



Sustainable Development Report 2016



CATHAY PACIFIC SERVICES LTD
國泰航空服務有限公司

CPSL is committed to embedding sustainable practices into every aspect of our operation. We take the time to consider the social, environmental and economic implications of our business decisions, and endeavour to make a positive difference.

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CEO Message



Kelvin Ko
Chief Executive Officer

I am pleased to share with you the Cathay Pacific Services Limited (CPSL) Sustainable Development Report 2016. Our achievements across the year demonstrate our commitment to driving real social, economic and environmental change.

2016 was a momentous year. As a leader in the airport community, we joined AAHK's Airport-wide Carbon Reduction Pledge 2016 – 2020, targeting to reduce carbon emissions by a further 10% by 2020 (from 2015 levels). We were also honoured to receive the Hong Kong Award for Environmental Excellence in Transport & Logistics and the Green^{PLUS} Award for our environmental initiatives.

This year also saw us launch the Cathay Pacific Cargo Terminal (CPCT) Award. The Award recognises and rewards the contribution of unsung heroes

from across the business, individuals and teams dedicated to overcoming challenges and going the extra mile throughout the year. Three teams and six individuals from the business partners and CPSL team received the inaugural Awards at the 2017 Annual Dinner.

Our LEAN culture continues to help us work smarter and more efficiently every day, contributing to our overall Sustainable Development goals. We advocate LEAN values across CPSL - from waste reduction to deploying our teams better, and encouraging our people to use their initiative and continually reassess how we use our resources and infrastructure.

Working together throughout 2016 and prioritising these best practices means that we are a greener, safer and happier team!

Our Business

Cathay Pacific Services Limited (CPSL) is a wholly-owned subsidiary of Cathay Pacific Airways. CPSL operates the newest air cargo facility in Hong Kong, Cathay Pacific Cargo Terminal (CPCT), serving airlines operating at Hong Kong International Airport.

CPCT is a HK\$5.9 billion Infrastructure Terminal with a designed annual throughput of 2.6 million tonnes, increasing Hong Kong's air cargo capacity by 50 percent to 7.4 million tonnes per year. We provide tailored, best-in-class services, helping to sustain the competitiveness of Hong Kong as the logistics hub of choice in Asia.

With a passion for excellence and our LEAN culture, CPSL currently offers a total air cargo solution to 15 renowned airlines:

- AirAsia
- Air Hong Kong
- All Nippon Airways
- Austrian Airlines AG
- Cathay Dragon
- Cathay Pacific Airways
- China Cargo Airlines
- China Eastern Airlines
- EVA Air
- Lufthansa Cargo AG
- Raya Airways
- Royal Brunei Airlines
- Shanghai Airlines
- Philippines AirAsia
- Thai AirAsia





Our vision is to be the world's best air cargo terminal in terms of innovation and customer service and to enhance Hong Kong's reputation as the logistics hub of choice in Asia.

