

Environmental Performance Data Table ^{1,2,3,4,5}

	Unit	Group Total	Hong Kong Portfolio			Mainland China Portfolio		
		FY20/21	FY20/21	FY19/20	FY18/19	FY20/21	FY19/20	FY18/19
Energy Management								
Direct Energy Consumption ⁶	GJ	963	875	1,192	974.3	88	122	69
Diesel	L	8,136	5,836	6,712	4,763	2,300	3,200	1,800
Gasoline	L	19,424	19,424	27,882	23,620	-	-	-
Indirect Energy Consumption	GJ	848,981	689,796	682,298	692,605	159,185	93,117	97,547
Electricity ⁷	MWh	235,828	191,610	189,527	192,390	44,218	25,866	27,096
Indirect Energy Intensity ⁸	kWh/m ² /yr	58.0	53.7	54.6	55.9	88.0	86.6	90.7
Total Energy Consumption	GJ	849,944	690,671	683,490	693,579	159,273	93,239	97,616
Solar Thermal Energy Generated for Dehumidification ⁹	MWh	14	14	917	-	-	-	-
Solar Energy Generated and Exported	MWh	104	104	-	-	-	-	-
Water Management								
Municipal Water Consumption ⁷	m ³	1,758,740	1,343,804	864,446	1,237,690	414,936	300,201	312,487
Water Intensity ⁸	m ³ /m ² /yr	0.43	0.38	0.25	0.36	0.83	1.00	1.05
Waste Management								
Non-hazardous Waste Disposal	Tonnes	34,403	27,785	1,986	-	6,618	-	-
Construction Waste at Licensed Waste Facilities	Tonnes	5,076	2,187	1,986	-	2,889	-	-
General Waste at Landfill ¹⁰	Tonnes	29,327	25,598	-	-	3,729	-	-
Non-hazardous Waste Recovered / Recycled	Tonnes	2,043	1,340	1,280	637	703	-	-
Organic Waste - Surplus Food ¹¹	Tonnes	83	83	163	177	-	-	-
Organic Waste - Organic Waste Treatment Facilities	Tonnes	1,834	1,132	979	460	703	-	-
Plastic Bottles	Tonnes	14	14	5	-	-	-	-
Glass Bottles	Tonnes	111	111	134	-	-	-	-
Hazardous Waste Disposal ¹²	Tonnes	2.85	2.81	5.33	-	0.04	-	-
Greenhouse Gas (GHG) Emissions ^{13,14}								
Direct GHG Emissions (Scope 1)	Tonnes CO ₂ e	3,114	2,944	3,207	1,866	170	2,028	928
Indirect GHG Emissions (Scope 2)	Tonnes CO ₂ e	104,954	75,141	98,543	102,199	29,813	17,138	17,957
Indirect GHG Emissions (Scope 3)	Tonnes CO ₂ e	36,078	584	780	805	35,494	20,617	-
Group Total GHG Emissions (Scope 1 & 2)	Tonnes CO ₂ e	108,068	78,085	101,750	104,065	29,983	19,166	18,885
Group Total GHG Emissions (Scope 1 & 2) Intensity ⁸	Tonnes CO ₂ e/m ² /yr	0.027	0.022	0.029	0.030	0.060	0.064	0.063

Notes:

