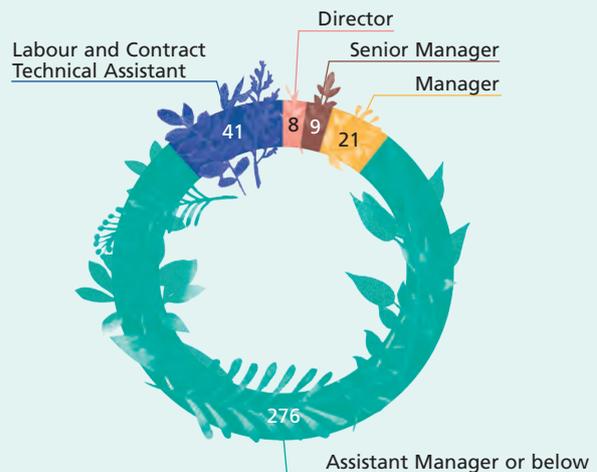
### Distribution of Age Group



▼ Yanny Tsui (right) was awarded Outstanding Apprentice Awards in 2014, accompanied by Charles Chan (left), Head of Human Resources



### Distribution of Working Position





## HEALTH AND SAFETY

Occupational health and safety is our highest priority in all operations. We commit to provide a safe and healthy working environment.

### Site Fatality and Accident Rate

Company	2013/2014		2014/2015	
	HCCL	HCL	HCCL	HCL
Fatality	0	0	0	0
Accident rate per thousand workers*	10.57	8.55	4.24	16.42

\* Figures include direct staff and subcontractors' workers

HCCL and HCL have been certified in OHSAS 18001 of Occupational Health and Safety Management System, not only to comply with statutory and contractual requirements but also to adopt viable and proactive occupational health and safety practices initiated by the construction industry.

### We adopted various occupational health and safety measures:



#### Safety Management

- ◀ Effective site safety management system;
- ◀ Regular site safety inspection and surprised inspection;
- ◀ Biannual internal audit and external audit



#### Safety Training

- ◀ Courses and meetings for project managers and supervisors





### Safety Practice

- ▶ Morning exercise with safety briefing



### Safety Practice

- ◀ Site occupational health measures



- ◀ Health check provided by Hong Kong Construction Association



### Safety Practice

- ◀ Personal Protective Equipment

For the health of our site staff and subcontractors' workers, we subsidised to provide them with free health check and vaccination. Around 180 participants at construction sites had been subsidised with health check provided by Hong Kong Construction Association for examining blood pressure, liver and kidney function, and X-ray of pneumoconiosis, etc. Free anti-flu vaccinations were offered for all staff in November 2014, and nearly 85 employees participated in this health programme.

We provide healthy working environment to employees, including air-conditioned workplace and drinking water. Regular cleaning and filters replacement are implemented for air-conditioners and water dispensers in both head and site offices. Our head office has obtained the level of "Good Class" in Indoor Air Quality Certificate Scheme accredited by Environmental Protection Department since 2013. Meanwhile, sample test on drinking water in our head office are conducted per annum with satisfying result.

**“ TRAINING AND COMPETENCE OF STAFF ARE KEYS TO CLIENT SATISFACTION AS WELL AS THE STEADY GROWTH IN BUSINESS, WHICH IS OUR FOUNDATION OF SUCCESS. WE BUILD WITH HEART AND WE SEEK IMPORVEMENT AND INNOVATION IN ALL ASPECTS.”**

– Mission of Hanison Construction Company Limited (HCCL) and Hanison Contractors Limited (HCL)



Source: Kolb and Fry's Learning Process

## **EMPLOYEE TRAINING AND DEVELOPMENT**

As directed by the HCCL Training Committee and confirmed in the Annual Training Plan 2014, relevant training courses are organised, searched for and recommended to staff in need. We facilitate in our workforce the learning process of "experience", "reflection", "thinking", and "application" from training activities of any kinds to the work environment.



**Our training includes:**

- (1) Orientation for new employees to speed up their understanding of the company policies and working environment;
- (2) In-house training programmes for target groups of staff to equip with necessary competence for performing routines or tasks or fulfilling specific requirements;
- (3) External training courses for skills upgrading and preparing for forthcoming development in different capacity.

In line with the action plan of corporate social responsibility (CSR), in-house CSR awareness training programme was also kicked off in the fourth quarter of 2014 for all office and site staff of HCCL and HCL. Up till 31 March 2015, we have held seven sessions of CSR awareness training for 155 staff in construction business, and would target to extend this training to other businesses in 2015/2016.

To facilitate work collaboration and teamwork, Conflict Management and Emotional Quotient (EQ) Enhancement workshops were organised for managerial and supervisory staff in June 2014.

So far, HCCL has been providing an apprentice training scheme in partnership with Apprenticeship Office of HKSAR Government. Since mid-July 2014, we have started providing scheme "A" training to graduates of Building Services Engineering Discipline (BSE) in the Hong Kong Institution of Engineers (HKIE). In addition, we have been approved by HKIE to provide scheme "A" training for Building Engineering Discipline from April 2015 onwards so as to equip more youngsters to be future competent professionals within company and construction industry.



▲► In-house CSR Awareness Training





► Conflict Management and EQ workshop



◀ Recruitment booth for fresh graduates at The City University of Hong Kong (left) and The Hong Kong Polytechnic University (right) Job Fair





## Highlights

In year 2014

Number of trainees	Number of hours of training received by employees
568	13,003

### Training activities and statistics are recorded:

- Safety and Environmental Training: Mandatory Basic Safety Training for the Construction Industry (Green Card), First-Aid, Occupational Safety Management, Safety Working Cycle, Environmental Protection Course for Environmental Supervisors, etc.
- Technical Skill Enhancement Training: Past Project Experience Sharing Workshop, Presentation for the Inspection Standard carried out by Clerk of Works Services Limited, Construction Materials Sampler Course, Workshop for Certified Green Office Practitioner, etc.
- Construction Industry Council Apprentice Scheme Training: Construction Site Practices, Building Services, Mechanics, Quantity Surveying, and Safety, etc.
- Soft Skills and Management Training: Crisis Handling and Media Tracking Techniques, Managing Complaints in the Workplace, Supervisory Management, General Insurance, Conflicts Management and EQ, etc.

In the years ahead, HCCL and HCL will continually advance on human resources and workplace practices to further enhance employee engagement as a whole for talent attraction, retention, and development.