我們的企業願景，以成為全球最佳的航空貨運站為旨；並以創新及優質客戶服務，提升香港為亞洲區內首選物流樞紐的聲譽。

We put safety and security first
安全及保安是首要任務

We nurture a dynamic team
培訓活力充沛的團隊

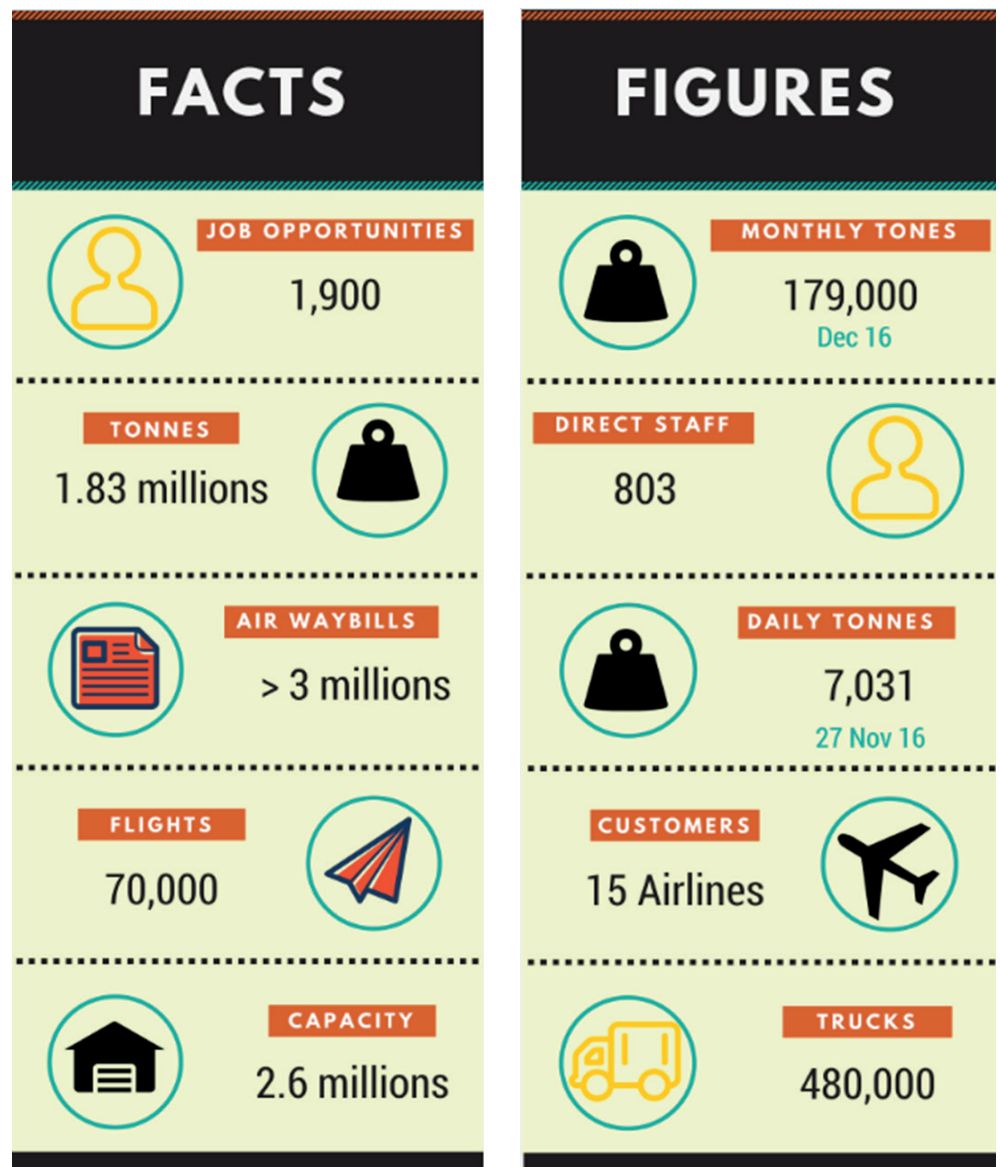
We provide tailored logistics solutions
提供適切的物流方案

We build partnerships
建立夥伴關係

We strive for excellence
致力精益求精

We are a socially and environmentally responsible company
重視履行企業社會責任

Facts and Figures



Governance of Sustainability

The Governance of Sustainable Development is led by the CPSL Chief Executive Officer (CEO). Our CEO is accountable for the Sustainable Development strategy across the business.

While our core business is about delivering exceptional service to our customers, we also pride ourselves on our Sustainable Development practices.

The primary focus of our strategy is to mitigate our social, economic and environmental impact, whilst performing our daily cargo Terminal operations. As well as a strategic focus, we try to identify and address any issues as they arise so that we can minimise the negative effect. To achieve this, regular Steering Committee meetings are held to review the progress of our overall strategy and address new challenges and opportunities.

The Committee focuses on five wide-ranging aspects, which are the responsibility of the functional managers (see Figure 1). Their remit includes everything from energy usage, and recycling and reuse programmes to training and development, local community initiatives and applying the highest standards of corporate governance to our supply chain.

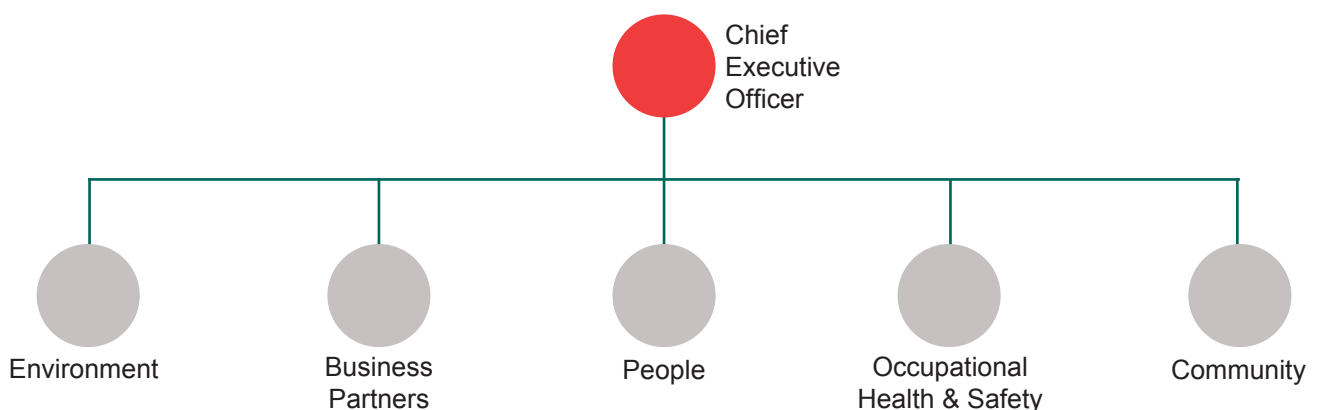


Figure 1: Structure of Sustainable Development Steering Committee

Community

Our commitment to the local community is a core part of the Sustainable Development Strategy. Building on our pledge to build a strong future for the air cargo industry, we focus on youth-related initiatives.

