

2017 | 環境、社會及管治報告

Environmental, Social and Governance Report



與時創建
Building with the times

CONTENTS

2	About SEA
3	About This Report
5	Message from the Management
6	Stakeholder Engagement
7	Employment and Labour Practices
9	Responsible Operation Practices
10	Protecting the Environment
13	Investing in Society
14	Overview of Key Performance Indicators
15	ESG Reporting Guide Content Index

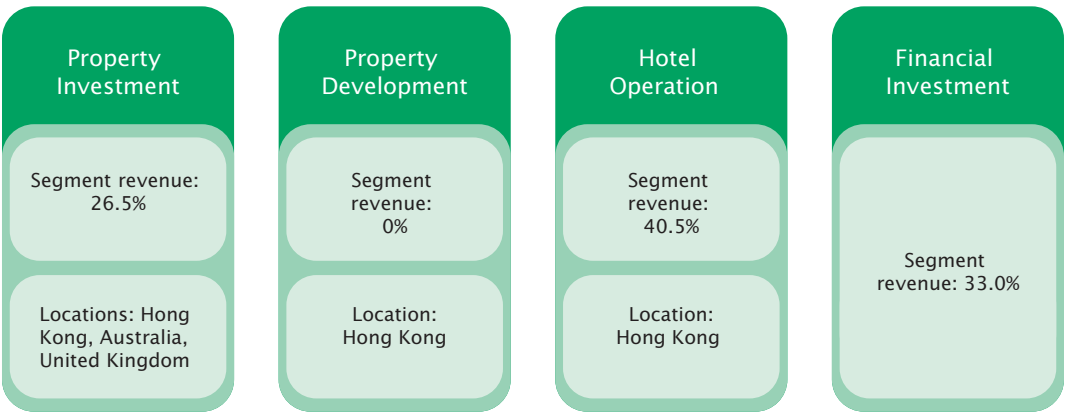
About SEA



33 Old Broad Street, London

S E A Holdings Limited (“SEA” or the “Company”) is listed on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) (Stock Code: 251). The Group is an international property conglomerate with diversified businesses across Hong Kong, the United Kingdom and Australia.

During the reporting year of 2017, the Company acts as an investment holding company and the activities of its principal subsidiaries have been property investment, property development, hotel operation and financial investment. Going forward, the Group will continue to explore investment opportunities to enhance its portfolio. The Group’s recurrent business, property leasing and hospitality continue to contribute to stable stream of income to pursue the growth initiatives and respond to the changing economic environment.



The Group's philosophy is "Building with the times". The Group will continue to grow even in today's challenging times and has developed into one of the most respectable, trustworthy and renowned property conglomerates.

The Group stresses upon stability, honesty, rigorous attention to details and a prudent approach to each investment. In the years ahead the seasoned management team is well aware of maintaining the long-lasting core values of the Company, whilst offering sustainable and stable returns to its shareholders.

As a part of this ethos, employees are also important assets to the future growth of the Group, and the Group strives to foster an atmosphere where people can grow with the Group. The Group takes its corporate social responsibilities seriously and it participates in and funds many charitable events. The Group and its employees commit to contributing to the community on a regular basis.



SEA Group — Building with the times

About This Report

This is the second Environmental, Social and Governance Report (the "ESG Report") published by the Group. By reporting the policies, measures and performances of the Group in environmental, social and governance aspects, it allows all stakeholders to understand its progress and development direction in sustainability. The ESG Report is available on the websites of the Company (www.seagroup.com.hk) and the Stock Exchange (www.hkex.com.hk).

Reporting Scope

This report focuses on the segments of property investment and hotel operation of SEA from 1 January 2017 to 31 December 2017 (the "Reporting Year"), with the Group's Hong Kong head office (the "Head Office") and Crowne Plaza Hong Kong Causeway Bay (the "Crowne Plaza Hotel") as the reporting boundary. This reporting boundary is different from the first ESG Report of the Group published last year, due to the completion of the Group's restructuring and the Group ceased its business and operations in Guangzhou and Chengdu during the Reporting Year.