- (1) Environmental data coverage in FY20/21 includes all 127 Hong Kong properties and 5 Mainland China properties.
- (2) Environmental data coverage in FY19/20 includes 126 Hong Kong properties and 3 Mainland China properties.
- (3) Environmental data coverage in FY18/19 includes 125 Hong Kong properties and 3 Mainland China properties.
- (4) We report on properties with operational control 1.5 year after acquisition / construction completion year for development projects.
- (5) "-" refers to data collection stage where we are unable to collect the respective data at that period of time.
- (6) Factors used for converting volumetric units of diesel and gasoline consumption from Litre (L) to gigajoule (GL) are extracted from U.S. Energy Information Administration's energy conversion calculator.
- (7) Link does not have access to Hong Kong tenant electricity or water data, as they are billed directly from local utility suppliers. In FY19/20, there was a sharp decrease in water consumption from our Hong Kong portfolio, as the water billings were not released promptly from the Water Services Department due to COVID-19. The shortfall amount was eventually added back to consumption billing in FY20/21.
- (8) The base for intensity calculation is the total Gross Floor Area (GFA) of the respective portfolio.
- (9) On-site renewable electricity dropped significantly in FY20/21, as The Quayside's solar hot water system has been suspended for usage due to COVID since Feb 2020.
- (10) General waste is collected from our retail, fresh market and car park area where applicable, excluding recyclables and organic waste. For Hong Kong portfolio, general waste amount is calculated by the average daily site-specific quantity disposed to landfills multiplied by 365 days. Weigh-in stations are used to calculate at 53 properties. The remaining ones are estimated with the weight of the collection bins.
- (11) Surplus food refers to the food collected from Link properties and donated to the community subsequently. Amount of FY20/21 dropped significantly due to service suspension during COVID.
- (12) Hazardous waste comprises fluorescent light tubes and batteries disposed at licensed waste facilities.
- (13) The greenhouse gas (GHG) emissions included in our calculations are carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O) and hydrofluorocarbons (HFCs). Perfluorocarbons (PFCs), sulfur hexafluoride (SF₆) and biogenic CO₂ emissions are not identified from our portfolio activities. Scope 1 data includes direct emissions due to diesel used for generator sets, gasoline used for company-owned vehicles, and leakage from refrigerants and fire extinguishers. Scope 2 data includes indirect emissions due to purchased electricity. Scope 3 data includes indirect emissions from Hong Kong portfolio due to indirect emissions due to fresh water used by Water Services Department and Drainage Services Department for processing, business air travels by employees, and paper waste disposed at landfills. For Mainland China portfolio, Scope 3 data includes indirect emissions due to tenant electricity consumption and paper waste disposed at landfills.
- (14) Our calculation standards for carbon emissions follow the Greenhouse Gas Protocol published by the World Resources Institute (WRI) and World Business Council for Sustainable Development (WBCSD). Sources of emission factors for reporting are taken from:
- Global Warming Potential Values (GHG Protocol) from *IPCC Fifth Assessment Report*
 - "Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong (2010 Edition)" from *Hong Kong Environmental Protection Department* and *Electrical and Mechanical Services Department*
 - Sustainability Reports of the local utility companies (*CLP Hong Kong Limited* and *HK Electric*) for Hong Kong portfolio's emission factors
 - Interprovincial CO₂ Emission Factors (2011 & 2012) from *China Climate Change Info-Net* for mainland China portfolio's emission factors

Social Performance Data Table ^{1,2,3}

	Group Total		Hong Kong Portfolio						Mainland China Portfolio					
	FY20/21		FY20/21		FY19/20		FY18/19		FY20/21		FY19/20		FY18/19	
Workforce Profile														
Permanent Staff	1059		921		908		897		138		118		-	
By Age Group	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Below 30	99	97	85	73	87	78	84	84	14	24	15	19	-	-
30-50	354	385	320	322	301	320	297	314	34	63	30	52	-	-
Above 50	66	58	64	57	64	58	60	58	2	1	1	1	-	-
By Grade	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Non-Management	294	360	263	303	253	317	252	315	31	57	29	44	-	-
Middle Management	177	147	162	120	159	116	154	113	15	27	13	24	-	-
Senior Management	48	33	44	29	40	23	35	28	4	4	4	4	-	-
Temporary Staff ⁴	63		60		38		31		3		1		-	
Contractors ⁵	3,712		2,825		2,871		2,928		887		606		-	
New Hires														
Permanent New Hires	209		169		218		190		40		67		-	
By Age Group	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Below 30	51	40	46	29	50	49	37	35	5	11	14	14	-	-
30-50	63	49	53	36	48	56	52	24	10	13	14	23	-	-
Above 50	5	1	4	1	11	4	5	37	1	0	1	1	-	-
By Grade	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Non-Management	91	63	80	45	81	87	75	72	11	18	18	25	-	-
Middle Management	23	20	18	15	19	16	15	19	5	5	8	12	-	-
Senior Management	5	7	5	6	9	6	4	5	0	1	3	1	-	-
Permanent New Hires Rate ⁶	19.7%		18.3%		24.0%		21.2%		29.0%		56.8%		-	
Turnover ⁷														
Staff Turnover	177		157		205		184		20		5		-	
By Age Group	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Below 30	35	26	31	23	33	34	35	23	4	3	0	1	-	-
30-50	53	42	45	37	52	61	56	56	8	5	1	3	-	-
Above 50	11	10	11	10	13	12	8	6	0	0	0	0	-	-
By Grade	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Non-Management	73	53	65	51	67	74	69	62	8	2	0	1	-	-
Middle Management	22	19	19	14	26	22	25	20	3	5	1	3	-	-
Senior Management	4	6	3	5	5	11	5	3	1	1	0	0	-	-
Staff Attrition Rate	-		14.6%		18.6%		16.4%		10.1%		7.0%		-	