We know that the next generation can transform economies, drive innovation and change communities. Through our peoples' time and skills, we invest in the education of tomorrow's workforce, actively engaging and inspiring with the aim of igniting their interest in the industry, and ensuring that young people have the skills and characteristics required to enable businesses to thrive.



Community

We open the doors of the Cathay Pacific Cargo Terminal to aviation logistics institutes for visit programmes. In 2016, we conducted over 30 visits for some 1,200 students from Hong Kong and overseas.

Our visitors witnessed behind-the-scenes air cargo operations and learned about how we deploy the latest technology to enhance operational efficiency. They also got the chance to interact with our aviation professionals, ask questions and understand more about our work. As a sustainable company, we also shared our latest green initiatives to promote the importance of environmental protection.

CPSL also supports various Cathay Pacific Group community programmes and runs other special projects to encourage young peoples' interest in aviation. During the year, we supported Cathay Pacific's "I Can Fly" programme, the Dragonair Aviation Certificate Programme and the summer programme of the Commission on Poverty by the HKSAR Government, which saw us arrange visits by young people to our facility.



Environment

It is our goal to minimise the impact we have on the environment, and look for innovative and environmentally-friendly ways to mitigate the potential risks. To achieve this, our key focus is energy consumption and the sustainable use of our physical infrastructure

To achieve high environmental standards, CPSL has implemented a variety of green projects in 2016, which brought a total energy saving of 1,440,000KWH and a reduction in waste disposal of 620 tonnes. We also saw a further 0.5% decrease in our electricity usage of 21.7KWH per tonnage in 2016 against 2015.

Energy Saving Projects

- Retrofit of 916 Nos. 400W HID high bay lamp and electromagnetic ballast with 250W induction lamp and

electronic ballast

- Retrofit of 193 Nos. 250W HID low bay lamp and electromagnetic ballast with 150W induction lamp and electronic ballast

- Retrofit of 130 Nos. T8 twin 58W fluorescent lighting fixture with 22W LED tube in cold room. Refer to Figure 2 (see below)

- Joined AAHK's Airport-wide Carbon Reduction Pledge 2016 to 2020, to reduce airport wide carbon intensity by 10% by 2020, from 2015 levels



No	Projects	Before (Watt)	Now (Watt)	% Change	Nos of Units	Annual Saving (kWH)
1	Retrofit of High Bay Light	400	250	-38%	916	1,203,624
2	Retrofit of Low Bay Light	250	150	-40%	193	169,068
3	Retrofit of fluorescent tube with LED	108	49	-55%	130	67,189

Figure 2: Energy Saving in 2015 & 2016

Environment - Recycling



Additional measures we have taken in 2016:

- Plastic sheeting is used for cargo packing, preventing damage during adverse weather. More than ten plastic sheet compressors are in use at the Terminal. The plastic sheets are compressed and then taken away to be recycled

- Rechargeable battery collection boxes have been placed in the Management Office, Customer Services Centre and Staff Canteen

- The use of recycled toner has increased from 50% to 70%

New Electric Vehicle Charging Stations

- We have added six semi-fast electric vehicle charging stations in the car park and operations area to expand the charging facility to cope with the growth of our electric vehicle fleet and to complement our green facilities



Environment - Support

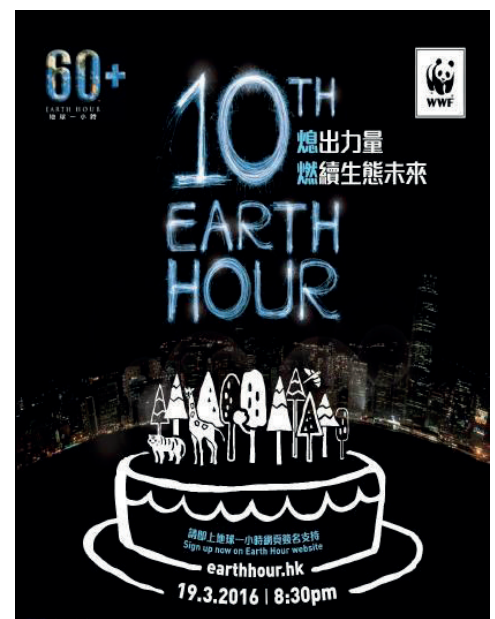
CPSL actively promotes staff participation in our recycling, reuse and energy saving activities. We hope that it encourages our people to be environmentally aware, championing green initiatives both at work and at home. We want to make meaningful contributions in all areas. With this in mind, we support:

