SWIRE PACIFIC

Swire Pacific Reporting Methodology 2022

This document provides information on the reporting scope, boundaries and data calculation methodologies for the 2022 sustainability disclosures of Swire Pacific Limited ("Swire Pacific" or the "Group"). It can be downloaded from the Group's website (www.swirepacific.com/en/sd/sd_reports.php).

Our approach to reporting

Swire Pacific has included a summary of its performance in material environmental and social areas in the Sustainable Development Review section of its 2022 Annual Report. To enhance credibility, the Group seeks third-party assurance for seven key data points including: total energy consumption, total greenhouse gas (GHG) emissions from direct operations (CO_2e) (scope 1 and 2), material GHG emissions from investments in Swire Pacific's value chain (scope 3), total water withdrawal, lost time injury rate (LTIR), total employee fatalities and contractor fatalities. An assurance statement has been provided by Deloitte https://www.swirepacific.com/en/sd/sd/limited_assurance_opinion2023.pdf).

Swire Pacific also publishes a standalone sustainable development report, which is prepared with reference to the Global Reporting Initiative (GRI) Standards and complies with Appendix 27 of the main board listing rules of the Hong Kong Stock Exchange. The Swire Pacific Sustainable Development Report 2022 will be published in April 2023 on a dedicated report website and as a PDF.

Boundaries and scoping

Swire Pacific uses the operational control consolidation approach in the reporting of its sustainability performance. ***Appendix I*** contains (i) a list of companies and parts of companies which are covered in the 2022 Swire Pacific Annual Report and Sustainable Development Report, (ii) a list of companies and parts of companies which have not provided information for the 2022 Swire Pacific Annual Report and Sustainable Development Report and (iii) changes in scope compared with 2021. For businesses where the Group exercises operational control, performance indicators are reported on a 100% basis and are not adjusted to reflect the proportion of Swire Pacific's shareholdings.

In 2022, we reassessed our report boundary included Hong Kong Aero Engine Services Limited's (HAESL) GHG emissions under the Group's scope 3 emissions. We also extended our disclosure on the major portion of scope 3 GHG emissions, which includes scope 3 emissions for Swire Properties, Swire Coca-Cola and Taikoo Motors. The reported figures accounts for more than 90% of Swire Pacific total scope 3 GHG emissions.

We may recalculate the targets, including their baseline, in case of any change that significantly affects positively or negatively the value of the KPIs to reflect any material change to the Group (such as acquisition, developments or divestment). When relevant, an external verifier will be required to independently reassure the data (including the baseline) under the new scope, considering the material change to the Group. In addition, the Company is committed to reviewing its targets every 5 years and will consider more ambitious adjustment in the case of over-achievement during the tenor of the target timeline.

It is our practice not to report on indicators for new acquisitions/developments until operational performance data is available for at least one full calendar year. The Company's recalculation policy will align with this timeline, such that the recalculation of any target is informed by one financial year of externally verified data.

Environment

Emissions

GRI 305-1 (2016)	**Direct (scope 1) GHG emissions**: (a) gross direct (scope 1) GHG emissions; (b) gases included in the calculation; (c) biogenic CO_2 emissions; (d) the chosen base year; (e) the source of the emission factors and the global warming potential (GWP) rates used or a reference to the GWP source; (f) the chosen consolidation approach for emissions; (g) standards, methodologies, assumptions, and calculation tools used.
GRI 305-2 (2016)	**Energy indirect (scope 2) GHG emissions**: (a) gross location-based energy indirect (scope 2) GHG emissions; (b) If applicable, gross market-based energy indirect (scope 2) GHG emissions in metric tons of CO_2 equivalent; (c) gases included in the calculation, if available; (d) the chosen base year; (e) the source of the emission factors used and the global warming potential (GWP) rates used or a reference to the GWP source; (f) the chosen consolidation approach for emissions; (g) standards, methodologies, assumptions, and calculation tools used.
GRI 305-2 (2016)	**Other indirect (scope 3) GHG emissions:** (a) gross other indirect (scope 3) GHG emissions; (b) if available, the gases included in the calculation; (c) biogenic CO_2 emissions; (d) the chose base year; (e) the source of the emission factors and the GWP rates used or a reference to the GWP source; (g) standards, methodologies, assumptions, and calculation tools used.

Direct (scope 1) and Indirect (scope 2) GHG emissions

Topic boundary: We require all companies and parts of companies which have provided information for this report (as listed in Appendix I) to report their emissions. This helps operating companies to manage emissions more effectively and to identify opportunities for reduction. We use the operational control consolidation approach.

Reporting basis for these indicators: Emissions are calculated in accordance with the Greenhouse Gas Protocol developed by World Resources Institute and World Business Council on Sustainable Development (Greenhouse Gas Protocol).

