



This report has been prepared in accordance with the GRI Standards: Core option. The Universal Standards and Topic-specific Standards are presented below with either linkage to the reported section(s) or direct answer. For the Materiality Disclosures Service, GRI reviewed that the GRI content index is clearly presented and the reference for Disclosures 102-40 to 102-49 align with appropriate sections in the body of the report. The service was performed on the English version of the report.

#### Universal Standards

GRI Standards	Disclosures		Reference or Direct Answer	External Assurance
GRI 101: Foundation 106				
GRI 102: General Disclosures 2016	Organisational Profile			
	102-1	Name of organisation	<u>ArchSD at a Glance</u>	✓
	102-2	Activities, brands, products, and services	<u>ArchSD at a Glance</u>	✓
	102-3	Location of headquarters	<u>ArchSD at a Glance</u>	✓
	102-4	Location of operations	Hong Kong only	✓
	102-5	Ownership and legal form	Part of the Government of the HKSAR	✓
	102-6	Markets served	<u>Strategy and Management</u>	✓
	102-7	Scale of the organisation	<u>ArchSD at a Glance</u>	✓

102-8	Information on employees and other workers	<a href="#">Data Summary</a>	✓
102-9	Supply chain	<a href="#">Achieving Excellence with Our Partners</a>	✓
102-10	Significant changes to the organisation and its supply chain	No significant change	✓
102-11	Precautionary Principle or approach	<a href="#">Strategy and Management</a>	✓
102-12	External initiatives	<a href="#">About this Report</a> <a href="#">Strategy and Management</a>	✓
102-13	Membership of associations	<a href="#">Strategy and Management</a>	✓
<b>Strategy</b>			
102-14	Statement from senior decision-maker	<a href="#">Message from the Director</a>	✓
<b>Ethics and Integrity</b>			
102-16	Values, principles, standards, and norms of behaviour	<a href="#">Strategy and Management</a>	✓
<b>Governance</b>			
102-18	Governance structure	<a href="#">ArchSD at a Glance</a>	✓
<b>Stakeholder Engagement</b>			
102-40	List of stakeholder groups	<a href="#">Engagement Approach</a>	✓
102-41	Collective bargaining agreements	None. There is no collective bargaining legislation exists in Hong Kong but we have maintained various staff engagement channels such as the Departmental Consultative Committee, Joint Staff Consultation Group, Staff Motivation Scheme, Web Forum, Staff Relation Units and other staff associations.	✓
102-42	Identifying and selecting	<a href="#">Main Focus Areas and Materiality</a>	✓

	stakeholders		
102-43	Approach to stakeholder engagement	<u>Engagement Approach</u> We have regular engagement with members of each group: I. annual appraisals for staff; II. quarterly performance reports for consultants and contractors; and III. Client Satisfaction Survey for clients.	✓
102-44	Key topics and concerns raised	<u>Engagement Approach</u> <u>Main Focus Areas and Materiality</u> <u>Constructing a Green Community</u> <u>Serving the Community at All Times</u> <u>Caring for Our Staff</u> <u>Achieving Excellence with Our Partners</u>	✓
<b>Reporting Practice</b>			
102-45	Entities included in the consolidated financial statements	<u>Departmental Expenditure</u>	✓
102-46	Defining report content and topic boundaries	<u>About this Report</u> <u>Main Focus Areas and Materiality</u>	✓
102-47	List of material topics	<u>Main Focus Areas and Materiality</u>	✓
102-48	Restatements of information	<u>Data Summary</u>	✓
102-49	Changes in reporting	No significant changes	✓
102-50	Reporting period	<u>About this Report</u>	✓
102-51	Date of most recent report	ArchSD Sustainability Report 2019 was published in September 2019.	✓
102-52	Reporting cycle	<u>About this Report</u>	✓
102-53	Contact point for questions regarding the report	<u>Feedback</u>	✓
102-54	Claims of reporting in accordance with the GRI Standards	<u>About this Report</u> <u>GRI Content Index</u>	✓

	102-55	GRI content index	<a href="#">GRI content index</a>	✓
	102-56	External assurance	<a href="#">About this Report</a> <a href="#">Report Verification</a>	✓