- 10th Earth Hour
- Mooncake Donation
- Calendar Donation
- Red Packet Recycling

CPSL has signed up to the Energy Saving Charter on Indoor Temperature with the Electrical & Mechanical Services Department. We support our customers and our the marketplace as they move towards a low carbon economy. We are also honoured to have received a number of Awards and Certifications for our environmental achievements. Please see page 25 for the full list.



Environment



Business Partners

We promote sustainable development with our business partners and endeavour to ensure that our suppliers protect and respect the welfare of workers, they must meet or exceed all regulatory requirements

The Supplier Sustainability Assessment

To assess our suppliers' sustainability, a questionnaire was sent to 179 existing suppliers in Q1 2016. The response rate was 27%, 48 responses out of 179, which we hope to add to.

There are 3 areas of focus to be concerned:

Part 1: Environment
Part 2: Anti-bribery and Anti-corruption
Part 3: Occupational Health and Safety

Please refer to Appendix III for the Supplier Sustainability Assessment.

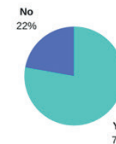
ENVIRONMENTAL PRACTICES & PROGRAMME

PART 1



GOALS & TARGETS

Companies have set measurable goals and targets for improving environmental & social performance.



EDUCATION

Companies have programmes to educate employees on internal environmental policy & initiatives.

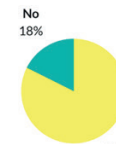


WASTE REDUCTION

Companies are actively seeking to reduce amount of packaging required for our products.

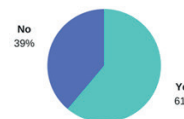
ANTI-BRIBERY & ANTI-CORRUPTION

PART 2



RESPONSIBLE DEPT/PARTY

Most companies have internal department and position responsible for implementing the policies and guidelines to employees relating to bribery.

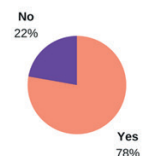


RISK ASSESSMENT POLICY

Companies have established anti-bribery and anti corruption risk assessment policies and procedures.

OCCUPATIONAL HEALTH & SAFETY

PART 3



HEALTH & SAFETY POLICY

Companies have policy in place for health & safety.

Occupational Health and Safety

We put safety first and provide a safe, secure and healthy working and operational environment for staff, customers and other stakeholders

Safety is the top priority at CPSL and an integral part of our business operations. We are fully committed to providing a safe and healthy working environment for our people, business partners, contractors, suppliers and other stakeholders.

To achieve this, we have developed and implemented a safety management system with policies, operational procedures and practices complying with all requirements. The system is reviewed and audited periodically to ensure its integrity.

To ensure all new joiners understand our safety values and practices, they are required to attend the safety induction training. In addition, we also organise a programme of safety activities throughout the year, such as safety trainings, briefings, road shows, a safety quiz, safety driving awards and 'Safety Week' to instil a safety culture and ensure that health and safety is top of mind.

The Lost Time Injury Rate (LTIR) for 2016 is 0.7 in Figure 3.

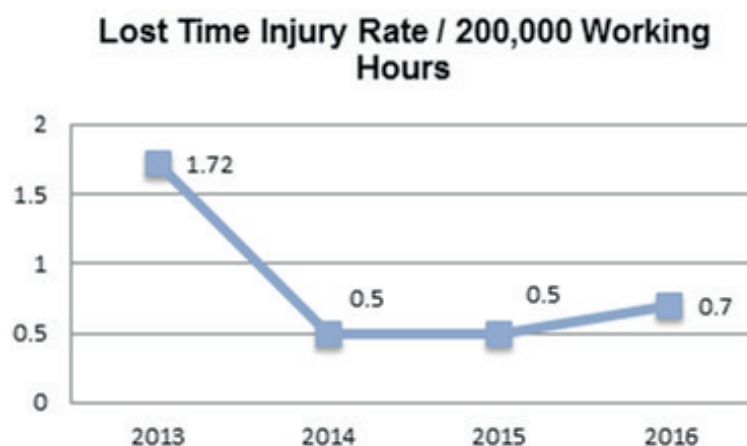


Figure 3: The Lost Time Injury Rate (LTIR)

Occupational Health and Safety

Safety Training and Briefings

Training and briefings are an important part of our safety management system, which empowers our people and contractors to carry out their work competently, safely and efficiently.