Crowne Plaza Hong Kong Causeway Bay, Hong Kong



Lizard Island Resort, Queensland

Reporting Standard

The ESG Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) under Appendix 27 of the Rules Governing the Listing of Securities on the Stock Exchange. The four reporting principles - materiality, quantitative, balance and consistency - form the backbone of the ESG Report. To facilitate the fulfilment of the general disclosure and requirements on key performance indicators (the “KPIs”) as stipulated in the ESG Reporting Guide, the Group commissioned a professional consultancy, Carbon Care Asia Limited (the “Independent Consultant”), to conduct a carbon assessment and to assist in the preparation of the ESG Report.

Confirmation and Approval

The information documented in the ESG Report is sourced from the official documents, statistical data, as well as management and operation information of and collected by the Group. The ESG Report has been approved by the Company’s Board of Directors, who has overall responsibility for the Group’s environmental, social and governance strategy and reporting.



20 Moorgate, London



No.1 Shouson Hill Road East, Hong Kong

Opinion and Feedback

The Group values the feedback and opinion from the stakeholders about the ESG Report. Stakeholders may send their feedback and opinion to the Company in writing or by phone.

S E A Holdings Limited

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Message from the Management

Catering to the needs of people and environment, SEA recognises the importance of incorporating sustainability considerations in its operations. In this Reporting Year, the Group has formulated a Corporate Social Responsibility Policy Statement (the “CSR Policy Statement”) to demonstrate its determination to protect the environment. The Group’s focus on property investment and hotel operation presents both opportunities and challenges that push it to improve its environmental and social performances.

Among all stakeholders, the Group pays special attention on its employees’ wellbeing and interests and is dedicated to providing a healthy and safe workplace. To encourage employees to develop a balanced lifestyle, the Group organises recreational activities and arranges health talks offered by professional speakers from time to time to offer health advice and tips.

The Group strives to create a workplace where employees’ potential can be nurtured and realised. To achieve this goal, it provides ample training opportunities to enhance employees’ personal growth and career advancement. Examination leave and study fund are also provided to incentivise employees’ continued learning so as to improve their skills and professional knowledge for discharging duties at work.

Fairness and sound commercial practices are fundamental to the holistic development of society. The Group commits itself to fair and open competition through which long-lasting relationships of trust can be built. To foster a corporate culture of business integrity, corruption prevention measures such as gift acceptance procedures are in place to help employees at all levels to avoid misconduct.

By disclosing our sustainability efforts and directions, the Group hopes to utilise the ESG Report as a channel of communication with its stakeholders and collect their feedback. This will in turn allow the Group to better align its operations with the values of sustainability and to meet the changing needs and expectations of society.