Direct emissions for GRI reporting are the same as scope 1 emissions under the Greenhouse Gas Protocol and are defined as follows:

> *'Emissions that occur from sources that are owned or controlled by a company, such as combustion facilities (e.g.: boilers, furnaces, burners, turbines, heaters, incinerators, engines, flares etc.), combustion of fuels in transportation (e.g.: cars, buses, planes, ships, barges, trains etc.), and physical or chemical processes (e.g.: in cement manufacturing, catalytic cracking in petrochemical processing, aluminium smelting etc.).'*

Indirect emissions for GRI reporting are the same as scope 2 emissions under the Greenhouse Gas Protocol and are defined as follows:

> *'Emissions that occur from the generation by another party of electricity that is purchased and consumed by the company.'*

GHG emissions are calculated using emission factors from the following sources:

- *Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purpose) in Hong Kong* published by the Environmental Protection Department (EPD) of Hong Kong SAR Government (all Hong Kong operations).

- *Greenhouse gas reporting: conversion factors* published by the Department for Environment, Food and Rural Affairs (Defra) in the UK (operations outside of Hong Kong).

- Location-based scope 2 emissions: we use conversion factors supplied by local power suppliers (China Light and Power and Hong Kong Electric) for electricity purchased in Hong Kong and International Energy Agency (IEA) for electricity purchased outside of Hong Kong; for purchased compressed air, consumption is converted to electricity purchased using average unit cost of compressed air and electricity.

- Market-based scope 2 emissions: we use emission factors conveyed through electricity attribute certificates or contractual instruments between the reporting entity and the electricity provider (e.g. Renewable Energy Certificates – RECs and Power Purchase Agreements – PPAs).

- Lubricant Oil for Swire Pacific Offshore's operations: a factor of 0.9 (specific gravity of lubricant oil) and 0.82[1] (% lubricant oil consumed through combustion) is applied to the emission factor listed in *Greenhouse gas reporting: conversion factors* by Defra in the UK.

The following gases are included in GHG calculations: carbon dioxide (CO_2), methane (CH_4), nitrous oxide (N_2O) and hydrocarbons (HFCs). These are expressed in carbon dioxide equivalents (CO_2e). We report CO_2 emissions from the combustion of biofuels, e.g., biodiesel, as biogenic emissions separately from fossil fuel CO_2 emissions (scope 1), if any. Biogenic emissions are calculated using emission factors listed in *Greenhouse gas reporting: conversion factors* by Defra in the UK.

The sources of the GWP are *Appendix 2: Reporting Guidance on Environmental KPIs* published by HKEX and *Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for buildings (Commercial, Residential or Institutional Purpose) in Hong Kong* published by the EPD. These guidelines cite the IPCC Fifth Assessment Report (2014) and IPCC Second Assessment Report (1995), World Resources Institute (2005), and *Calculating HFC and PFC Emissions from the Manufacturing, Installation, Operation and Disposal of Refrigeration & Air-conditioning Equipment (Version 1.0) – Guide to calculation worksheets*, World Business Council for Sustainable Development.

In addition to HFCs, we also report the consumption of refrigerant HCFC-22 as part of our scope 1 emissions.

Please see Appendix II for a list of sources that are included in our scope 1 and 2 GHG emissions reporting scope.

Other indirect (scope 3) GHG emissions:

Topic boundary: We currently report the major portion of our scope 3 GHG emissions, which includes scope 3 emissions for Swire Properties, Swire Coca-Cola and Taikoo Motors Group, and a proportion the Cathay Pacific Group and HAESL total scope 1 & 2 GHG emissions according to our investments in these. The reported figures account for more than 90% of Swire Pacific total scope 3 GHG emissions.

Reporting basis for these indicators: Emissions are calculated in accordance with the Greenhouse Gas Protocol developed by World Resources Institute and World Business Council on Sustainable Development (Greenhouse Gas Protocol).

Other indirect emissions for GRI reporting are the same as scope 3 emissions under the Greenhouse Gas Protocol and are defined as follows:

[1] SPO have evaluated the consumption of all grades of lubricating and hydraulic oils used on board and determined that 82% of the total quantity consumed is combusted in main engines or generators, and the by-products (GHG, SOx, NOx, PM etc.) emitted to the atmosphere.

'Emissions that occur from sources not owned or controlled by the organisation, which include both upstream and downstream emissions.'

The following gases are included in GHG calculations: carbon dioxide (CO_2), methane (CH_4), nitrous oxide (N_2O) and hydrocarbons (HFCs). These are expressed in carbon dioxide equivalents (CO_2e).