In view of this, we organised a number of safety trainings and briefings for our staff and contractors in 2016, namely Manual Handling and Prevention of Back Injury Training, Safe Driving Talk and Incident Sharing and Safe Driving Road Shows with the intention of promoting safety awareness within the Terminal.

We also joined forces with Hong Kong Labour Department to invite our colleagues and subcontractors to participate in promotional events.



Manual Handling and Prevention of Back Injury Training (30 Jun 2016)



Safe Driving Talk and Incident Sharing (21 Jul 2016)



Safe Driving Road Shows (7 Sep 2016)



2016

SAFETY WEEK 21-25 NOV

- SAFETY RECOGNITION WALKS BY TOP MANAGEMENT
- AA SAFETY SPOT-TRAINING AND SHARING
- SAFETY QUIZ, SAFETY GAME
- SAFETY TALKS
- MORE THAN **500** STAFF AND SUBCONTRACTORS JOINING



People

We nurture a dynamic team

Our Workforce

CPCT provides 1,900 job opportunities in the air cargo industry.

We work closely with various business partners to offer end-to-end solutions to our customers, ranging from airlines, forwarders and truckers to walk-in customers.

In addition to the contractors, CPSL employs 803 direct full-time employees as of 31 December 2016. In a traditionally male dominated industry, we are proud that 27% of our workforce are women. The overall employee profile is shown in Figure 4.

17,761 training man hours were provided in 2016.

People Development Initiatives

We always look for innovative ways to develop staff and equip them with necessary knowledge in an effective way.

We partnered with the University of Hong Kong to develop an interactive Virtual Reality (VR) training environment for freighter ramp handling. This was a pioneering step in the local airfreight industry, which received sponsorship from the HKSAR Innovation & Technology Commission.



As of date	31-Dec-2016		
Age Group			Total
Under 30 years old	151	212	363
30 and under 50 years old	61	298	359
Over 50 years old	3	60	63
Total	215	570	785
%	27.4%	72.6%	100%

Figure 4: Staff Profile as of 31 Dec 2016

CPSL Training of Ramp Operations in Virtual Environment

Introduction

- Partnered with the University of Hong Kong to develop an interactive **Virtual Reality (VR)** training environment for freighter ramp handling
- Sponsored by the HKSAR Innovation & Technology Commission
- **Pioneer** in the local airfreight industry

Key Objectives

- Leverage technological **Innovation** to elevate **Training** to the next level
- Enhance ramp **Safety** and service **Quality**
- Simulate **Real-life** scenario and provide trainees with hands-on experience in an **Interactive** way



We **Equip** our staff with professionalism and competency. We **Invest** in our staff and provide them with rewarding career opportunities. The VR training system is part of our **Comprehensive** training programme. It provides a strong sense of **Reality** in a three-dimensional and interactive learning environment. **More fun and enjoyable** practice arouses the interest of young people to join the airfreight industry.

Results

Enhanced safety awareness with demonstration and interactive practice

Flexibility to practise rare real-life scenarios all at once

Saved valuable aircraft resources

Bridged the gap between classroom training and on job training

Potential to **Expand** the application to other operations areas



People

Staff Engagement and Communication

CPSL focuses on how we can more effectively communicate and engage with all our people, keeping them better informed and aligned with business direction.

We invest in our communications channels and try to introduce new ones to engage with the team and foster an environment where our people better understand the business direction and feel more connected to CPSL. Some of our channels include:

- Town Hall Meetings
- Staff Interim Surveys
- Summer Care Events
- Staff Mobile App (SPOT)
- Staff Consultations

CPCT Community

Alongside the CPSL team, we also try to engage with contractors and subcontractors. We want everyone operating in the Terminal to understand our culture and grow our community.

People



Cathay Pacific Cargo Terminal Award 2016

The CPCT Award 2016 was launched to recognise individuals and teams for their dedication and effort in overcoming challenges throughout the year.

In addition to showing our appreciation, we also aim to promote collaboration and teamwork, which is vital to a dynamic cargo terminal with a busy team made up of CPSL employees, business partners and stakeholders.

The Award celebrates exceptional job performance, and each business partner within CPCT is invited to nominate deserving candidates in the category of Individual and Team. This is an opportunity for all business partners to share good news stories and let us recognise the unsung heroes that keep CPCT running smoothly.

We were honoured to present the CPCT Awards to three teams and six individuals at our 2016 Annual Dinner (see images).

CPCT Award 2016



People - Work/Life Balance

We try to promote a healthy work-life balance for our staff, which includes offering positive reinforcement, team building opportunities and physical activities such as team sports to reduce stress levels.