Lu Wing Chi
Chairman

S E A Holdings Limited
23 July 2018, Hong Kong

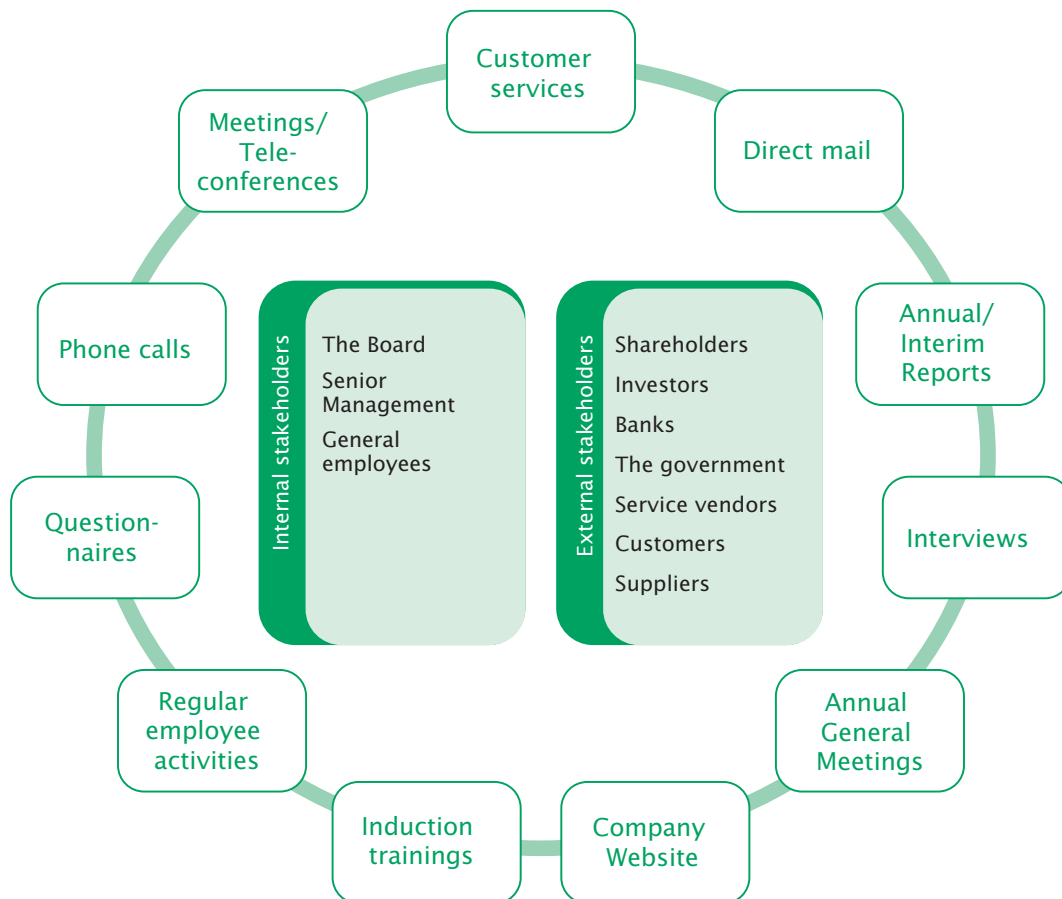


2017 Annual Dinner

Stakeholder Engagement

Main means of stakeholder engagement

The Group engages with its stakeholders¹ continuously. Engagement is not only a form of respect shown to stakeholders, it also allows us to listen to and respond to their needs, as well as improve the services and products the Group delivers. Various engagement channels have been set up to guarantee all feedback from each group is responded in a timely manner.



Material sustainability issues in the Reporting Year

After incorporating the expert advice, the Group has identified three material issues from the eleven environmental and social aspects from the ESG Reporting Guide as the material focus of the ESG Report.



To ensure the effectiveness of stakeholder engagement, the Group dedicates itself to establishing communication mechanisms for transparency, integrity and accuracy and providing timely response to the stakeholders. Looking ahead, the Group will explore more possibilities to strengthen its interaction with the stakeholders.

¹ Stakeholders refer to groups or individuals materially influencing or affected by a corporation's business.

Employment and Labour Practices

Employees are integral to the development of SEA. The Group aims to provide staff with a workplace that is free of discrimination and harassment, and that emphasises diversity, health and safety.

Health and Safety

The Group is committed to providing a safe and healthy workplace. As stated in the CSR Policy Statement, the Group monitors health and safety issues in the workplace and adequately addresses such issues that arise. In the Reporting Year, the Group has kept its commitment to zero major accidents and work accidents.

For caring about occupational health for the employees who spend long hours in front of computers on a daily basis, computer monitor arms were installed to protect employees from neck injury and help work more comfortably. The Group also organised in-house health talks by inviting professional speakers to give health advice and tips to employees from time to time.



Computer monitor arm installed for staff

During the Reporting Year, operations of the Head Office and Crowne Plaza Hotel have complied with laws and regulations relating to providing a safe working environment and protecting employees from occupational hazards, and there were no pertinent cases of legal disputes.

Development and Training

The Group dedicates itself to providing employees opportunities to learn important and transferrable skills that would allow them to advance in their future careers. The Group believes that investment in employees should be a priority and gives continuous emphasis to development and training.

Acknowledging that employees have various training needs, the Group arranges different training sessions that correspond to the roles of employees. The Group organises records management system briefing session for the new hired employees.

As part of the study fund for employees, the Group subsidises a maximum of 80% studying fee for self-selected training courses of the employees. Employees can be granted full-pay leave of up to 3 calendar days per year for first sitting in training examination.

Looking ahead, the Group will formulate the training policy and continue to commit itself to providing support for employees' development and training needs.



Team building activity

Employment and Employee Well-Being

Creating a work environment that values equal opportunities and diversity remains a focus of the Group. As specified in the CSR Policy Statement, the Group ensures that its employees are treated fairly and equally, and are free from discrimination in all aspects of employment including recruitment and promotion. Moreover, staff recruitment is based on a range of diversity perspectives including cultural and education background, experience, skills, knowledge, age and gender.