# ENVIRONMENT



▲ DUNBAR PLACE

## EMISSIONS

HCCL and HCL commit to create a pleasant environment to our society in our business activities. The top and senior management has established environmental friendly related policy and environmental sustainability strategy through committee meetings to communicate with staff and participating on site management inspection to ensure the accomplishment of environmental objectives. ISO 14001 Environmental Management System standard is implemented across all projects and is continuously undergoing refinement and improvement in line with those latest international trends.

To keep up with the industry and global norms, we joined different associations and projects such as Hong Kong Construction Association (HKCA), Hong Kong Green Building Council (HKGBC) which can provide us with the latest environmental information. We energetically participated in environmental campaigns, which were organised by Development Bureau, Environmental Campaign Committee, Friends of the Earth, World Wide Fund, etc. Through campaigns participation, environmental awareness is raised among our staff. HCCL won an Environmental Merit Award in HKCA 2014 Hong Kong Construction Environmental Award. In 2015, one of our projects, the DUNBAR PLACE achieved the highest level of "BEAM Plus Platinum rating".

We adopt green initiatives in construction across all levels, starting from planning, design, purchasing, to waste disposal, etc. Responsible waste management is an essential element of sustainable building and construction. Measures have been taken to eliminate, minimise and reuse construction wastes. Waste management plan set out procedures to ensure that all wastes generated during the construction phases are managed on-site, transported and disposed of by environmental friendly approach, complying with statutory and contractual requirements. In year 2014/2015, all project sites attained the target of controlling concrete wastage of not more than 1.5% of the total amount of concrete used. For easy recycling in the way of turning the residual concrete into blocks, the recycled blocks were reused in new sites.



▲ Recycling of residual concrete



### Data of Non-hazardous Waste Produced and Recycled

Non-hazardous waste	Amount produced in 2013/2014 (in tonnes)	Amount produced in 2014/2015 (in tonnes)	
	HCCL	HCCL	HCL
Site waste treated by landfill	3,437	979	1,971.13
Site waste treated by fill bank and sorting facilities for reuse in reclamation and site formation	23,507	1,504	3,502.63

### Data of Recyclable Waste Collected

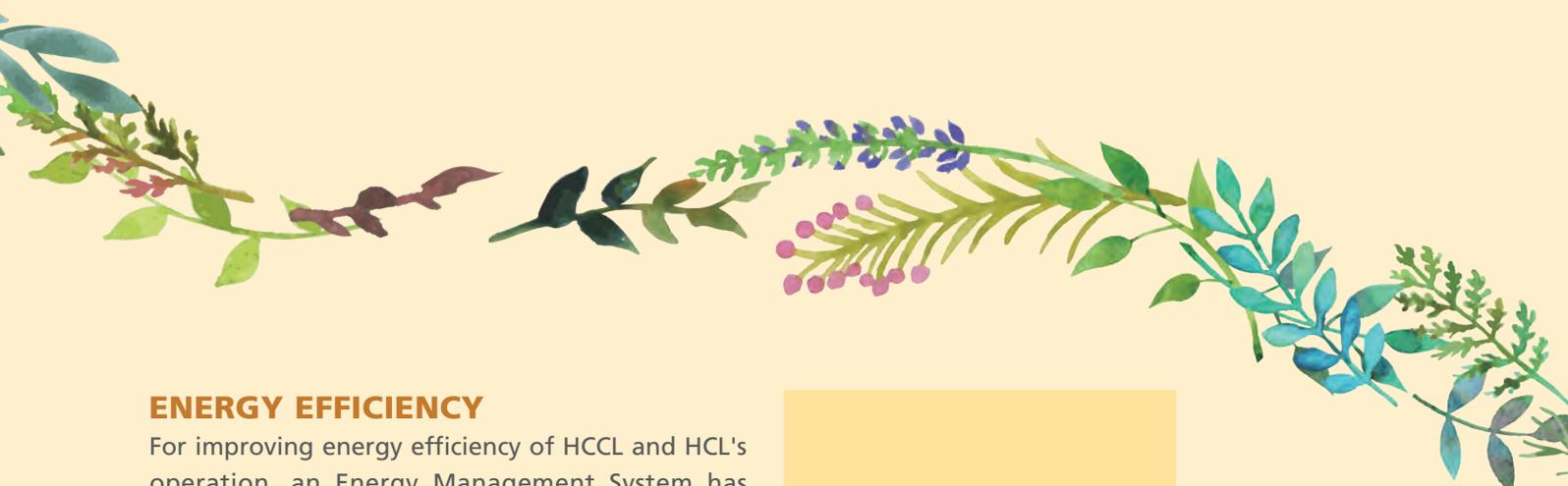
Recyclable waste collected from head office and site offices	2013/2014 Unit	2014/2015 Unit
Used printer cartridge and toner bottle	751 nos.	945 nos.
Waste paper	9,368 kg	6,300 kg
Metal	N/A	1,007.01 tonnes
Concrete	N/A	1475.95 tonnes

Construction works involve many heavy equipment and vehicles. Old model of vehicles have unsatisfied green performance function. After in-depth reviews, an old model of truck was phased out. In head office, distilled water dispensers are gradually being replaced by tap type filtered water dispensers, reducing from three distilled water dispensers to only one left. We ordered 802 less bottled water in 2014/2015 compared to those of 2013/2014. Not only did we reduce carbon emissions indirectly, but we also saved expenses in general.

▼ Replacement by tap type filtered water dispensers in head office



◀ Tap type filtered water dispensers (right) and boiled water (left) at site



## ENERGY EFFICIENCY

For improving energy efficiency of HCCL and HCL's operation, an Energy Management System has been set up and the trained staff are appointed to implement the system. ISO 50001 International Standard is based upon to benchmark against the performance of both companies in minimising energy consumption, facilitating better efficiency of energy use, and achieving continual improvement of our environmental performance.

Electricity and fuel consumption used by office and construction sites operation (plant and machine) are selected to be monitored in providing consumption data, raising awareness of energy saving.

▼ Heavy plant at site



Energy consumption for head office	2013/2014 (kWh)	2014/2015 (kWh)
Electricity	727,047	765,368*

\* Remarks

Year	2013/2014	2014/2015
Average Temperature	22.79°C	23.73°C

Note: Average temperature in Hong Kong has increased by 0.94°C, resulting in a climb in energy consumption on air-conditioning.