With this in mind, the CPSL League was launched in 2016. It comprises of four teams made up of different departments that compete in a series of events for the title of Champion 2016.

The teams:

1. 'Builders' – Back Office
2. 'Thors' – Operations Terminal Services, Ramp Services and Services Support
3. 'Smart Bees' – Operations Customer Services and Customer Relations
4. 'PaulKenMon' – Engineering and Information Management

These four teams nominate team members to join them in different games and activities, including, Archery Tag, Cake Making and the Final Game at the 2016 Annual Dinner.

Team Thors won the CPSL League in 2016. The Team received the Champion Cup, at the Annual Dinner.

CHEERS

We nurture a dynamic team. What a fun and happiness we had in 2016!



Awards and Recognition

CPSL is committed to service excellence and ensuring global standards are met in every aspect of our operations. We have achieved the following Awards and Certifications in 2016:

AWARDS

- 2015 Hong Kong Award for Environmental Excellence
 - Transport and Logistics (Certificate of Merit)
- CILT Award 2015
 - Enterprise Award
- CLP Green^{PLUS} Award 2016
 - Industry & Technology (Gold Award)
- Hong Kong ICT Awards 2016
 - Best Mobile Apps (Silver Award)

CERTIFICATIONS

- Cargo iQ
- European Union Third Country Regulated Agent (RA3)
- IATA CEIV Pharma
- IATA Safety Audit for Ground Operations Program (ISAGO)
- ISO 20000 Information Technology Service Management System
- ISO 28000 Supply Chain Security Management System
- Transported Asset Protection Association (TAPA) Class A Certification
- World Health Organization Good Distribution Practices (GDP)
- EnergyWi\$e Certificate
- WasteWi\$e Certificate
- Indoor Air Quality Certificate (Good Class)

Social and Environmental Performance

Social Performance	Unit	2014			2015			2016		
		Male	Female	Total	Male	Female	Total	Male	Female	Total
Workforce										
Permanent employees - Full time		478	187	665	487	184	671	569	214	783
Permanent employees - Part time		4	4	8	2	1	3	1	1	2
Total permanent employees	Number	482	191	673	489	185	674	570	215	785
Fixed term and temporary contract employees		17	5	22	17	6	23	17	9	26
Total employees	Number	499	196	695	506	191	697	587	224	811
Supervised workers		1395	592	1987	976	401	1377	2622	1201	3823
Total workforce	Number	1894	788	2682	1482	592	2074	3209	1425	4634
		No. of Permanent employees as at 31 Dec 2014			No. of Permanent employees as at 31 Dec 2015			No. of Permanent employees as at 31 Dec 2016		
By age group										
- under 30 years old				315			303			363
- 30 to 50 years old				317			318			357
- Over 50 years old				41			53			65
Total	Number			673			674			785
By gender										
- Male staff				482			489			570
- Female staff				191			185			215
Total	Number			673			674			785

Social and Environmental Performance

Social Performance	Unit	2014	2015	2016
Training and Education				
Executive				
- Top / Senior Management		330	115	6
- Middle / Junior management & supervisory		3,203	3,420	1,797
Non-executive				
- Customer Facing Staff		17,566	11,599	15,416
- Non-customer facing operational / technical		-	-	-
- Others		195	421	542
Total	No. of Hours	21,294	15,555	17,761
Occupational Health & Safety				
Total Hours Worked Own Staff	No. of Hours	1,530,613	1,724,136	1,998,589
Lost Days Nos due to Injuries	Days	366	22	462
Lost Time Injury	Number	4	5	7
Lost Time Injury Rate		0.52	0.58	0.70
Lost Day Rate		47.82	2.55	46.23
Total fatalities contractors Nos	Number	-	-	-
Total fatalities own staff Nos	Number	-	-	-
Environmental Performance				
Electricity	kWH	37,795,350	36,928,460	39,772,232
	kWH / tonne	25.34	21.90	21.72
Towngas*	MJ	2,581,056	3,277,277	-
Gasoline	Litres	23,432	35,039	37,786
Diesel	Litres	147,225	468,964	642,059
Water	m ³	68,666	66,326	66,721
Paper Product	kg	33,026	47,315	60,803
Plastic Recycle	kg	420,698	616,052	603,697
Paper Recycle	kg	33,047	49,960	21,730
Waste Food Recycle	kg	6,583	2,344	5762
Metal Recycle	kg	164	244	487
Waste - Commercial	kg	139,428	138,834	169,182

*This info is excluded from 2016 report given that this is consumed by our supplier as per data validation by PwC and AAHK.