Long service awards

To protect the rights and benefits of the employees, existing employment policies of the Group have set out requirements on compensation and remuneration, recruitment, promotion and dismissal, working hours, rest periods and other benefits, etc. To retain talents, the Group offers its employees additional benefits such as discretionary bonus, non-contributory Medical Scheme, study fund and share options granted on a discretionary basis. To treasure the long service relationship between the Group and its staff, service awards are presented at the Group's annual dinner as tribute to staff who have contributed for 5, 10 and 15 years.

Further, the Group regularly organises recreational activities for the staff. In the Reporting Year, the Group has organised various recreational activities for employees, such as outings, festival luncheons, staff barbecue gatherings and annual dinner, which promote a harmony and respectful workplace, whilst providing opportunities for interactions between the management and employees.

During the Reporting Year, operations of the Head Office and Crowne Plaza Hotel have complied with laws and regulations relating to employment matters (e.g. compensation, equal opportunities, etc.), and there were no relevant cases of litigation or complaints.



2017 Outing to Fukuoka, Japan



Staff barbecue gatherings

Labour Standards

Child labours and forced labours violate fundamental human rights and threaten sustainable social and economic development of the world. The Group complies with relevant laws and regulations to avoid child and forced labour in its operations. In line with the CSR Policy Statement, the Group is not tolerating any use of child labour and forced labour. The Group does not withhold these documents or establish terms in contracts that undermines employees' fair employment.

The Group encourages the employees to complete the daily work within office hours instead of working overtime. If employees have to undergo special arrangements to work overtime, overtime payment and meal allowance shall be provided by the Group to the employees concerned.

During the Reporting Year, there were no cases of non-compliance of relevant laws and regulations in relation to labour standards (namely, preventing the use of child and forced labour) in the Head Office and Crowne Plaza Hotel.

Responsible Operation Practices

The Group values its cooperation with business partners and suppliers, while it strives to protect consumer rights and the welfare of its customers. It has formulated a statement on Marketplace in its CSR Policy Statement reflecting on a holistic view of business ethics.

Anti-corruption

In line with the policies and guideline, including the Employee Handbook, the Group commits itself to strict prohibition of bribery, corruption and money laundering activities as stipulated in the CSR Policy Statement. All employees have received sufficient information on the Company's anti-corruption principles with reference to the established guidelines.

The Prevention of Bribery Ordinance prohibits bribery and sets out the minimum standards of integrity for the Group's employees when they are conducting their employers' business. The ordinance sets out clear guidelines for employees that they should decline advantages offered in connection with their duties if the acceptance of advantages could affect their objectivity or induce them to act against the interests or lead to complaints by the Group. In any cases, employees should follow the procedures for acceptance of gift application as set out in the Group's Employee Handbook.

During the Reporting Year, there were no cases of non-compliance with laws and regulations related to bribery, extortion, fraud and money laundering, and no incident in relation to corruption that involve the Group and its employees at the Head Office and Crowne Plaza Hotel.

Supply Chain Management

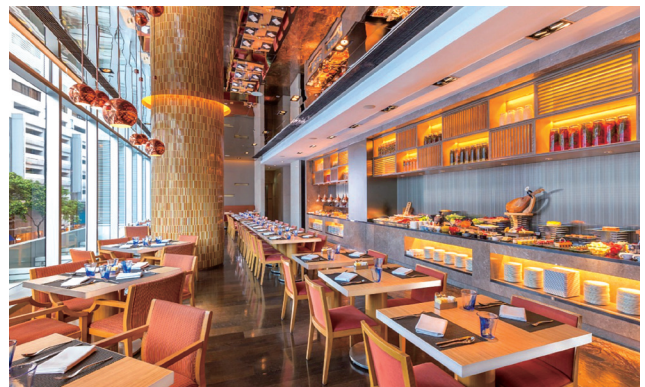
The Group's CSR Policy Statement pledges to promote environmental awareness in its supply chain. At the procurement stage, the Group compares potential suppliers in terms of not only factors of price and reputation but also product safety, environmental and social responsibility, so as to control the social and environmental risks in the Group's supply chain.

At the Head Office, purchases mainly relate to office supplies including stationaries and electronic equipment, and the Group currently sources suppliers that actively manage their carbon footprint. At Crowne Plaza Hotel, measures of screening suppliers' conducts in social and environmental practices have been implemented.

Looking to the future, the Group will continue to strengthen the relationship with business partners along the supply chain and consider to work on developing formal policies to make sure that the Group will take social risk into account on managing the supply chain.