Energy consumption for construction sites	2013/2014	2014/2015	
	HCCL	HCCL	HCL
Electricity (kWh)	1,164,850	264,328	692,541
Fuel (litres)	43,177	10,772	49,445

- ◀ Switch off non-essential lighting and MVAC system during lunch hour in our head office

To penetrate energy saving practices in our daily operations, we adopt a series of green initiatives and renewable energy application.



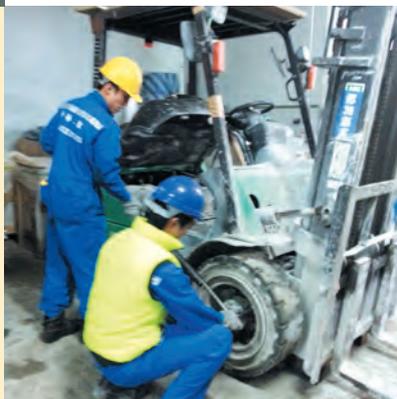
- ◀ Purchase energy saving equipment

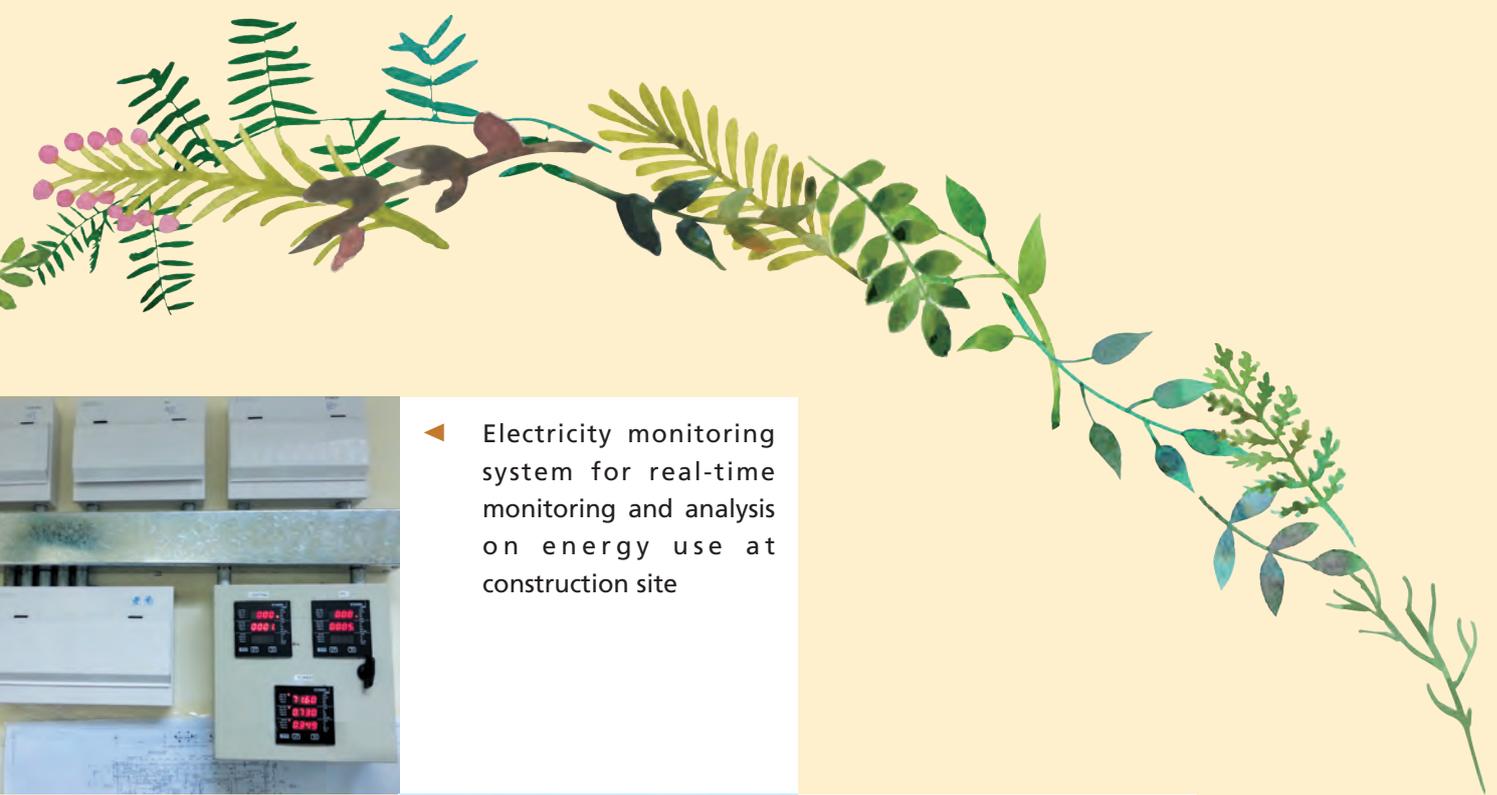


- ◀ Control operation time and frequency of Tower Cranes and Passenger Lifts to decrease energy consumption



- ◀ Carry out frequent machine checking and maintenance to enhance energy efficiency





◀ Electricity monitoring system for real-time monitoring and analysis on energy use at construction site



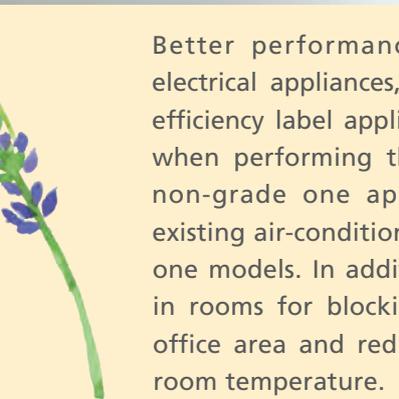
◀ Renewable energy application – Solar Mosquito Killers



◀ Renewable energy application – Solar Lightings



◀ Replacement of LED floodlight



Better performance of energy efficiency in electrical appliances, especially grade one energy efficiency label appliances consume less electricity when performing the same when compared to non-grade one appliances. We are replacing existing air-conditioners in head office with grade one models. In addition, new blinds are installed in rooms for blocking sunlight penetration into office area and reducing subsequent impacts on room temperature.