Appendices

Appendix I

Sustainable Development Policy

SUSTAINABLE DEVELOPMENT POLICY

Cathay Pacific Services Ltd (CPSL) is committed to embed sustainable development principles into all aspects of our activities. In practice, CPSL would take account of environmental, social and economic considerations when making business decisions. Whenever we do business, we will strive to:

- Put safety first and provide a safe, secure and healthy working and operational environment for our staff, customers and other stakeholders;
- Promote sustainable development with the others in the industry we operate;
- Take all reasonable steps to ensure that the impact of our operations on the environment is identified and appropriately managed;
- Be an employer of choice by respecting our staff and providing an environment in which they can realise their potential;
- Endeavour to ensure that our suppliers protect and respect the welfare of workers;
- Promote good relationships with the community of which we serve;
- Ensure that we meet or exceed all regulatory requirements, including social and environmental requirements, in the jurisdictions in which we do business.



Kelvin Ko
Chief Executive Officer

1 May 2015

Appendix II

Environmental Policy

ENVIRONMENTAL POLICY

Cathay Pacific Services Ltd (CPSL) takes its environmental responsibilities seriously. All the Company's decisions, actions and day-to-day operations are undertaken with the environment in mind. Specifically, CPSL is committed to the following:

- Compliance with applicable environmental legislations, regulations and other requirements;
- Effective environmental management throughout all business practices to ensure that all activities and services that have the potential to significantly impact the environment are identified and controlled appropriately;
- Implementation of specific measures to prevent pollution, minimise the consumption of energy and natural resources and reduce waste through 'replace, reduce, reuse and recycle' initiatives;
- Incorporation of environmental considerations into the purchasing process, and the promotion of environmental management and improved environmental performance throughout the supply chain;
- Setting the performance targets and objectives for pollution prevention, environmental compliance and continual improvement to the Environmental Management Plan;
- Provision of training & implementation of relevant procedures and practices to achieve the performance targets and objectives;
- Establishment of metrics for measuring the effectiveness of the Environmental Management Plan in meeting targets and objectives;
- Close liaison and communication with all stakeholders, including suppliers, customers and local communities, to ensure the needs of external parties are considered in our environmental commitments;
- Environmental Management Plan will be reviewed by senior management regularly to ensure ongoing effectiveness.



Kelvin Ko
Chief Executive Officer

1 December 2014

Appendix III

Supplier Sustainability Assessment

SUPPLIER SUSTAINABILITY ASSESSMENT

Cathay Pacific Services Limited ('CPSL') is a wholly-owned supplier subsidiary of Cathay Pacific Airways Limited. Cathay Pacific devotes considerable effort to putting in place high standards of corporate governance and best environmental practices across all our businesses, aims to create long-term value and common future for our stakeholders, enhancing the sustainability performance of our supply chain through ongoing compliance to our Supplier Code of Conduct and with continuous engagement and collaboration with our suppliers.

We believe that business growth should not come at the expense of the environment. By focusing on reducing greenhouse gas emissions, improving energy efficiency, conserving water and reducing waste, we are driving towards our objective of having minimal impact on the environment.

In order to align with our corporate Sustainable Development Strategy and achieve this objective, we encourage our supplier integrate our Sustainable Development(SD) principles, adopt Supplier Corporate Social Responsible (CSR) and practices into their business operations and being the first priority, which plays an important role in our overall sustainability performance.

Please complete the following questionnaire to let us in understanding your organization's sustainability practices. This questionnaire is applicable to suppliers that provide goods and services. Thanks in advance for your participation and contribution. Should you need further information, please visit our official website below:

Cathay Pacific Airways Limited Corporate Governance Code (*Amended and restated with effect from 3rd March 2014*)

http://www.cathaypacific.com/content/dam/cx/about-us/corporate-governance/201301_CX_Corporate_Governance_Code_en.pdf

Cathay Pacific Airways Limited - Supply Chain Sustainability Code of Conduct

http://downloads.cathaypacific.com/cx/CSR/CSR_Code_of_Conduct.pdf

Cathay Pacific Airways Limited Supplier Corporate, Social and Environmental Responsibility Code of Conduct (Version 2007/001)

http://downloads.cathaypacific.com/cx/misc/codeofconduct_en.pdf

PART 1

COMPANY OVERVIEW	
Company Name	:
Address	:
Ownership	:
Key Functional Dept.	:
(e.g. Property and Maintenance, Quality, Compliance, Environment, Health and Safety(EHS) dept.)	
Contact Person-1	:
Contact Person-2	:
Email -1	:
Email -2	:
Tel.	:

PART 2

BUSINESS OVERVIEW	
Nature of Business	:
Year of the Business	:
Has your company ever been cited for non-compliance of an environmental or safety issue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please specify.	
Are there any significant environmental impacts of your company policy proposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What policies are in place to monitor and manage your supply chain regarding environmental issues? Please specify.	
What programs do your company have in place, or planned for promoting resource efficiency? (i.e. an environmental or waste audit)?	