For Aviation Jet Fuel, we include all flights in the calculation, including testing and training flights and flights by dry leased and wet leased aircraft. As fuel density varies according to a number of factors, we use the Joint Inspection Group's[2] recommended specific gravity of 0.80 kg/L to calculate the weight of fuel. We use the IPCC's emission factor of 3.15[3] to determine CO_2 emissions from the combustion of aircraft fuel. We also only calculate CO_2 emissions and assumes that all other GHGs are negligible as the impacts are still uncertain.

Please see Appendix III for a list of the sources of activity data and emission factors that are included in our scope 3 emissions reporting scope.

[2] Formed by international oil companies, the Joint Inspection Group performs regular inspections of their airport facilities to ensure that they are operated in accordance with their procedures for handling aviation fuel at airports and upstream aviation fuel facilities.

[3] IPCC. (1999). Aviation and the Global Atmosphere. Cambridge: Cambridge University Press.

Energy

GRI 302-1 (2016)	**Energy consumption within the organisation**: (a) total fuel consumption from non-renewable sources; (b) total fuel consumption from renewable sources; (c) the total: Electricity consumption, Heating consumption, Cooling consumption, Steam consumption; (d) the total: Electricity sold, Heating sold, Cooling sold, Steam sold; (e) total energy consumption in joules or multiples; (f) standards, methodologies, assumptions, and calculation tools used; (g) source of the conversion factors used.

Topic boundary: We require all companies and parts of companies which have provided information for this report (as listed in Appendix I) to report their energy consumption. We also encourage those with whom we work to reduce their own energy consumption.

Reporting basis for this indicator: Direct energy sources used include diesel, petrol, LPG, Towngas, natural gas, fuel oil, marine gas oil, gas oil, lubricant oil and jet kerosene. Direct energy is reported in Gigajoules. The quantity of direct energy consumed is calculated by multiplying the fuel in volume or mass by corresponding calorific values (or heating values) given in *Guidelines to Defra's Greenhouse Gas Conversion Factors for Company Reporting* by Defra in the UK. Towngas consumption in Hong Kong is calculated according to *Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for buildings (Commercial, Residential or Institutional Purpose) in Hong Kong* published by the EPD. Each unit registered by a gas meter represents a heat value of 48 Megajoules. Indirect energy sources used include electricity and steam purchased from other organisations, as well as used renewable energy generated onsite. Indirect energy is reported in Gigajoules. We consume indirect energy mainly by buying electricity. Some of our bottling plants in the Chinese mainland buy small amounts of steam. The majority of our electricity consumed in Hong Kong and the Chinese mainland is purchased from franchised monopoly suppliers. As a result, we cannot lower the carbon intensity of our electricity by switching suppliers. Each kilowatt hour (kWh) registered by electricity meters represents 3.6 Megajoules. The consumption of renewable energy is insignificant compared with the total energy consumed, we will only account renewable energy as indirect energy when they are considered as material to operations. We do not sell energy or purchase heating or cooling.

Please see Appendix IV for a list of sources that are included in our energy consumption reporting scope.

Water

GRI 303-3 (2018)	**Water withdrawal**: (a) total volume of water withdrawn from all areas with breakdown by sources; (b) total water withdrawal from all areas with water stress with breakdown by sources; (c) A breakdown of water withdrawal by the following categories: freshwater and other water; (d) standards, methodologies, and assumptions used.

Topic boundary: Our companies report withdrawal of municipal water (third-party water) when it accounts for more than 2% of our total water use. All companies and parts of companies which have provided information for this report (as listed in Appendix I) (except Swire Pacific Offshore) measure their municipal water usage.

Reporting basis for this indicator: Municipal water supplies account for 98% of our water withdrawal. We use sea water for some cooling and toilet flushing but do not report the quantity used as sea water is not a scarce resource. The municipal water withdrawal is the amount reported in water bills. We report on the withdrawal of water sources

such as surface water and groundwater. We do not use produced water in our operations. In our Data Protocol, we define our municipal, surface and groundwater as freshwater and seawater as other water.

We use the Aqueduct Water Risk Atlas tool developed by the World Resource Institute (WRI) to map our water withdrawal by water stress levels: low, medium and high. According to WRI, water stress is defined as the ratio of total freshwater withdrawals to total renewable freshwater supply in a given area. A higher percentage means more water users are competing for limited supplies.

GRI 303-5 (2018)	**Water consumption**: (a) total volume of water consumption from all areas; (b) total water consumption from all areas with water stress; (c) Change in water storage, if water storage has been identified as having a significant water-related impact; (d) standards, methodologies, and assumptions used, including whether the information is calculated, estimated, modelled, or sources from direct measurements, and the approaches taken for this, such as the use of any sector-specific factors.

Topic boundary: Our companies report water consumption when it accounts for more than 2% of our total water consumption. Swire Coca-Cola is the largest contributor of water consumption of the Group (>99%) and has provided its total production volume as water consumption.