	Group Total		Hong Kong Portfolio				Mainland China Portfolio							
	FY20/21		FY20/21		FY19/20		FY18/19		FY20/21		FY19/20		FY18/19	
Leaves														
No. of Staff who Took Parental Leaves	35		27		32		24		8		5		-	
By Gender	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
	16	19	13	14	15	17	13	11	3	5	1	4	-	-
Return to Work Rate⁸	93.7%	100%	92.3%	100%	100%	93.3%	76.9%	81.8%	100%	100%	100%	100%	-	-
No. of Days Taken for Family-friendly Leaves⁹	4,274		3,587		2,427		1,828		687		424		-	
Staff Benefits														
No. of Staff who Joined Employee Unit Purchase Plan	507		507		549		558		-		-		-	
Employee Contribution	\$13,808,373		\$13,808,373		\$16,313,945		\$15,741,776		-		-		-	
Company Contribution	\$2,305,348		\$2,305,348		\$2,755,324		\$2,633,823		-		-		-	
No. of Education Sponsorship Offered	639		639		281		442		-		-		-	
By Grade														
Non-Management	250		250		97		192		-		-		-	
Middle Management	283		283		135		178		-		-		-	
Senior Management	106		106		49		72		-		-		-	
Company Contribution	1,110,832		\$1,110,832		\$792,770		\$860,616		-		-		-	
Training														
Staff Training Hours	19,498		18,434		21,133		19,232		1,064		1,372		-	
By Grade														
Non-Management	10,356		9,814		11,036		10,966		542		73		-	
Middle Management	6,020		5,591		5,837		5,209		429		37		-	
Senior Management	3,122		3,029		4,260		3,057		94		8		-	
Average Training Hours	18.4		20.0		23.3		21.4		7.7		11.6		-	
By Grade														
Non-Management	23.5		17.3		17.8		19.3		6.2		6.9		-	
Middle Management	30.0		19.8		18.4		19.5		10.2		17.3		-	
Senior Management	53.2		41.5		32.9		48.5		11.7		28.4		-	
Contractor Training Hours¹⁰	4,843		4,843		6,013		5,312		0		122		-	
Average Training Hours	1.9		2.8		3.5		2.9		0		0.2		-	
Staff Volunteering														
No. of Volunteers	198		198		142		158		-		-		-	
Volunteer Hours	1,203		1,203		783		920		-		-		-	