Welcome to Crowne Plaza Hong Kong Causeway Bay



Dining at Crowne Plaza Hong Kong Causeway Bay (Kudos)

Product Responsibility

In view of the Group's business nature in property investment, delivering its services in a responsible manner remains the Group's focus. The Group is committed to the promotion of good business ethics, integrity, responsible citizenship and accountability in conducting business and adheres to standards of product health and safety in accordance with the relevant laws and regulations to secure users' rights. This is stipulated in the CSR Policy Statement and supported by measures of food safety controls and site inspections at Crowne Plaza Hotel.

The Group values its corporate branding and fair standing in marketing practices. As stipulated in the CSR Policy Statement, SEA believes in fair and open competition based upon sound commercial practices. Control measures on advertising, media engagements, and marketing at Crowne Plaza Hotel also specify guidelines on various promotion efforts.

In conducting its business, sound privacy and security practices are essential for the Group in building customer confidence. The Group complies with all laws to protect consumer data and has formulated a Privacy Policy that all employees must follow when customers may be required to provide with their personal data.

During the Reporting Year, there were no cases of non-compliance with laws and regulations relating to product responsibility (including product health and safety, intellectual property, customer privacy, etc.) in the Group's Head Office and Crowne Plaza Hotel.



Crowne Plaza Hong Kong Causeway Bay has achieved Level One certification of the IHG Green Engage system

Protecting the Environment

Environmental sustainability is a key focus of the Group's corporate social sustainability. Apart of abiding by the environmental laws and regulations of all sites of operation. The Group has formulated the CSR Policy Statement to demonstrate its determination to protect the environment in this Reporting Year.

Emissions

The Group's Head Office and Crowne Plaza Hotel have not involved in manufacturing and production and therefore no significant pollutant emissions were caused during the Reporting Year. Due to the business nature, the major source of air pollutant emissions is vehicle use within the reporting boundary. SEA's CSR Policy Statement demonstrates the Group cares for the environment and its endeavour to identify and manage environmental impacts attributable to operational activities.

The table shows the emissions of air pollutants of the Group in 2017.

Air Pollutants		
Types	Emissions (in kg)	
	Head Office	Crowne Plaza Hotel ²
Nitrogen Oxides	9.57	0.87
Sulphur Oxides	0.28	0.04
Respirable Suspended Particles	0.71	0.06

² These figures do not include the diesel consumption of the emergency generator.

Regarding waste generation, the Group actively promotes material conservation and has implemented policies to reduce wastes at source throughout business activities. Waste Electrical and Electronic Equipment (WEEE) such as computers, printers and photocopiers were sent to recyclers for processing. The Group encourages employees to recycle materials in operations, including papers, plastic bottles, stationery and office equipment. For details on emissions and waste generation during the Reporting Year, please refer to the “Overview of Key Performance Indicators” section on page 14 of this report.

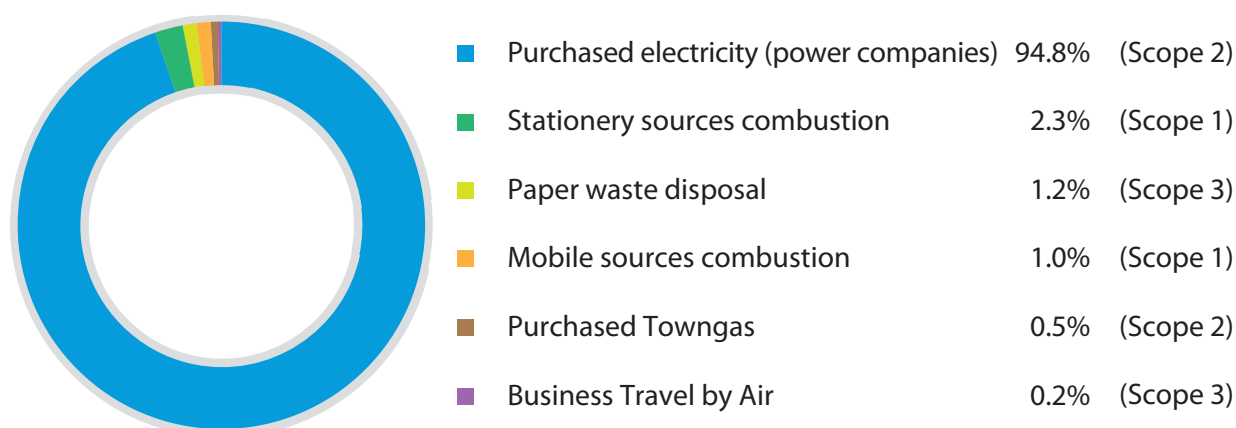
For the Reporting Year, the Group engaged the Independent Consultant to quantify the greenhouse gas (“GHG”) emissions from its operations through carbon assessment. The quantification process was based on the Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong published by the Environmental Protection Department and the Electrical and Mechanical Services Department in Hong Kong, as well as other international standards such as ISO 14064-1.