▶ Installation of motion sensor for lighting system





◀ Environmental friendly banner promotion (right) and greening (left) on hoarding

▼ Green corner and plantation in site area

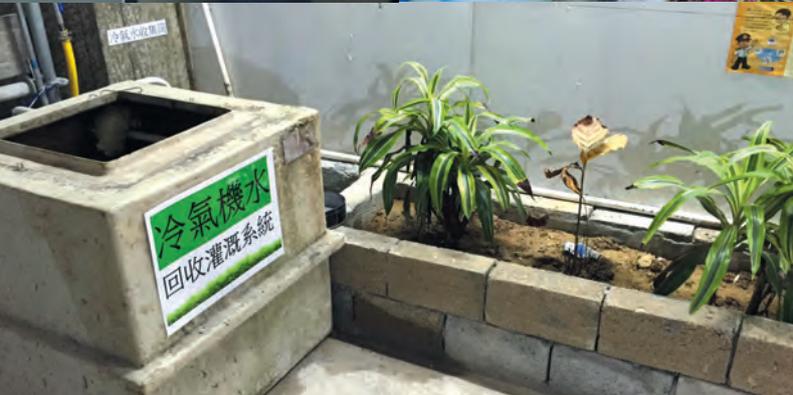
▼ Reuse of treated wastewater and underground water for shoes washing, vehicle wheels cleaning and watering plants



## ENVIRONMENT AND NATURAL RESOURCES

HCCL and HCL identified relevant environmental aspects and recorded in the Register of Environmental Aspects, such as all operational production, storage, waste management, distribution, product use and disposal activities to monitor environmental impacts which include but not limited to air quality, water pollution, land contamination, noise and vibration, flora and fauna.

To reduce environmental impacts to nearby neighbourhood, our construction sites have been adopting measures such as, regular cleansing to passageway and hoarding, reuse of treated wastewater and underground water, green promotion and greening on hoarding and in site area.





HCCL and HCL have put in resources and practices to create paperless working environment. Document Management System (DMS) helps in digitized document storage to reduce paper consumption. Employee Self Service (ESS) system initiated by Human Resources Team changes the way for leave application and record keeping from paper to online system. We distribute electronic copy of staff newsletter for internal circulation and upload all soft copies to the company intranet for sharing and thus saving paper.

▼ *ESS online system*



▲ *Use of sustainable materials – Forest Stewardship Council (FSC) timber*

**GREEN MATERIALS**

Environmental friendly materials and equipment enhances environmental performance in operation and construction works. We consider materials from sustainable sources such as timber or paper certified by Programme for the Endorsement of Forest Certification (PEFC) or Forest Stewardship Council (FSC). Higher energy efficiency printers are currently in use. We purchase second-hand furniture for new construction sites, reuse and transfer computer equipment, old furniture, stationery, phone system from old to new project sites. In head office, environmental friendly pest control chemical, Biokill is used.





## GREEN PROMOTION AND PRACTICES

Apart from the hardware we provide, it is more significant to change employees' behavior and start from their trivial habits. We promote the importance of green living style and provide tips on how to implement green initiatives in our office and at home via staff e-newsletter. Reminders are also placed near the switches of lights and air-conditioning systems in all offices. Green practice of 3 Rs, "reduce, reuse and recycle" is widely adopted in head office and construction sites. We reduce wastes by walking towards a paperless working environment, and use reusable utensils for staff messing. Recycle bins of paper, aluminium, plastic, battery, printer cartridge and toner bottle are placed in our office.

### Green Initiatives at Sites

To further extend green practice in HCCL and HCL, CSR Committee initiated to launch green initiatives campaign in six construction sites since late 2014. Each site has one green ambassador to take the lead in executing green practices, covering the area of construction materials, water, energy, paper, greening, etc.



- ▲ Reminders at the switches of lights and air-conditioners
- ◀ Reuse of papers
- ▼ Recycle bins inside head office (right) and sites (left)





▲ *Noise barrier for school*

◀ *Anti-mosquito mist machine*



## GREEN LEADER – SAFETY AND ENVIRONMENTAL OFFICER

There are on site Safety and Environmental Officers under the Safety and Environmental Department in Hanison construction business. Miss Gloria Tsui, Senior Safety and Environmental Officer, has been appointed for Inverness Road Project as the “Green Ambassador” to launch green initiatives. Gloria shared that there have been certain green initiatives being implemented at site so far. Recycling of concrete blocks and using anti-mosquito mist machine have been two initiatives adopted since May 2014. In the past, the remaining concrete would be dumped. But now, the leftover concrete will be turned into concrete blocks that recycler can collect to reuse or reform. Despite the fact that recycling cost is higher than the disposal charge at public fill, it is worthwhile for achieving the reduction target. Up till April 2015, there have been around 500 tonnes of concrete recycled. As a pioneer in HCCL and HCL, Inverness Road Project is the first site to have anti-mosquito mist machine, that can increase the effectiveness of the covered area from 30-40% to 90%.

Site environment keeps changing with numerous work tasks. When launching the green initiatives, Gloria has faced challenges such as from subcontractors’ workers to whom it required more time and guidance than our direct staff for participating in the green act. After observing for some time, workers’ attitudes have been changed to be more supportive and willing to act towards green initiative. Besides, the effectiveness is witnessed by the increasing recycling rate of construction waste. As the site is surrounded by schools, Gloria needs to cater for the needs from schools. “We will suspend the noisy work at specific period of time to meet their needs, and a three-tier high noise barrier is placed at the adjacent area between schools and our site,” Gloria said. Currently, the site is at the later stage of construction that has less noisy works comparatively, forming a honeymoon period with schools.

# OPERATING PRACTICES



## QUALITY ASSURANCE AND CUSTOMER SATISFACTION

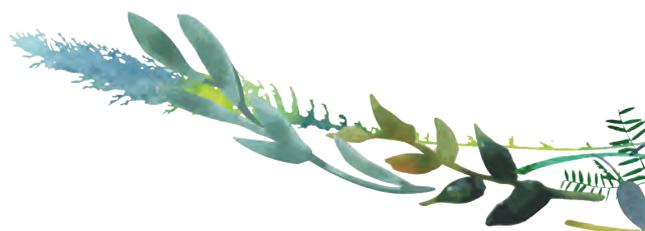
Hanison Construction Company Limited (HCCL) and Hanison Contractors Limited (HCL) both established ISO 9001 Quality Management System for continual improvement in quality.

### Steps to ensure high quality standard of work is also strengthen on construction site

- **Professional training and meeting** with subcontractor representatives and workers to ensure same standard of performance required
- **Demonstrations of work trades** ensure workers understand the detailed requirements of workmanship
- **Random inspections** ensure the quality of work done meet the requirements

When a complaint is received, HCCL and HCL commit to respond by rectifying the non-conformity within a reasonable timeframe. All handling and rectification are complied with statutory ordinance, customers' requirement and our internal regulation. To prevent recurrence, we organise sharing session and conduct reviews on every incident.