Reporting basis for this indicator: Water consumption is defined as volume of water that is drawn into the boundaries of the organisation and not discharged back to the water environment or a third-party (e.g., incorporated into products, consumed in operation/business activity).

We measure water consumption using the measurement methods (in order of preference) as follows:

- Directly report water consumption with reference to local measurements (e.g., sub-meters);
- Calculation of water consumption using water withdrawal and discharge data: Water consumption = water withdrawal – water discharge; or
- Estimation of water consumption based on site- or sector-specific discharge factor from local authority.

We do not report the change in water storage as no significant water-related impact has been identified.

Waste

GRI 306-3 (2020)	**Waste generated**: (a) total weight of waste generated in metric tons, and a breakdown of this total by composition of the waste; (b) contextual information necessary to understand the data and how the data has been compiled.
GRI 306-4 (2020)	**Waste diverted from disposal:** (a) total weight of waste diverted from disposal in metric tons, and a breakdown of this total by composition of the waste; (b) total weight of hazardous waste diverted from disposal in metric tons, and a breakdown of this total by the following recovery operations: i) preparation for reuse; ii) recycling; iii) other recovery operations; (c) total weight of non-hazardous waste diverted from disposal in metric tons, and a breakdown of this total by the following recovery operations: i) preparation for reuse; ii) recycling; iii) other recovery operations; (d) a breakdown of the total weight in metric tons of hazardous waste and of non-

	hazardous waste diverted from disposal by onsite and offsite; (e) contextual information necessary to understand the data and how the data has been compiled.
GRI 306-5 (2020)	**Waste directed to disposal:** (a) total weight of waste directed to disposal in metric tons, and a breakdown of this total by composition of the waste; (b) total weight of hazardous waste directed to disposal in metric tons, and a breakdown of this total by the following disposal operations: i) incineration (with energy recovery); ii) incineration (without energy recovery); iii) landfilling; iv) other disposal operations; (c) total weight of non-hazardous waste directed to disposal in metric tons, and a breakdown of this total by the following disposal operations: i) incineration (with energy recovery); ii) incineration (without energy recovery); iii) landfilling; iv) other disposal operations; (d) a breakdown of the total weight in metric tons of hazardous waste and of non-hazardous waste directed to disposal by onsite and offsite; (e) contextual information necessary to understand the data and how the data has been compiled.

Topic boundary: We require all companies and parts of companies which have provided information for this report (as listed in Appendix I) to report their waste inventory if the following two criteria are all met: 1) disposal of the wastes is within the operational control of the reporting entity; and 2) wastes are not a main business input for the reporting entity.

Exceptions: Construction, demolition and excavation waste and asset end-of-life (e.g., retired assets such as vessels and cold drinks equipment) are excluded from the Group-level inventory and should be reported separately from other non-hazardous waste.

Reporting basis for this indicator: Hazardous waste is defined and classified under national/local legislations at the point of generation and deemed hazardous waste under the terms of the Basel Convention Annex I, II, III and VII. Non-hazardous waste is defined as solid or liquid waste that is not considered as hazardous waste (excluding wastewater). Waste diversion rate is the proportion of waste types that are diverted from disposal at landfill or incineration without energy recovery.

$$\text{Waste diversion rate (in \%)} = \frac{Total\ weight\ of\ non-hazardous\ waste\ diverted\ from\ disposal\ (in\ tonnes)}{Total\ weight\ of\ non-hazardous\ waste\ generated\ (in\ tonnes)} \times 100$$

Please see Appendix V for a list of waste types and treatment methods that are included in our waste inventory reporting scope.

Occupational Health and Safety

GRI 403-9 (2018)	**Work-related injuries** a) Report the number of hours worked and main types of work-related injury, its number and rate, for all employees, with a breakdown by: fatalities resulted by work-related injury, high-consequence work-related injuries (excluding fatalities) and recordable work-related injuries; b) Report the number of hours worked and main types of work-related injury, its number and rate, all workers (excluding employees) whose work, or workplace, is controlled by the organisation, with a breakdown by: fatalities resulted by work-related injury, high-consequence work-related injuries (excluding fatalities) and recordable work-related injuries; c) Report hazards that pose a risk of high-consequence injury, and how they have been determined, contributed to the injuries during the reporting period and actions taken to eliminate the associated hazards and risks; d) Report the standards, methodologies, and assumptions used in reporting.

Topic boundary: We require all companies and parts of companies which have provided information for this report (as listed in Appendix I) to provide information about health and safety on a quarterly basis.

We recognise the importance of the health and safety of our contractors and visitors. Occupational health and safety is included in our supplier CSR code of conduct.

Reporting basis for this indicator: Swire Pacific reports the number of lost time injuries (LTI), the Lost Time Injury Rate (LTIR), the number of lost days, the Lost Day Rate (LDR), employee fatalities and contractor fatalities as defined below.