The table shows the emissions of greenhouse gas of the Group in 2017.

Greenhouse Gas Emissions			
Scopes	Emissions (in tonnes CO ₂ -e)		
	Head Office	Crowne Plaza Hotel	Total
Scope 1 — Direct emissions	51.2	140.3 ³	191.5
Scope 2 — Energy indirect emissions	106.3	5,462.3	5,568.6
Scope 3 — Other indirect emissions	58.5	24.1	82.6
Intensity of GHG (by number of staff and by revenue respectively)	4.2 tonnes CO ₂ -e per employee	24 tonnes CO ₂ -e per million HKD	

In this Reporting Year, purchased electricity from the power companies is the largest contributor to the Group’s GHG emissions, accounting for 94.8%; it is followed by on-site towngas combustion at Crowne Plaza Hotel, accounting for 2.3%.

Greenhouse Gas Emissions (by sources) in 2017



³ This figure does not include the diesel consumption of the emergency generator.

The Group will continue to assess, record and disclose the GHG emissions annually. Data in the current year will be used as a baseline for comparison against the results in the coming years.

Use of Resources

The Group uses a wide range of resources including electricity for office and hotel operations, fuel consumption for kitchen appliances and vehicle use, water consumption as well as paper consumption. For energy use, electricity is the largest type of energy end-use, mainly for equipment use in the hotel.

The table shows the use of resources of the Group in 2017.

Use of Resources		
Energy Use	Head Office	Crowne Plaza Hotel
Direct Energy Use (in GJ)		
Towngas	Not applicable	2,407
LPG	Not applicable	41
Petrol	581	87
Diesel	51	2
Indirect Energy Use (in MWh)		
Electricity	135	6,877
Water Consumption (in m ³)	The water was supplied by property management, the consumption of which has not been accounted.	87.2
Paper Consumption (in tonnes) ⁴	7.9	5.6

In addition to the adoption of the CSR Policy Statement in the Reporting Year, the Group has engaged its employees in practising various energy and resource saving measures in daily operations. Further details of such is set out in the table below:

Resources	Measure highlights
Energy	Use of power-saving mode in office equipment, LED lightings and indoor temperature control
Paper	Application of e-system, recycling of papers and stationery

In addition to managing its use of resources, the Group adopts a similar approach regarding the sourcing of office supplies. For example, the financial reports have been printed on Forest Stewardship Council certified (FSC) papers since 2015 to reduce impact on the environment.

Looking forward, the Group will continue to work on developing more comprehensive resources management measures to reduce the use of resources.

⁴ Paper here mainly involves office paper.

The Environment and Natural Resources

Beyond the GHG emissions, waste and resource use as the abovementioned, the nature of the Group's business does not have a significant impact on the environment and natural resources in its sphere of operations. Furthermore, the Group also places emphasis on finding ways to enhance environmental friendliness and promote green awareness among employees and also in supply chain and marketplace, as stipulated in the Company's CSR Policy Statement.

The Group adheres to environmental laws and regulations in its daily operations. During the Reporting Year, there were no non-compliance cases with relevant environmental laws and regulations in the Group's Head Office and Crowne Plaza Hotel.

Investing in Society

As a caring enterprise, the Group is keen on understanding the needs and fulfilling the expectations of various stakeholders and the communities in which the Group provides its services. From the CSR Policy Statement, the Group is committed to the promotion of a culture of social responsibility, and encourages employees to serve the community and care for those in need. The Group has participated in a variety of charitable and educational activities and programs in Hong Kong and Mainland China, from caring for the weak and the elderly as well as offering education and helping the needs through different channels in order to promote social harmony and healthy family life.

During the Reporting Year, the Group participated "The Community Chest Dress Casual Day 2017" through making donation that is used to fund services from 161 social welfare agencies and other community activities such as caring for elders project and elderly visit to Christian Family Services Centre.