Customers' feedback on our performance is reviewed via customer satisfaction survey, which result indicates most of the customers are satisfied with our performance in 2014/2015. Apart from the feedback, company targets and objectives are also reviewed regularly.





◀ Professional subcontractor training and meeting before commencement of work to ensure correct methodology adopted

### FLOW OF QUALITY CONTROL ON CONSTRUCTION SITE





▼ *Luk Chak Man (left) is instructing his employee for work*



## **BUSINESS PARTNER – SUBCONTRACTOR**

Luk Pak Wing Engineering Limited (“LPWEL”) has been established for around 30 years. Since the commencement of our partnership for the redevelopment of Sau Mau Ping Estate Phase 14 in 2007, LPWEL has become a long-term partner with HCCL and HCL, mainly subcontracted the installation of timber and steel formwork. Mr. Luk Chak Man, Manager of LPWEL shared that his company has established good partnership with us because the senior management staff of HCCL and HCL, as a main contractor, do treasure two-way communication with subcontractors, and are willing to accept suggestions from them. We provide adequate assistance to subcontractors, such as reviewing the payment, providing safety equipment to workers, working platform and metal scaffold for subcontractors’ workers to work at height, etc. Apart from site meeting, regular social gatherings are arranged between management team of the two companies and subcontractors in order to maintain good partnership.

For HCCL and HCC’s safety and environmental works, Mr. Luk and his employees actively support and collaborate. For instances, LPWEL would purchase environmental-friendly timber if required, recycle timber, make staff washroom or changing room with used timber, etc. For safety, they support our safety award scheme for sites. LPWEL and its employees had won the award for several times. He believed that the scheme could encourage workers to enhance safety awareness and implement safety initiatives.

## **SUBCONTRACTORS MONITORING**

A total of 1,256 subcontractors in Hong Kong have registered under HCCL and HCL’s tender list. Among them, 156 subcontractors issued with tender have been informed to be aware of our CSR policy statement and direction in order to have their full cooperation and support. We arrange annual factory audit for suppliers or subcontractors to examine whether there is any non-compliance or violation of regulations or companies’ internal policies. In 2014/2015, two factory audits were done.

Subcontractors are our important business partners; therefore, engagement with them is vital to the effectiveness of every construction operation. We offer different types of training and organise campaigns to encourage subcontractors’ participation.





◀▲ *Employees visited two factories of suppliers in Mainland China to ensure the quality and their practices are in compliance with specifications and required standard*



◀ *ICAC anti-corruption talk*

## DATA PRIVACY AND INTELLECTUAL PROPERTY RIGHTS

A declaration of Non-disclosure Agreement (NDA) attached to the tender document during tendering and subletting process for subcontractors has been applied for ensuring data protection. We also protect clients' information under NDA. Both HCCL and HCL stringently implement the applicable ordinance in terms of business operation, including procuring authorised licenses for software and tools for intellectual property rights protection. This is non-negotiable and a firm compliance for all staff in HCCL and HCL.

## ANTI-CORRUPTION

We are committed to moral standard and to deliver superb service to customers. So, employees from top management to frontline operational teams in HCCL and HCL have to perform their responsibilities with honesty, obligation and professionalism. They must abstain from pleasing in manner or activities that may break the rules or conveying discredit to the company.

To sustain impartial business maneuver, it has been built the Code of Conduct (CoC) for all employees in HCHL. CoC is prepared for the determination of providing employees with the control for permissible acceptance of gifts or entertainment, management of confidential information, whistle-blowing procedure, conflict of interest in connection with the Prevention of Bribery Ordinance (Cap. 201 of HKSAR law), direction from the Independent Commission Against Corruption (ICAC), industry practice and internal consideration. And review is being done on need basis.

Corresponding to the CoC, we have moreover collaborated with ICAC to arrange talks on anti-corruption in the construction industry especially starting in the New Staff Orientation with effect from 2014.

From 2013 onwards, we have issued an announcement to our business partners, contractors and consultants regarding the CoC for their alertness and support in smoothing good partnership for impartial play and business practices in line with our direction and commitment in anti-corruption.



# COMMUNITY



**“ WE CARE ABOUT THE COMMUNITY AS WE ARE PART OF THE COMMUNITY.”**

In year 2014/2015, HCCL and HCL have increased its community involvement for different groups of disadvantaged and encouraged staff participation. Staff and their family members were fully sponsored to join UNICEF Charity Run 2014 and MSF Orienteering Competition 2015 to make a step achieving aids-free generation and raise fund for MSF to provide medical aids to patients in front line respectively. We jointly organised “Action Seedling in Yee Ming Estate” with Housing Authority. Pupils of Tseung Kwan O Methodist Primary School and Evangel College were invited to plant the seeds at home first and then to transplant their plants to a new garden in Tseung Kwan O Yee Ming Estate. They learnt the planting knowledge from Landscape Architect and also experienced first-hand planting sponsored by the campaign.



◀▶ *Action Seedling in Yee Ming Estate*



◀ *MSF Orienteering 2015*

▶ *UNICEF Charity Run 2014*





Extra or used construction materials can be donated to organisations that recycle for useful purpose. We have donated 44 pallets of tiles to the Construction Industry Council (CIC), a local industry training organisation, which deployed the tiles in various training programmes contributing to the manpower training for the industry. Apart from donating construction materials, we partnered with Christian Action, an NGO, to organise constant old items collection from staff who donate unwanted clothes, shoes, books, toys, accessories, small electrical appliances, etc. to disadvantaged families, or for sale in order to raise fund for charity campaign. Starting from October 2014, over hundreds of items of around 210kg weight have been collected.

**“INDIVIDUAL LIFE WILL BE INFLUENCED BY OTHER LIFE, AND YOU NEVER KNOW HOW FAR IT CAN GO.”**

Volunteering always has greater impact on community than physical or money donation. Employees are encouraged to join volunteer services and we have lined up with Christian Action by recruiting employees to help in their “Season of Love” fund raising campaign in November 2014. Since 2008, some of our employees have formed a team named “Hanison Safety Elite” and joined a voluntary service programme, Occupational Safety and Health (OSH) Ambassador to promote good safety and health in the public. Through the relevant training provided by the Occupational Safety and Health Council, the OSH Ambassadors could act as a role model with good safety behaviours among their peer groups and family members. One of our colleagues has attained gold medal in this scheme.