1. **Total injuries:** is the number of injuries in a year which result in minimum lost time of one working day.
2. **Lost Time Injury Rate:** represents the number of injuries per 100 full time equivalent (FTE) employees per year**.** It is calculated as the total Injuries multiplied by 200,000 and then divided by total hours worked. 200,000 is the annual hours worked by 100 employees, based on 40 hours per week for 50 weeks a year.
3. **Lost Days:** A Lost Day occurs when, in the opinion of a physician, an employee cannot work. Lost Days are counted as calendar days where counting begins on the first day following the injury and ends on the day when the person returns to full duty, receives a permanent job transfer or leaves employment.
4. **Lost Day Rate** represents the number of lost work days per 100 equivalent employees per year. It is calculated as the total lost days multiplied by 200,000 and then divided by total hours worked. 200,000 is the annual hours worked by 100 employees, based on 40 hours per week for 50 weeks a year.
5. **An employee fatality** is a loss of life of an employee as the result of a work-related incident.

Information about the number of hours worked, lost time injuries, fatalities and lost days due to injuries is collected from operating companies. Lost Day Rate and Lost Time Injury Rate are calculated using GRI definitions. Injuries occurring during travel to and from work are excluded. Contractor fatalities (including subcontractors) as a result of an incident occurring when the contractor or its subcontractor employees are conducting work for our companies are included.

Omissions: Occupational health, absenteeism, types of injury and contractor management are monitored and managed by operating companies but not reported on at Group level. The nature and locations of our operations mean that occupational health hazards are minimal. Due to the diversity of our businesses, types of injury will vary greatly between industries. Types of injury are therefore recorded at an operating company level. If a type of injury

is common in several operating companies, the Swire Pacific health and safety committee may investigate further how these kinds of injuries can be reduced. For example, several incidences of road and transport related injuries resulted in a Group transport safety policy being developed at head office level. Information on reducing injuries from manual handling has also been disseminated through the health and safety committee. Contractor management is done at operating company level and best practice is shared through the health and safety committee.

We do not report this data by region or gender.

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Staff

With reference to GRI 2-7 (2021) and 405-1 (2016)	**Information on employees** (a) Total number of employees by gender (b) Total number of employees by region (c) Total number of employees by age (d) Total number of employees by employee category (e) Total number of employees by employment contract (permanent and temporary), by gender and region (f) Total number of employees by employment type (full-time and part-time), by gender and region (g) Total number of non-guaranteed hours employees, and a breakdown by gender and by region

Definitions:

Employee	An individual who is, according to national law or practices, recognised as an employee of the reporting organisation. The total number of employees may be broken down by type of employment contract.
Employment Contracts	An employment contract as recognised under national law or practice that may be written, verbal, or implicit (i.e., when all the characteristics of employment are present but without a written or witnessed verbal contract).
Permanent Contract of employment	A contract with an employee for full time or part time work for an indeterminate period. Exception: Fixed Term Staff in Chinese mainland should be counted as Permanent Staff
Fixed Term Contract of Employment	A contract of employment as defined above that ends when a specific time period expires, or when a specific task that has a time estimate attached is completed.
Temporary Contract of Employment	A contract of limited duration and terminated by a specific event, including the end of a project or work phase, return of replaced personnel, etc.
Full Time	A 'full-time employee' is defined according to national legislation and practice regarding working time (e.g., national legislation defines that 'full time' means a minimum of nine months per year and a minimum of 30 hours per week).
Part Time	A 'part-time employee' is an employee whose working hours per week, month, or year are less than 'full time' as defined above.

Please refer to Appendix VI for more details on employee categorisation.

GRI 401-1 (2016)	**New employee hires and employee turnover** (a) Total rate of new employee hires during the reporting period, by age group, gender and region (b) Total rate of employee turnover during the reporting period, by age group, gender and region

Definitions:

Voluntarily	Permanent Employees (including Fixed Term Contract in Chinese mainland) who resign from the service of the organisation. Remarks: For Fixed Term Contract in Chinese mainland, if the Company offers the contract extension but the staff does not accept, it would be categorised as voluntary termination.