	Group Total	Hong Kong Portfolio			Mainland China Portfolio		
	FY20/21	FY20/21	FY19/20	FY18/19	FY20/21	FY19/20	FY18/19
Occupational Health and Safety							
Permanent Staff							
No. of Lost Time Injuries (Sick Leave > 0 Days)	3	3	6	1	0	-	-
No. of Reportable Injuries (Sick Leave > 3 Days)	1	1	4	3	0	-	-
No. of High-Consequence Work-Related Injuries (Sick Leave > 6 Months)	0	0	0	0	0	-	-
Lost Days Due to Injuries	23.5	23.5	66	7	0	-	-
No. of Hours Worked	2,118,000	1,842,000	1,816,000	1,794,000	276,000	-	-
Lost Time Injury Frequency Rate (LTIFR) ¹¹	1.42	1.63	3.30	0.56	0	-	-
Lost Time Injury Rate (LTIR) (Per 100 Employees) ¹²	0.28	0.33	0.66	0.11	0	-	-
Reportable Injury Rate (Per 100 Employees) ¹²	0.09	0.11	0.44	0.33	0	-	-
High-Consequence Work-Related Injury Rate (Per 100 Employees) ¹²	0	0	0	0	0	-	-
No. of Occupational Diseases	0	0	0	0	0	-	-
Number of Fatalities	0	0	0	0	0	-	-
Fatality Rate ¹²	0%	0%	0%	0%	0%	-	-
Contractors¹³							
No. of Lost Time Injuries (Sick Leave > 0 Days)	5	2	3	7	3	-	-
No. of Reportable Injuries (Sick Leave > 3 Days)	4	2	3	7	2	-	-
No. of High-Consequence Work-Related Injuries (Sick Leave > 6 Months)	0	0	0	0	0	-	-
Lost Days Due to Injuries	102	11	83	88	91	-	-
No. of Hours Worked	1,562,400	763,200	849,600	828,000	799,200	-	-
Lost Time Injury Frequency Rate (LTIFR) ¹¹	3.20	2.62	3.53	8.45	3.75	-	-
Lost Time Injury Rate (LTIR) (Per 100 Employees) ¹²	0.77	0.63	0.85	2.03	0.90	-	-
Reportable Injury Rate (Per 100 Employees) ¹²	0.61	0.63	0.85	2.03	0.60	-	-
High-Consequence Work-Related Injury Rate (Per 100 Employees) ¹²	0	0	0	0	0	-	-
No. of Occupational Diseases	0	0	0	0	0	-	-
Number of Fatalities	0	0	0	0	0	-	-
Fatality Rate ¹²	0%	0%	0%	0%	0%	-	-

Notes:

- (1) Social data coverage includes the entire Hong Kong portfolio. Mainland China portfolio had partial data coverage during FY18/19 and FY19/20, as the China Headquarter was only established in November 2019 and commenced operation on 1 January 2020.
- (2) "-" refers to data collection stage where we are unable to collect the respective data at that period of time.
- (3) Provided by our Human Resources Department from Hong Kong and China Headquarters, the social data profile is compiled based on the workforce number as of each reporting year end.
- (4) Temporary staff refers to the staff with fixed-term employment contracts such as part-time staff and summer interns. Gender and age breakdown have not been further provided due to its insignificant portion within our workforce profile.
- (5) Contractors refer to the supervised workers who are responsible for the services of Link's property management support, housekeeping, car park operation, and repair and maintenance.
- (6) Permanent new hires rate is calculated as the total number of new permanent hires in the reporting year divided by the total number of permanent employees as of each reporting year end.
- (7) Turnover covers voluntary resignations, involuntary terminations and retirements of permanent staff in the reporting period. Staff attrition rate is calculated as the accrual number of leavers divided by the average headcount in each reporting year. Only staff attrition rates by geographies are available at this moment.
- (8) Return to work rate is calculated as the total number of permanent staff who return to work after parental leaves divided by the total number of parental leave takers as of each reporting year end.
- (9) Family-friendly leaves include birthday leaves, compassionate leaves, parental leaves, marriage leaves and family leaves.
- (10) Contractor training hours are applicable to contractors who are responsible for property management support and housekeeping. Average training hours are calculated as the total training hours received divided by the total number of the aforementioned contractors.
- (11) LTIFR is calculated as the total number of lost time injuries multiplied by 1,000,000 hours and then divided by the total number of hours worked.
- (12) LTIR, reportable injury rate, high-consequence work-related injury rate and fatality rate are calculated as the total number of injuries multiplied by the *factor* and then divided by the total number of hours worked. *Factor* 200,000 for permanent staff is due to the assumed annual hours worked by 100 employees, i.e. 40 hours per week for 50 weeks a year. *Factor* 240,000 for contractors is due to the assumed annual hours worked by 100 contractors, i.e. 48 hours per week for 50 weeks a year.
- (13) Contractors' occupational health and safety data is applicable to Term Maintenance Contractors (TMCs) only.