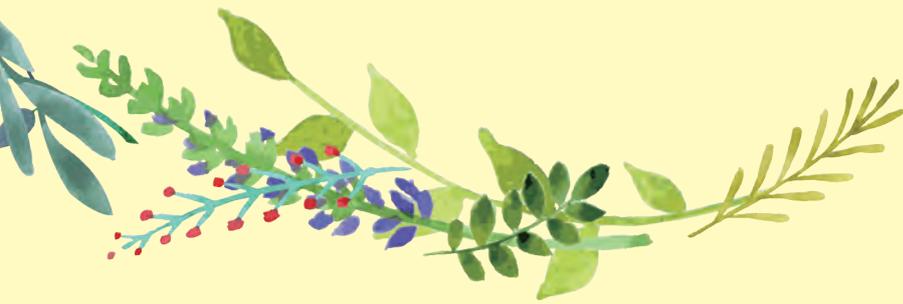
Some of our construction sites are located near residential, schools or special care facilities. We treasure the neighbourhood relationship and assigned Project Ambassador to handle feedback and answer public enquiry or complaints directly, or facilitate two-way communications with neighbours depending on the needs and capacity of each site. Other than nuisance mitigation, we also offer good neighbourhood services such as visiting our neighbours in Sheung Wan project. We do strengthen our public relations initiatives at site level addressing the needs aroused.



◀ *Old items collection partnered with Christian Action*

▶ *Project ambassador in Sheung Wan site regularly visited shops nearby for good neighbourhood*





## “LOW EMPLOYMENT RATE IS THE MAJOR OBSTACLE FOR IMPROVING THE LIFE OF DISADVANTAGED.”

To encourage and support the employment of underprivileged group by procuring services from social enterprise, we therefore have invited “Gingko House” as our catering service supplier to provide lunch for our office staff on weekdays except Wednesday.

## ELDERLY EMPLOYMENT – GINGKO HOUSE

HCCL and HCL have been providing free lunch for employees stationed in our Shatin head office. Our catering service supplier, Gingko House, is a social enterprise. Started officially in 2006, Gingko House’s social mission is to promote senior citizens’ employment. Ms. Joyce Mak, CEO of Gingko House, appreciates that we become their long-term and stable client, providing job opportunities to senior citizens indirectly. As we order lunch delivery services 4 times per week for around 200 people, Gingko House deploys 8 to 10 elderly staff to work from food preparation to delivery. Joyce said, “Our business becomes more stable because of HCCL, and this is important to our elderly group. HCCL’s employees are nice, supportive and patient to our staff. Despite there are rooms for improvement, elderly workers demonstrate responsible working attitudes.” Both companies support elderly employment as well as their principles of cooking that use less oil, less salt, less sugar. Besides, Gingko House regularly provides organic vegetables for our staff, which assists in promoting staff well being.

▼ *Gingko House’s staff delivered the food with professionalism*



▲ *Joyce Mak, CEO of Gingko House*



► *Our employees and their family members helped in fund raising campaign for underprivileged children in Hong Kong and Mainland China*



To elderly citizens, employment is not only a financial source, but also a recognition and respect. Joyce shared, “Elderly group can obtain satisfaction from work, which can reduce their chance of having depression. They are healthier, with higher self-esteem, and have better relationship with family members compared to the time when they first retired.” Joyce said, “I hope employees of HCCL can be aware that it is far more than a meal. We put certain percentage of income into our charity fund to help the underprivileged, such as giving rice dumplings to elderly groups and organising New Year Meal for low income families.” She hoped there would be more business organisations like us to support social enterprises.

# AWARDS AND RECOGNITION

2015

MAY

Hanison Construction Company Limited (HCCL) obtained "Good Class" in Indoor Air Quality Certification Scheme for Offices and Public Places organised by Environmental Protection Department, valid from September 2014 to September 2015.



APRIL

DUNBAR PLACE Project of Hanison Contractors Limited (HCL) has achieved Platinum Final Rating of BEAM Plus V1.1 for new building, certified by Hong Kong Green Building Council Limited.



Hanison Construction Company Limited (HCCL) was awarded "Caring Company" for the 6th consecutive years from Hong Kong Council of Social Service.



MARCH

Hanison Construction Company Limited (HCCL) was awarded "Top 10 Most Supporting Organisations" in MSF Orienteering 2015.



Yau Tong Tung Yuen Street Development Project of Hanison Contractors Limited (HCL) was awarded merit prize in the Safety Team category in Construction Industry Safety Award Scheme 2014/2015.



2014

NOVEMBER

*Hanison Construction Company Limited (HCCL) was awarded CSR Advocate by the Hong Kong Quality Assurance Agency (HKQAA).*

Celebration Cocktail Reception



*Hanison Construction Company Limited (HCCL) won Environmental Merit Award in 2014 Hong Kong Construction Environmental Award presented by Hong Kong Construction Association.*

Award Presentation Ceremony  
12 November 2014



OCTOBER

*Hanison Construction Company Limited (HCCL) won Proactive Safety Contractors Award for the year 2013 organised by Hong Kong Construction Association.*

香港建造商會  
Hong Kong Construction Association  
Contractors Site Safety and Health Performance Assessment Scheme  
Launching Ceremony cum  
HKCA Safety Awards Presentation Ceremony  
28 October 2014



JULY

*Alteration and Additional Works of The Polytechnic University of Hong Kong of Hanison Construction Company Limited (HCCL) won Merit Award of Best Refurbishment and Maintenance Contractor in Occupational Safety and Health, organised by Occupational Safety and Health Council.*