Calculation:

Rate of permanent employee turnover

$$= \frac{Total\ number\ of\ permanent\ emlpoyees\ leavers}{Average\ number\ of\ permanent\ employees\ as\ at\ 31\ December\ of\ last\ and\ current\ reporting\ period}$$

Not related GRI Standards	**Average tenure** (a) Average tenure of employee during the reporting period, by age group and gender

Calculation:

Average tenure

$$= \frac{Total\ number\ of\ years\ worked\ by\ employees\ as\ at\ 31\ December\ of\ current\ reporting\ period}{Total\ number\ of\ employees\ as\ at\ 31\ December\ of\ current\ reporting\ period}$$

Not related GRI Standards	**Employee promotion rate** (a) Total employee promotion rate during the reporting period, by age group and gender

Calculation:

Employee promotion rate

$$= \frac{Total\ number\ of\ employees\ promoted\ in\ reporting\ year}{Total\ number\ of\ employees\ as\ at\ 31\ December\ of\ current\ reporting\ period}$$

Not related GRI Standards	**Employees trained** (a) The percentage of employees trained by gender and employee category
GRI 404-1 (2016)	**Average employee training hours** (a) Average hours of training that the organisation's employees have undertaken during the reporting period, by gender and employee category

Definitions:

- All types of vocational training and instructions
- Both internal and external training hours included
- Paid educational leave provided by an organisation for its employees
- Training or education perused externally and paid for in whole or part by an organisation
- Training on specific topics

Calculation:

$$\text{Annual hours of training} = \frac{Total\ number\ of\ training\ hours\ \ in\ current\ reporting\ period}{Total\ number\ of\ permanent\ employees\ as\ at\ 31\ December\ of\ current\ reporting\ period}$$

Not related GRI Standards	**Average employee training spends** (a) Average training spend that the organisation's employees have undertaken during the reporting period, by gender and employee category

Definitions:

Training cost includes:

- Any internal and external courses paid by the employer
- Course fees
- Venue rental cost
- Training material cost (catering, printouts, props)
- Cost for travel

Excludes:

- Salary of internal trainer
- Learning Management System cost
- Manpower cost for coordination for training

Not related GRI Standards	**Absentee rate** (a) Total absentee rate, by gender

Definitions:

Absentee can refer to absenteeism as a result of work-related injury or disease. This includes individual sick days due to minor illnesses (e.g., the common cold, fevers, and influenza) as well as personal days taken for undisclosed reasons. It does not include scheduled or permitted absenteeism such as annual leave, public holidays, study time, maternity or paternity leave, etc.

Calculation:

$$\text{Absentee rate} = \frac{Total\ number\ of\ absentee\ days\ in\ current\ reporting\ period}{Total\ number\ of\ paid\ days\ worked\ in\ current\ reporting\ period}$$

GRI 405-2 (2016)	**Gender pay gap** (a) Ratio of basic salary and remuneration of women to men for each employee category

Definitions:

Basic salary	refers to fixed, minimum amount paid to an employee for performing his or her duties, excluding any additional remuneration, such as payments for overtime working or bonuses.
Remuneration	refers to the basic salary plus additional cash bonuses paid to an employee.

Calculation:

Annual average basic salary

$$= \frac{Total\ annual\ basic\ salary\ in\ current\ reporting\ period}{Total\ number\ of\ employees\ as\ at\ 31\ December\ of\ current\ reporting\ period}$$

Annual average basic salary & remuneration

$$= \frac{Total\ annual\ basic\ salary\ +\ remuneration\ in\ current\ reporting\ period}{Total\ number\ of\ employees\ as\ at\ 31\ December\ of\ current\ reporting\ period}$$

Appendix I

R. Denotes sustainability data that has been reported on by Deloitte[4]. Please refer to the independent limited assurance report for further details

Environmental
Total energy consumption (R)
Total GHG emissions from direct operations (CO_2e) (scope 1 & scope 2) (R)
Material GHG emissions from value chain (CO_2e) (scope 3) (R)
Total water withdrawal (R)
Total waste generation
Waste diversion rate
Health and Safety
Total fatalities (employee) (R)
Total fatalities (contractor) (R)
Total lost time injury rate (R)
Lost day rate
Staff
Total number of employees
New employee hires and employee turnover
Average tenure
Employee promotion rate
Employees trained
Average employee training hours
Average employee training spends
Absentee rate
Gender pay gap

The selected sustainability data in the Group's report for the year ending 31 December 2022 relates to companies and operations listed below:

- Swire Properties Limited
- Hong Kong Aircraft Engineering Company Limited
- Taikoo (Xiamen) Aircraft Engineering Company Limited
- Taikoo (Xiamen) Landing Gear Services Company Limited
- Taikoo Engine Services (Xiamen) Company Limited
- HAECO Composite Structures (Jinjiang) Co. Ltd.
- HAECO Americas
- HAECO Component Overhaul (Xiamen) Limited
- HAECO Component Overhaul (Hong Kong)
- Swire Coca-Cola Limited
- Coca-Cola Bottlers Manufacturing Holdings Limited (Luohe Branch and Nanjing Branch only)
- Xiamen Luquan Industries Company Limited (Water production line and packaging production line – Hefei Branch and Nanning Branch only)
- Swire Pacific Offshore companies (Jan – Apr 2022)[5]
- Swire Resources Group

[4] Scope 3 emissions reported on by Deloitte are material GHG emissions from investments in the Group's value chain only (i.e., Cathay Pacific Group and HAESL)

[5] Swire Pacific Offshore companies was divested from Swire Pacific Limited since 22 April 2022.

