

Sustainability Report

Reporting Content Index Tables

TIH has developed this report in accordance with the Core Option of the Global Reporting Initiative Standards (“GRI”) Sustainability Reporting Guidelines and the Environmental, Social and Governance Reporting Guide (“ESG” Guide) issued by the Hong Kong Exchanges and

Clearing Limited (“HKEx”). The following content index table presents the associated disclosures either by cross-referring relevant section(s) in this Report or by providing direct remarks.

GRI Standards Disclosure 2016	HKEx ESG Reporting Guide (General Disclosures and KPIs)	GRI General Disclosure Description	Reference	Page(s)
Organisation Profile				
102-1		Name of the organisation	Group Profile	2
102-2		Activities, brands, products, and services	Group Profile Business at a Glance Key Franchised Bus Network in Hong Kong	2-3 4-5 6-7
102-3		Location of headquarters	Property Holdings and Development	37
102-4		Location of operations	Business at a Glance	4-5
102-5		Ownership and legal form	Business at a Glance	4-5
102-6		Markets served	Business at a Glance	4-5
102-7		Scale of the organisation	Business at a Glance Key Franchised Bus Network in Hong Kong Financial and Operational Highlights Care for Employees	4-5 6-7 8-9 61
102-8	B1.1	Information on employees and other workers	Care for Employees	61
102-9	B4.1 B5 General Disclosure B5.2	Supply Chain	Working with Suppliers	40-41
102-10		Significant changes to the organisation and its supply chain	There were no significant changes during the reporting period.	–
102-11		Precautionary principle or approach	Safety First Corporate Governance Report	42-47 86-103
102-12		External initiatives	Group Profile Management Discussion and Analysis Working with Suppliers Safety First	2-3 19 40-41 43
102-13		Membership of associations	Engaging Stakeholders	64
Strategy				
102-14		Statement from senior decision-maker	Chairman’s Letter Managing Director’s Message	12-15 16-17
102-15		Key impacts, risks, and opportunities	Chairman’s Letter Managing Director’s Message	12-15 16-17

Ethics and Integrity				
102-16		Values, principles, standards, and norms of behavior	Group Profile	2-3
			Working with Suppliers	40-41
			Safety First	42-47
			Care for the Environment	52-55
			Care for Employees	56-61
			Engaging Stakeholders	62-67
			Corporate Governance Report	86-103
			Governance	
102-18		Governance structure	Corporate Governance	40
			Safety First	42-43
			Corporate Governance Report	86-103
Stakeholder Engagement				
102-40		List of stakeholder groups	Stakeholders Engagement and Materiality Assessment	38-39
102-41		Collective bargaining agreements	Care for Employees	56-57
102-42		Identifying and selecting stakeholders	Stakeholders Engagement and Materiality Assessment	38-39
102-43		Approach to stakeholder engagement	Stakeholders Engagement and Materiality Assessment	38-39
			Engaging Stakeholders	62-67
102-44		Key topics and concerns raised	Stakeholders Engagement and Materiality Assessment	38-39
Reporting Practice				
102-45		Entities included in the consolidated financial statements	Financial and Operational Highlights	8-9
102-46		Defining report content and topic Boundaries	Reporting Approach	38
102-47		List of material topics	Stakeholders Engagement and Materiality Assessment	38-39
102-48		Restatements of information	There were no restatement of information provided in the previous report	–
102-49		Changes in reporting	There were no significant changes in the report	–
102-50		Reporting period	Reporting Approach	38
102-51		Date of most recent report	July 2018	–
102-52		Reporting cycle	Annual	38
102-53		Contact point for questions regarding the report	For enquiry, please contact (refer to the back cover of the TIH 2018 Annual Report).	–
102-54		Claims of reporting in accordance with the GRI Standards	This report has been prepared in accordance with the GRI Standards: Core option.	38-39
102-55		GRI content index	Reporting Content Index Tables	68-71
102-56		External assurance	This report was not externally assured.	–

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Energy				
103-1,2,3	A2, 3 General Disclosure A3.1	Management Approach	Working with Suppliers Care for the Environment	40-41 52-55
302-1	A2.1	Energy consumption within the organisation	Care for the Environment	53-55
302-4	A2.3	Reduction of energy consumption	Care for the Environment	53-55
302-5	A2.3	Reductions in energy requirements of products and services	Care for the Environment	53-55
Water				
103-1,2,3	A2, 3 General Disclosure A3.1	Management Approach	Working with Suppliers Care for the Environment	40-41 52-55
303-1	A2.2	Water withdrawal by source	Care for the Environment All water was sourced from municipal water supplies.	55
303-3	A2.4	Water recycled and reused	Care for the Environment Fresh water used in KMB and LWB's offices and depots is provided by the Water Supplies Department in Hong Kong. No major issue concerning sourcing water has been encountered.	55
Emissions				
103-1,2,3	A1, 3 General Disclosure A3.1	Management Approach	Working with Suppliers Care for the Environment	40-41 52-55
305-1	A1.2	Direct (Scope 1) GHG emissions	Care for the Environment Remark: Greenhouse gas emissions are calculated according to the "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 and the Electrical and Mechanical Services Department.	54
305-2	A1.2	Energy indirect (Scope 2) GHG emissions	Care for the Environment	54
305-4	A1.2	GHG emissions intensity	Care for the Environment	54
305-5	A1.5	Reduction of GHG emissions	Care for the Environment	54
305-7	A1.1	Nitrogen oxides (NOx), sulfur oxides (SOx), and other significant air emissions	Care for the Environment	54
Waste				
103-1,2,3	A1, 3 General Disclosure A3.1	Management Approach	Working with Suppliers Care for the Environment	40-41 52-55
306-2	A1.3 A1.4 A1.6	Waste by type and disposal method	Care for the Environment Hazardous Waste: Tyres Fluorescent Tubes Oil and Chemicals Non-hazardous Waste: Metals	54-55
	A2.5	Total Packaging material used for finished products	Not Applicable to KMB & LWB's business.	–

Environmental Compliance				
103-1,2,3	A1, 2, 3 General Disclosure A3.1	Management Approach	Working with Suppliers Care for the Environment	40-41 52-55
307-1		Non-compliance with environmental laws and regulations	There was no incompliance with local environmental laws and regulations in 2018.	–
Employment				
103-1,2,3	B1, 4, 7 General Disclosure	Management Approach	Working with Suppliers Care for Employees	40-41 56-61
401-2		Benefits provided to full-time employees that are not provided to temporary or part-time employees	Care for Employees	57
Occupational Health and Safety				
103-1,2,3	B2 General Disclosure	Management Approach	Safety First Care for Employees	42-47 56-61
403-1	B2.3	Workers representation in formal joint management-worker health and safety committees	Safety First Care for Employees	47 56-57
403-4		Health and safety topics covered in formal agreements with trade unions	Safety First	47
Training and Education				
103-1,2,3	B3 General Disclosure	Management Approach	Safety First Care for Employees	46-47 56-61
404-1	B3.1 B3.2	Average hours of training per year per employee	Safety First Care for Employees	46-47 61
Local Communities				
103-1,2,3	B8 General Disclosure	Management Approach	Engaging Stakeholders	62-67
413-1	B8.1 B8.2	Operations with local community engagement, impact assessments, and development programs	Engaging Stakeholders	62-67
Customer Health and Safety				
103-1,2,3	B6 General Disclosure	Management Approach	Safety First	42-47
416-1		Assessment of the health and safety impacts of product and service categories	Safety First Care for the Environment	42-47 53-55
Personal Data Privacy				
103-1,2,3	B6.5	Management Approach	Safety First	45-46