# CERTIFICATES

## ISO 50001:2011 Energy Management System

Hong Kong Certification  
Services International Limited

Hanison Construction Company Ltd	Hanison Contractors Ltd
2013	2013



ISO 50001: 2011  
Certificate No.: CC 468



ISO 50001: 2001  
Certificate No.: CC 469

## OHSAS 18001:2007 Occupational Health and Safety Management System

Hong Kong Quality Assurance Agency

Hanison Construction Company Ltd	Hanison Contractors Ltd
2007	2007



OHSAS 18001: 2007  
Certificate No.: CC 3496



OHSAS 18001: 2007  
Certificate No.: CC 3497

## ISO 14001:2004 Environmental Management System

Hong Kong Quality  
Assurance Agency

Hanison Construction Company Ltd	Hanison Contractors Ltd
2002	2002



ISO 14001: 2004  
Certificate No.: CC 2269



ISO 14001: 2004  
Certificate No.: CC 2270

## ISO 9001:2008 Quality Management System

Hong Kong Quality  
Assurance Agency

Hanison Construction Company Ltd	Hanison Contractors Ltd
1995	1998



ISO 9001: 2008  
Certificate No.: CC 314



ISO 9001: 2008  
Certificate No.: CC 1270

# MATERIALITY ANALYSIS

## MATERIALITY ANALYSIS ASSESSMENT FORM 2014-2015

INTERNAL ASSESSMENT (What is relevant for the business: management & investors?) <i>This is determined as a result of an internal strategic meeting, workshop or task force</i>		
Item	Subject areas, aspects and KPIs	Relevance/Importance*
<b>Subject area A</b>	<b>Workplace Quality</b>	
<b>Aspect A1</b>	<b>Working conditions</b>	
KPI A1.1	Total workforce by employment type, age group and geographical region.	3
KPI A1.2	Employee turnover rate by age group and geographical region.	4
<b>Aspect A2</b>	<b>Health and safety</b>	
KPI A2.1	Fatality number and rate.	5
KPI A2.2	Lost days due to work injury.	5
KPI A2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	5
<b>Aspect A3</b>	<b>Development and training</b>	
KPI A3.1	Description of training activities provided and if relevant, the percentage of employees trained by employee category (e.g. senior management, middle management etc.).	4
KPI A3.2	The average training hours completed per employee by employee category.	4
<b>Aspect A4</b>	<b>Labour standards</b>	
KPI A4.1	Description of measures to review employment practices to avoid child and forced labour.	0
KPI A4.2	Description of steps taken to eliminate such practices when discovered.	0
<b>Subject area B</b>	<b>Environmental Protection</b>	
<b>Aspect B1</b>	<b>Emissions</b>	
KPI B1.1	The types of emissions and respective emission data.	3
KPI B1.2	Green house gas emissions in total (in tonnes) and where appropriate, intensity (e.g. per unit of production volume, per facility).	2
KPI B1.3	Total hazardous waste produced (in tonnes) and where appropriate, intensity (e.g. per unit of production volume, per facility).	3
KPI B1.4	Total non-hazardous waste produced (in tonnes) and where appropriate, intensity (e.g. per unit of production volume, per facility, per store).	3
KPI B1.5	Description of measures to mitigate emissions and results achieved.	2
KPI B1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and result achieved.	4
<b>Aspect B2</b>	<b>Use of resources</b>	
KPI B2.1	Energy consumption by type (e.g. electricity, gas or oil) in total (kwh in '000s) and intensity (e.g. per unit of production volume, per facility).	3
KPI B2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	2
KPI B2.3	Description of energy use efficiency initiatives and results achieved.	3
KPI B2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	0
KPI B2.5	Total packaging material used (in tonnes), and if applicable, with reference to per unit produced.	0
<b>Aspect B3</b>	<b>The environment and natural resources</b>	
KPI B3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	3
<b>Subject area C</b>	<b>Operating Practices</b>	
<b>Aspect C1</b>	<b>Supply chain management</b>	
KPI C1.1	Number of suppliers by geographical region.	3
KPI C1.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	3
<b>Aspect C2</b>	<b>Product responsibility</b>	
KPI C2.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	1
KPI C2.2	Number of products and service related complaints received and how they are dealt with.	4
KPI C2.3	Description of practices relating to observing and protecting intellectual property rights.	3
KPI C2.4	Description of quality assurance process and recall procedures.	4
KPI C2.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	3
<b>Aspect C3</b>	<b>Anti-corruption</b>	
KPI C3.1	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.	5
KPI C3.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	5
<b>Subject area D</b>	<b>Community Involvement</b>	
<b>Aspect D1</b>	<b>Community investment</b>	
KPI D1.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	3
KPI D1.2	Resources contributed (e.g. money or time) to the focus area.	3

- \* Rate the relevance/importance of the subject areas, aspects and indicators for your organisation on a scale from 0 to 5
- 0 – Not relevant
  - 1 – Of little importance
  - 2 – Somewhat important
  - 3 – Important
  - 4 – Very important
  - 5 – Crucial

## EXTERNAL ASSESSMENT (What is relevant for stakeholders?)

*This is determined as a result of engaging other stakeholders*

Item	Subject areas, aspects and KPIs	Relevance/Importance
<b>Subject area A</b>	<b>Workplace Quality</b>	
<b>Aspect A1</b>	<b>Working conditions</b>	
KPI A1.1	Total workforce by employment type, age group and geographical region.	3
KPI A1.2	Employee turnover rate by age group and geographical region.	4
<b>Aspect A2</b>	<b>Health and safety</b>	
KPI A2.1	Fatality number and rate.	5
KPI A2.2	Lost days due to work injury.	5
KPI A2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	5
<b>Aspect A3</b>	<b>Development and training</b>	
KPI A3.1	Description of training activities provided and if relevant, the percentage of employees trained by employee category (e.g. senior management, middle management etc.).	3
KPI A3.2	The average training hours completed per employee by employee category.	3
<b>Aspect A4</b>	<b>Labour standards</b>	
KPI A4.1	Description of measures to review employment practices to avoid child and forced labour.	0
KPI A4.2	Description of steps taken to eliminate such practices when discovered.	0
<b>Subject area B</b>	<b>Environmental Protection</b>	
<b>Aspect B1</b>	<b>Emissions</b>	
KPI B1.1	The types of emissions and respective emission data.	3
KPI B1.2	Green house gas emissions in total (in tonnes) and where appropriate, intensity (e.g. per unit of production volume, per facility).	3
KPI B1.3	Total hazardous waste produced (in tonnes) and where appropriate, intensity (e.g. per unit of production volume, per facility).	1
KPI B1.4	Total non-hazardous waste produced (in tonnes) and where appropriate, intensity (e.g. per unit of production volume, per facility, per store).	3
KPI B1.5	Description of measures to mitigate emissions and results achieved.	3
KPI B1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and result achieved.	3
<b>Aspect B2</b>	<b>Use of resources</b>	
KPI B2.1	Energy consumption by type (e.g. electricity, gas or oil) in total (kwh in '000s) and intensity (e.g. per unit of production volume, per facility).	3
KPI B2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	2
KPI B2.3	Description of energy use efficiency initiatives and results achieved.	3
KPI B2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	0
KPI B2.5	Total packaging material used (in tonnes), and if applicable, with reference to per unit produced.	1
<b>Aspect B3</b>	<b>The environment and natural resources</b>	
KPI B3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	3
<b>Subject area C</b>	<b>Operating Practices</b>	
<b>Aspect C1</b>	<b>Supply chain management</b>	
KPI C1.1	Number of suppliers by geographical region.	3
KPI C1.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	3
<b>Aspect C2</b>	<b>Product responsibility</b>	
KPI C2.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	1
KPI C2.2	Number of products and service related complaints received and how they are dealt with.	4
KPI C2.3	Description of practices relating to observing and protecting intellectual property rights.	3
KPI C2.4	Description of quality assurance process and recall procedures.	4
KPI C2.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	4
<b>Aspect C3</b>	<b>Anti-corruption</b>	
KPI C3.1	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.	5
KPI C3.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	5
<b>Subject area D</b>	<b>Community Involvement</b>	
<b>Aspect D1</b>	<b>Community investment</b>	
KPI D1.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	3
KPI D1.2	Resources contributed (e.g. money or time) to the focus area.	3