#### Topic-specific Standards

GRI Standards	Material Topics and Disclosures		Reference or Direct Answer	External Assurance
Procurement Practices				
GRI 103: Management Approach 2016	103-1 103-2 103-3		<a href="#">Achieving Excellence with Our Partners</a>	✓
GRI 204: Procurement Practices 2016	204-1	Proportion of spending on local suppliers	In 2019, all our purchases were from local suppliers (defined as companies registered in Hong Kong) except the procurement of publications.	✓
Anti-corruption				
GRI 103: Management Approach 2016	103-1 103-2 103-3		<a href="#">Strategy and Management</a>	✓
GRI 205: Anti-corruption 2016	205-2	Communication and training about anti-corruption policies and procedures	<a href="#">Data Summary.</a>	✓
	205-3	Confirmed incidents of corruption and actions taken	<a href="#">Strategy and Management</a>	✓
Energy				
GRI 103: Management Approach 2016	103-1 103-2 103-3		<a href="#">Constructing a Green Community. Objectives and Targets</a>	✓
GRI 302: Energy 2016	302-1	Energy consumption within the organisation	<a href="#">Data Summary.</a>	✓

	302-4	Reduction of energy consumption	<a href="#">Data Summary</a>	✓
<b>Emissions</b>				
GRI 103: Management Approach 2016	103-1 103-2 103-3		<a href="#">Constructing a Green Community Objectives and Targets</a>	✓
GRI 305: Emissions 2016	305-1	Direct (Scope 1) GHG emissions	<a href="#">Constructing a Green Community</a>	✓
	305-2	Energy indirect (Scope 2) GHG emissions	<a href="#">Constructing a Green Community</a>	✓
	305-3	Other indirect (Scope 3) GHG emissions	<a href="#">Constructing a Green Community</a>	✓
<b>Effluents and Waste</b>				
GRI 103: Management Approach 2016	103-1 103-2 103-3		<a href="#">Constructing a Green Community Objectives and Targets</a>	✓
GRI 306: Effluents and Waste 2016	306-2	Waste by type and disposal method	<a href="#">Data Summary</a>	✓
<b>Environmental Compliance</b>				
GRI 103: Management Approach 2016	103-1 103-2 103-3		<a href="#">Strategy and Management</a>	✓
GRI 307: Environmental Compliance 2016	307-1	Non-compliance with environmental laws and regulations	<a href="#">Data Summary</a>	✓
<b>Supplier Environmental Assessment</b>				
GRI 103: Management Approach 2016	103-1 103-2 103-3		<a href="#">Achieving Excellence with Our Partners</a>	✓
GRI 308: Supplier Environmental	308-1	New suppliers that were screened	ArchSD only appoints contractor and suppliers from lists of relevant categories, which are maintained by the Government of the HKSAR. The listed contractors and suppliers have to fulfil	✓

Assessment 2016		using environmental criteria	certain requirements, which are mainly related to the establishment of their companies, set out by the administrators of these lists. Contractors and suppliers are also required to achieve ISO 9001:2015, ISO 14001:2015 and ISO 45001:2007 certifications in order to be included in these lists.	
<b>Employment</b>				
GRI 103: Management Approach 2016	103-1 103-2 103-3		<u>Caring for Our Staff</u>	✓
GRI 401: Employment 2016	401-1	New employee hires and employee turnover	<u>Data Summary</u>	✓
<b>Occupational Health and Safety</b>				
GRI 103: Management Approach 2016	103-1 103-2 103-3		<u>Achieving Excellence with Our Partners Objectives and Targets</u>	✓
GRI 403: Occupational Health and Safety 2018	403-1	Occupational health and safety management system	<u>Caring for Our Staff</u>	✓
	403-2	Hazard identification, risk assessment, and incident investigation	<u>Caring for Our Staff</u>	✓
	403-3	Occupational health services	<u>Caring for Our Staff</u>	✓
	403-4	Worker participation, consultation, and communication on health and safety	<u>Caring for Our Staff</u>	✓
	403-5	Worker training on occupational health and safety	<u>Caring for Our Staff</u>	✓
	403-6	Promotion of worker health	<u>Caring for Our Staff</u>	✓
			<u>Caring for Our Staff</u>	

	403-7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships		✓
	403-8	Workers covered by an occupational health and safety management system	<a href="#">Data Summary</a>	✓

### Training and Education

GRI 103: Management Approach 2016	103-1 103-2 103-3		<a href="#">Caring for Our Staff</a>	✓
GRI 404: Training and Education 2016	404-1	Average hours of training per year per employee	<a href="#">Data Summary</a>	✓
	404-3	Percentage of employees receiving regular performance and career development reviews	All staff receive regular performance appraisal	✓

### Non-discrimination

GRI 103: Management Approach 2016	103-1 103-2 103-3		<a href="#">Strategy and Management</a>	✓
GRI 406: Non-discrimination 2016	406-1	Incidents of discrimination and corrective actions taken	No incident of discrimination was reported in 2019.	✓