

# GRI Content Index



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

## General Disclosures

GRI Standards	General Disclosures	Reference or Direct Answer	External Assurance
GRI 101: Foundation 2016			
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 Hong Kong SAR Government	✓
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	<u>Data Summary</u>	✓
102-9	Supply chain	<u>Excellence through Partnership</u>	✓
102-10	Significant changes to the organisation and its supply chain	No significant change	✓
102-11	Precautionary Principle or approach	<u>Strategy and Management</u>	✓
102-12	External initiatives	<u>About this Report</u> <u>Strategy and Management</u>	✓
102-13	Membership of associations	<u>Strategy and Management</u>	✓
Strategy			

102-14	Statement from senior decision-maker	<u>Message from the Director</u>	✓
Ethics and Integrity			
102-16	Values, principles, standards, and norms of behaviour	<u>Strategy and Management</u>	✓
Governance			
102-18	Governance structure	<u>ArchSD at a Glance</u>	✓
Stakeholder Engagement			
102-40	List of stakeholder groups	<u>Engagement Approach</u>	✓ <u>Report Verification</u>
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.	✓ <u>Report Verification</u>
102-42	Identifying and selecting stakeholders	<u>Main Focus Areas and Materiality</u>	✓ <u>Report Verification</u>
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.	✓ <u>Report Verification</u>

102-44	Key topics and concerns raised	<u>Engagement Approach</u> <u>Main Focus Areas and Materiality</u> <u>Fostering Sustainable Building Design</u> <u>Creating a Green Workplace</u> <u>Excellence through Partnership</u> <u>Supporting Community Development</u> <u>Caring for the Staff</u>	✓ <u>Report Verification</u>
Reporting Practice			
102-45	Entities included in the consolidated financial statements	<u>ArchSD at a Glance</u>	✓ <u>Report Verification</u>
102-46	Defining report content and topic boundaries	<u>About this Report</u> <u>Main Focus Areas and Materiality</u>	✓ <u>Report Verification</u>
102-47	List of material topics	<u>Main Focus Areas and Materiality</u>	✓ <u>Report Verification</u>
102-48	Restatements of information	<u>Data Summary</u>	✓ <u>Report Verification</u>
102-49	Changes in reporting	No significant change	✓ <u>Report Verification</u>
102-50	Reporting period	<u>About this Report</u>	✓
102-51	Date of most recent report	ArchSD Sustainability Report 2018 was published in September 2018.	✓
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	<a href="#">About this Report</a> <a href="#">GRI Content Index</a>	✓
	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	Reference or direct answer	External Assurance
	Procurement Practices		
GRI 103: Management Approach 2016	103-1 103-2 103-3	<a href="#">Excellence through Partnership</a>	✓
GRI 204: Procurement Practices 2016	204-1	Proportion of spending on local suppliers  In 2018, 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	<u>Strategy and Management</u>	✓
	Energy			
GRI 103: Management Approach 2016	103-1 103-2 103-3		<u>Fostering Sustainable Building Design</u> <u>Creating a Green Workplace</u> <u>Objectives and Targets</u>	✓
GRI 302: Energy 2016	302-1	Energy consumption within the organisation	<u>Data Summary.</u>	✓
	302-4	Reduction of energy consumption	<u>Data Summary.</u>	✓
	Emissions			
GRI 103: Management Approach 2016	103-1 103-2 103-3		<u>Creating a Green Workplace</u> <u>Objectives and Targets</u>	✓
GRI 305: Emissions 2016	305-1	Direct (Scope 1) GHG emissions	<u>Creating a Green Workplace</u>	✓
	305-2	Energy indirect (Scope 2) GHG emissions	<u>Creating a Green Workplace</u>	✓
	305-3	Other indirect (Scope 3) GHG emissions	<u>Creating a Green Workplace</u>	✓
	Effluents and Waste			
GRI 103: Management Approach 2016	103-1 103-2 103-3		<u>Creating a Green Workplace</u> <u>Objectives and Targets</u>	✓

GRI 306: Effluents and Waste 2016	306-2	Waste by type and disposal method	<u>Data Summary</u>	✓
Environmental Compliance				
GRI 103: Management Approach 2016	103-1 103-2 103-3		<u>Strategy and Management</u>	✓
GRI 307: Environmental Compliance 2016	307-1	Non- compliance with environmental laws and regulations	<u>Data Summary</u>	✓
Supplier Environmental Assessment				
GRI 103: Management Approach 2016	103-1 103-2 103-3		<u>Excellence through Partnership</u>	✓
GRI 308: Supplier Environmental Assessment 2016	308-1	New suppliers that were screened using environmental criteria	ArchSD only appoints contractors and suppliers from lists of relevant categories, which are maintained by the Government of HKSAR. The listed contractors and suppliers have to fulfill 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 OHSAS 18001:2007 certifications in order to be included in these lists.	✓
Employment				
GRI 103: Management Approach 2016	103-1 103-2 103-3		<u>Caring for the Staff</u>	✓
GRI 401: Employment 2016	401-1	New employee hires and employee turnover	<u>Data Summary</u>	✓

Occupational Health and Safety				
GRI 103: Management Approach 2016	103-1		<u>Excellence through Partnership Objectives and Targets</u>	✓
	103-2			
	103-3			
GRI 403: Occupational Health and Safety 2018	403-1	Occupational health and safety management system	<u>Caring for the Staff</u>	✓
	403-2	Hazard identification, risk assessment, and incident investigation	<u>Caring for the Staff</u>	✓
	403-3	Occupational health services	<u>Caring for the Staff</u>	✓
	403-4	Worker participation, consultation, and communication on	<u>Caring for the Staff</u>	✓
	403-5	Worker training on occupational health and safety	<u>Caring for the Staff</u>	✓
	403-6	Promotion of worker health	<u>Caring for the Staff</u>	✓
	403-7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	<u>Caring for the Staff</u>	✓



	403-8	Workers covered by an occupational health and safety management system	<u>Data Summary</u>	✓
	Training and Education			
GRI 103: Management Approach 2016	103-1 103-2 103-3		<u>Caring for the Staff</u>	✓
GRI 404: Training and Education 2016	404-1	Average hours of training per year per employee	<u>Data Summary</u>	✓
	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		<u>Strategy and Management</u>	✓
GRI 406: Non-discrimination 2016	406-1	Incidents of discrimination and corrective actions taken	No incident of discrimination was reported in 2018.	✓