- \* Rate the relevance/importance of the subject areas, aspects and indicators for your organisation on a scale from 0 to 5
- 0 – Little importance
  - 1 – Awareness amongst a few, but no real concern
  - 2 – Broader awareness, but little concern
  - 3 – Considerable concern amongst a minority
  - 4 – Considerable concern amongst many
  - 5 – High level of widespread concern

# HKEX ESG REPORTING GUIDELINES INDEX

<b>Aspect A1</b>	<b>Working Conditions</b>	
KPI A1.1	Total workforce by employment type and age group*	Working Conditions p.13
KPI A1.2	Employee turnover rate*	Working Conditions p.13
<b>Aspect A2</b>	<b>Health and Safety</b>	
KPI A2.1	Fatality number and rate	Nil case reported in covered period
KPI A2.2	Accident rate per thousand workers*	Health and Safety p.14
KPI A2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	Health and Safety p.14-15
<b>Aspect A3</b>	<b>Development and Training</b>	
KPI A3.1	Description of training activities provided*	Employee Training and Development p.17-19
KPI A3.2	Total training hours for employee*	Employee Training and Development p.19
<b>Aspect B1</b>	<b>Emissions</b>	
KPI B1.4	Total non-hazardous waste produced*	Data of Non-hazardous Waste Produced and Recycled p.21
KPI B1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and result achieved.	Emission p.20-21
<b>Aspect B2</b>	<b>Use of Resources</b>	
KPI B2.1	Energy consumption by type (electricity and fuel) in total*	Energy Efficiency p.23
KPI B2.3	Description of energy use efficiency initiatives and results achieved.	Energy Efficiency p.23-25
<b>Aspect B3</b>	<b>The Environment and Natural Resources</b>	
KPI B3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them	Environment and Natural Resources p.26-27
<b>Aspect C1</b>	<b>Supply Chain Management</b>	
KPI C1.2	Description of practices relating to engaging subcontractors where the practices are being implemented, how they are implemented and monitored*	Operating Practices p.30-33
<b>Aspect C2</b>	<b>Product Responsibility</b>	
KPI C2.2	How to dealt with complaints*	Quality Assurance and Customer Satisfaction p.30
KPI C2.3	Description of practices relating to observing and protecting intellectual property rights	Data Privacy and Intellectual Property Rights p.33
KPI C2.4	Description of quality assurance process and recall procedure	Flow of Quality Control on Construction Site p.31
KPI C2.5	Description of consumer data protection and privacy policies, how they are implemented and monitored	Data Privacy and Intellectual Property Rights p.33
<b>Aspect C3</b>	<b>Anti-corruption</b>	
KPI C3.1	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	Nil case reported in covered period
KPI C3.2	Description of preventive measures and whistle-blowing procedure, how they are implemented and monitored	Anti-corruption p.33
<b>Aspect D1</b>	<b>Community Investment</b>	
KPI D1.1	Focus areas of contribution on environmental concerns, labour needs, health, sports, children and youth development, and community*.	Community p.34-36
KPI D1.2	In-kind resources contributed to the focus area*	Community p.35

\*Modified descriptions

# ASSURANCE STATEMENT



## VERIFICATION STATEMENT

### Scope and Objective

Hong Kong Quality Assurance Agency (HKQAA) has been commissioned by Hanison Construction Company Limited (HCCL) to conduct an independent verification of its Corporate Social Responsibility Report 2015 (herein referred to as "the Report"). The Report stated HCCL's sustainability performance and efforts towards sustainable development for the period from 1st April 2014 to 31st March 2015.

The aim of this verification was to provide assurance on the completeness and accuracy of the information stated in the Report. The Report covers the Key Performance Indicators that defined in the Environmental, Social and Governance (ESG) Reporting Guide of the Hong Kong Exchanges and Clearing Limited (HKEx).

### Methodology

The process used in this verification was based on current best practices. The Report was reviewed against the following criteria:

- The principles of completeness, accuracy, neutrality, comparability and responsiveness; and
- The ESG Reporting Guide by HKEx

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.

### Conclusion

Based on the outcome of the verification process, it is opined that the Report covers the Key Performance Indicators of the ESG Reporting Guide.

The information presented in the Report provided a structured, balanced and consistent representation of HCCL's sustainability performance in the context of sustainable development. We are satisfied that the Report includes factual statements and the data contained within the Report is accurate and reliable. It is a fair and honest representation of HCCL's initiatives, targets, progress and performance on its sustainable development achievements.

Signed on behalf of Hong Kong Quality Assurance Agency

P C Chan  
Chief Operating Officer  
12 August 2015

## VERIFICATION STATEMENT

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The process used in this verification was based on current best practices. The Report was reviewed against the following criteria:

- The principles of completeness, accuracy, neutrality, comparability and responsiveness; and
- The ESG Reporting Guide by HKEx

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.

### Conclusion

Based on the outcome of the verification process, it is opined that the Report covers the Key Performance Indicators of the ESG Reporting Guide.

The information presented in the Report provided a structured, balanced and consistent representation of HCL’s sustainability performance in the context of sustainable development. We are satisfied that the Report includes factual statements and the data contained within the Report is accurate and reliable. It is a fair and honest representation of HCL’s initiatives, targets, progress and performance on its sustainable development achievements.

**Signed on behalf of Hong Kong Quality Assurance Agency**



P C Chan

Chief Operating Officer  
12 August 2015



Feedback on this report: <http://www.hanison.com/eng/CSR/Reports.aspx?sm=c18>



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