- Taikoo Motors Group
- Chongqing New Qinyuan Bakery
- Taikoo Sugar Limited
- Taikoo Sugar (China) Limited
- Swire Waste Management Limited

The selected sustainability data in the Group's report for the year ending 31 December 2022 does not include the companies and operations listed below:

- Swire Properties Limited –
    - Restaurant - Plat du Jour (Pacific Place)
    - Restaurant – Ground PUBLIC
    - Hotel - EAST Miami

In 2022, we expanded the scope of reporting to include the following operations:

- Swire Properties Limited -
    - Taikoo Li Qiantan
    - Taikoo Li Sanlitun West

Environmental
Material GHG emissions from SPAC's value chain (CO_2e) (scope 3) (R)[6]

The scope 3 emissions data in the Group's report for the year ending 31 December 2022 relates to companies listed below:

- Cathay Pacific Airways Limited
- Air Hong Kong Limited
- Hong Kong Express Airways Limited
- Cathay Pacific Catering Services (H.K.) Limited
- Vogue Laundry Service Limited
- Hong Kong Airport Services Limited
- Cathay Pacific Services Limited
- Cathay Pacific Holidays Limited
- Cathay House
- Hong Kong Aero Engine Services Limited
- Swire Properties Limited
- Swire Coca-Cola Limited
- Taikoo Motors Group

[6] Scope 3 emissions reported on by Deloitte are material GHG emissions from investments in the Group's value chain only (i.e., Cathay Pacific Group and HAESL)

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Appendix II

The following is a list of sources included in our scope 1 and 2 GHG emissions reporting scope.

Source	Category	Emission source
Scope 1 emissions	Stationary fuel combustion	Biodiesel
		Diesel
		Liquefied Petroleum Gas (LPG)
		Towngas (Combustion)
		Natural Gas
		Fuel Oil
	Mobile fuel combustion	Fleet - Gasoline - Passenger Car
		Fleet - Diesel - Passenger Car
		Fleet - Diesel - Light Truck
		Fleet - Diesel - Heavy Duty
		Fleet - LPG - Bus
		Gas Oil
		Gasoline (Petrol)
		Lubricant Oil
		Propane
		Jet Fuel (Jet A or A-1) - EU Standard
		Marine Distillate Fuel Oils
		Diesel - Mobile
		Diesel - Other Mobile Machinery
		Diesel - Ultra Low Sulfur Diesel (ULSD)
	Refrigerants	HFC-134A
		HFC-404A
		HFC-407C
		HFC-410A
		HFC-417
		HFC-514A
		HCFC-22
Scope 2 emissions	Purchased Electricity / Renewable energy generated onsite / Steam / Towngas	Electric power
		Purchased renewable electricity (Swire Properties Limited and Swire Coca-Cola Limited only)
		Onsite renewable energy generated (Swire Properties Limited and Swire Coca-Cola Limited only)
		Heating and cooling (Swire Properties Limited only)
		Steam
		Towngas (Generation and transportation)
		Compressed Air - Purchased

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Appendix III

The following is a list of the sources of activity data and emission factors that are included in our scope 3 emissions reporting scope.

Scope 3 category		Source of activity data[7]	Source of emission factor
1	Purchased goods and services	• Spend data	• Supply chain GHG emission factors for US industries and commodities by the U.S. Environmental Protection Agency (EPA)
2	Capital goods	• Spend data	• Supply chain GHG emission factors for US industries and commodities by the U.S. Environmental Protection Agency (EPA)
3	Fuel- and energy-related activity (not included in scope 1 and 2)	• Primary energy data	• The Department for Environment, Food and Rural Affairs (Defra) in the UK
4	Upstream transportation and distribution	• Spend data	• Supply chain GHG emission factors for US industries and commodities by the U.S. Environmental Protection Agency (EPA)
5	Waste generated in operations	• Primary waste data	• The Department for Environment, Food and Rural Affairs (Defra) in the UK
6	Business travel	• Spend data	• Supply chain GHG emission factors for US industries and commodities by the U.S. Environmental Protection Agency (EPA)
7	Employee commuting	• Employee number	• The Department for Environment, Food and Rural Affairs (Defra) in the UK
8	Upstream leased assets	• Region, building type and GFA • Climate zone of region	• Grid factors from local utility companies
9	Downstream transportation and distribution	Not Applicable	
10	Processing of sold products	Not Applicable	
11	Use of sold products	• Type and quantity of sold products	• The Department for Environment, Food and Rural Affairs (Defra) in the UK • Grid factors from local utility companies
12	End-of-life treatment of sold products	• Type, quantity, and weight of sold products	• The Department for Environment, Food and Rural Affairs (Defra) in the UK
13	Downstream leased assets	• Region, building type and GFA • Climate zone of region	• Grid factors from local utility companies
14	Franchises	Not Applicable	
15	Investments[8]	• Primary energy data	• Grid factors from local utility companies • Country-specific GHG emission factors from electricity by the International Energy Agency (IEA) • Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purpose) in Hong Kong published by the Environmental Protection Department (EPD) of Hong Kong SAR Government (all Hong Kong operations). • The Department for Environment, Food and Rural Affairs (Defra) in the UK (operations outside of Hong Kong).