In the future, the Group will continue its engagement, and making use of its sectorial expertise in community investment initiatives through identifying opportunities to participate and sponsor for donations and other community programmes, and encourage employees to participate in such community outreach events.



The Community Chest Dress Casual Day 2017



Caring for elders project 2017



Elderly visit to Christian Family Services Centre

Overview of Key Performance Indicators

Environmental Performance in 2017

Air pollutants ⁵	Type	Emissions (kg)
	Nitrogen Oxides	10.44
	Sulphur Oxides	0.32
	Respirable Suspended Particles	0.77

GHG emissions ⁵	Scope	Emissions (tonnes CO ₂ -e)
	Scope 1: Direct emissions	191.5
	Scope 2: Energy indirect emissions	5,568.6
	Scope 3: Other indirect emissions	82.6
	GHG emissions in total (Scopes 1, 2 and 3)	5,842.7

GHG intensity	Head Office (by number of staff)	Crowne Plaza Hotel ⁵ (by revenue)
	4.2 tonnes CO ₂ -e/ employee	24 tonnes CO ₂ -e/ million HKD

Waste	Type	Amount (tonnes)
	Hazardous waste	No hazardous waste produced in the Reporting Year
	Non-hazardous waste	29.6

Intensity of Non-hazardous Waste	Head Office (by number of staff)	Crowne Plaza Hotel (by revenue)
	0.2 tonnes/employee	0.1 tonnes/million HKD

Resources	Type	Amount of consumption
Energy consumption	Direct energy (GJ)	3,169
	Indirect energy (MWh)	7,012
	Total energy consumption (GJ)	28,412

Energy intensity	Head Office (by number of staff)	Crowne Plaza Hotel (by revenue)
	21.5GJ/employee	0.12GJ/HKD

Resources	Type	Amount of consumption
Water consumption ⁶	Total water consumption (cubic metres)	87.2
	Water intensity (by revenue, i.e. m ³ / million HKD)	0.4

⁵ These figures do not include the diesel consumption of the emergency generator at Crowne Plaza Hotel.

⁶ The Group's Head Office can not provide the amount of water consumption for the Reporting Year due to difficulties in acquiring data from the property management company of the premises. The water consumption figure therefore only covers Crowne Plaza Hotel.

ESG Reporting Guide Content Index

Material Aspect	Content	Page Index/ Remarks
A. Environmental		
A1 Emissions		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	10-12
A1.1	The types of emissions and respective emissions data.	10-12, 14
A1.2	Greenhouse gas emissions in total.	
	Intensity of greenhouse gas emissions.	
A1.3	Total hazardous waste produced.	
	Intensity of total hazardous waste produced.	
A1.4	Total non-hazardous waste produced.	
	Intensity of non-hazardous waste produced.	
A1.5	Description of measures to mitigate emissions and results achieved.	
A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	
A2 Use of Resources		
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	12
A2.1	Direct and/or indirect energy consumption by type in total.	12, 14
	Direct and/or indirect energy consumption by intensity.	
A2.2	Water consumption in total.	
	Water consumption intensity.	
A2.3	Description of energy use efficiency initiatives and results achieved.	
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	
A2.5	Total packaging material used for finished products.	The Group's operations in the Head Office and Crowne Plaza Hotel do not involve packaging materials for finished products
	Packaging material intensity.	

Material Aspect	Content	Page Index/ Remarks
A. Environmental		
A3 The Environment and Natural Resources		
General Disclosure	Policies on minimising the issuer’s significant impact on the environment and natural resources.	13
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	
B. Social		
B1 Employment		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	8
B2 Health and Safety		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	7
B2.1	Number and rate of work-related fatalities.	
B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	
B3 Development and Training		
General Disclosure	Policies on improving employees’ knowledge and skills for discharging duties at work. Description of training activities.	7
B4 Labour Standards		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	8
B4.1	Description of measures to review employment practices to avoid child and forced labour.	
B4.2	Description of steps taken to eliminate such practices when discovered.	

Material Aspect	Content	Page Index/ Remarks
B. Social		
B5 Supply Chain Management		
General Disclosure	Policies on managing environmental and social risks of the supply chain.	9
B6 Product Responsibility		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	10
B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	
B7 Anti-corruption		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	9
B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	
B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	
B8 Community Investment		
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	13
B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	

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