[7] For SCC and SPROPS, please refer to their respective reports for the sources of activity data and emission factor.

[8] Investments in SPAC's value chain include Cathay Pacific Group and HAESL.

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Appendix IV

The following is a list of sources included in our energy consumption reporting scope.

Types of energy	Emission source
Direct energy consumption	Biodiesel
	Diesel
	Liquefied Petroleum Gas (LPG)
	Natural Gas
	Fuel Oil
	Fleet - Gasoline - Passenger Car
	Fleet - Diesel - Passenger Car
	Fleet - Diesel - Light Truck
	Fleet - Diesel - Heavy Duty
	Fleet - LPG - Bus
	Gas Oil
	Gasoline (Petrol)
	Lubricant Oil
	Propane
	Jet Fuel (Jet A or A-1) - EU Standard
	Marine Distillate Fuel Oils
	Diesel - Mobile
	Diesel - Other Mobile Machinery
	Diesel - Ultra Low Sulfur Diesel (ULSD)
Indirect energy consumption	Electric power
	Purchased renewable electricity (Swire Properties Limited and Swire Coca-Cola Limited only)
	Onsite renewable energy generated (Swire Properties Limited and Swire Coca-Cola Limited only)
	Heating and cooling (Swire Properties Limited only)
	Steam
	Towngas (Generation and transportation)
	Compressed Air - Purchased

Appendix V

The following is a list of waste types and treatment methods that are included in our waste inventory reporting scope.

Waste by type	Treatment method	Source
Hazardous waste	Disposed to landfill	Chemical waste (solid)
		Chemical waste (liquid)
		Oils and lubricants
		Battery
	Recycling	Battery
		Fluorescent lamps
		Kerosene
		Oils and liquids
		Waste electrical and electronic equipment (WEEE)
Non-hazardous waste	Disposed to landfill	Commercial/Industrial waste
		Food
		Garden waste
		Grease trap
		Tires
	Recycling	Coffee grounds
		Food processing oils
		Foodscraps
		Glass
		Metal
		Organic waste
		Paper
		Plastic
		Scrap tyres
		Wood
	Reuse	Food donation
		Polystyrene
		Waste sugar
	Recovery (including energy recovery)	Mixed waste
	Incineration (with energy recovery)	Mixed waste

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Appendix VI

Staff Data – Definition of Employee Categories

<table>
<tr><td colspan="2">Senior Executive</td></tr>
<tr><td colspan="2">e.g. Director / Managing Director / COO / CEO
Member of a team leading a large operating company, or group of companies:
Responsible for setting the vision and defining business strategy for one or more operating companies</td></tr>
<tr><td colspan="2">Level 4 – Strategic Leader</td></tr>
<tr><td colspan="2">e.g. General Manager of a large business or Director of Small/Med business
Leading a function/multiple functions, department, region of a large business or the CEO of a small operating company:
Responsible for closely advising CEO on strategy and developing company policy. Contribute to the organization through defining or interpreting strategy and communicating to their function or department.</td></tr>
<tr><td>Level 3 – Operational Leader</td><td rowspan="3">L2/3 May also include:

Technical / Specialist Individual Contributor
Functional and/or technical specialists whose job is key to the company, who may have no direct reports but contribute to the organization through their expertise
L3 – Sphere of influence may be company wide
L2 – Sphere of influence may be team or function wide</td></tr>
<tr><td>e.g. Manager to Snr Operational Manager
Middle managers and leaders below heads of function leading other managers/Jnr managers within a function, product line, or region:
Contribute to organization through their people leadership, by implementing business strategy, and by shaping the strategy for their own team or function.</td></tr>
<tr><td>Level 2 – Team Leader</td></tr>
<tr><td>e.g. Supervisor to Junior Manager
First-line management positions leading teams of individual contributors:
Contribute to the organization primarily through others by leading teams, and to strategy by providing information/data to decision makers.</td></tr>
<tr><td colspan="2">Level 1 – Individual Contributor</td></tr>
<tr><td colspan="2">Entry level and/or first line employee
No direct reports
Responsible for executing assigned responsibilities efficiently and effectively, or dealing with technical/functional problems according to established standards and processes; limited decision-making authority and no strategic responsibility.</td></tr>
</table>