PART 3

ENVIRONMENTAL MANAGEMENT	
Your company has delivered a public environment commitment and vision.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please Specify _____	
Your company has an Environmental Management System in place of ISO 14000 family of standards or any environmental life-cycle analysis conducted by the international certified testing organization.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please Specify _____	
Your company has a dedicated internal department or position responsible for managing environmental initiatives.	<input type="checkbox"/> Yes <input type="checkbox"/> No



Please Specify _____		
Your company sets measurable goals and targets for improving environmental and social performance.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please Specify _____		
Your company regularly monitor, measure and report publically on sustainability performance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please Specify _____		
Your company requests proof from your operations, products and your subcontractors, if any, are in compliance with all related social, labor, and environmental legislation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please Specify _____		
Your company has a set of formal (written) policy that includes quantifiable goals to purchase environmentally responsible products and services	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please Specify _____		
Further comments on your company environmental management:		

ENVIRONMENTAL PROGRAMS AND PRACTICES

Your company has a formal recycling program at each of our facilities.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please Specify _____		
Your company done an upgrade to energy-efficient lighting in each of our facilities.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please Specify _____		
Your company has formal programs in place that allows employees to tele-commute where applicable.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please Specify _____		
Your company offers incentives for employees to use alternative commuting and reduce single occupancy driving.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please Specify _____		
Your company has a program to educate employees on internal environmental policies and initiatives.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please Specify _____		

<p>Your company a program that encourages employees to suggest, identify and spread “green” practices.</p> <p>Please Specify _____</p> <p>Your company offers an end-of-life product trade-in or recycling program for our customers to make use of.</p> <p>Please Specify _____</p> <p>Further comments on Programs and Practices:</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
ENVIRONMENTAL RESPONSIBLE PRODUCTS/ SERVICES	
<p>We have products that contain recycled or recyclable materials.</p> <p>Please Specify _____</p> <p>We are actively seeking to reduce the amount of packaging required for our products.</p> <p>Please Specify _____</p> <p>Your company incorporate Design for Environment requirements or a similar “Environmental life-cycle analysis” in all aspects of product development (materials, manufacturing, use, distribution, and end-of-life).</p> <p>Please Specify _____</p> <p>Your company has products that have industrial/ international certificate by an independent accredited organization (EPEAT, Energy Star, Environmental Choice, FSC, Green Seal, Green Guard, etc.).</p> <p>Please Specify _____</p> <p>Your company sets measurable targets to remove all harmful substances from our products that affect human health or the environment (mercury, lead, PVC, etc.)</p> <p>Please Specify _____</p> <p>Further comments on Responsible Products:</p> <p>_____</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
ANTI-BRIBERY AND ANTI-CORRUPTION	
<p>Your company has anti-bribery and anti-corruption policies been written, which complied with HKSAR Common Law.</p> <p>Your company has a dedicated internal department or position responsible for overseeing compliance, implement the policies and provide advice and guidance to employees relating to bribery.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Please Specify _____		
The delegated internal department or position reports through to top management at planned intervals, ensure the policies and procedures adequately maintained and being effectively implemented.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Your company has resources (people, funding, equipment, materials, training, etc.) been provided to implement the policies and procedures.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Your company has established anti-bribery and anti-corruption risk assessment policies and procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please Specify _____		
Your company has an audit process that checks for any indication of bribery, suspicion of bribery and non-compliance.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please Specify _____		
OCCUPATIONAL HEALTH AND SAFETY		
Your company has a policy in place as pertains to health and safety	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please Specify _____		
Your company provides and maintains safe work environment and integrate sound health and safety management practices into your business.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Your company has a dedicated internal department or position responsible in charge of health and safety, implement the policies and provide advice and guidance to the employees relating to aware of the health and safety requirement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Your company has established health and safety risk assessment and management policies and procedures for continuous performance improvement throughout operations.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please Specify _____		
Your company has systems in place to educate and train employees regarding their responsibilities in relation to health and safety practices	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Your company has the communication channels within the organization clear, employees actively involved	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please Specify _____		
Your company has a policy for managing social compliance at operational and manufacturing level? (where social compliance is defined as meeting or exceeding the requirement of local laws	<input type="checkbox"/> Yes	<input type="checkbox"/> No



and code of conduct concerning wages, working hours, health, safety and human right of employees)

Please Specify _____

Your company's employees whose average hours worked per week is under 50 hours and the employees shall take at least one day off every seven days except in emergencies or unusual situations. ☐ Yes ☐ No

Your company follows all applicable laws and regulations with respect to working hours and days of work and all overtime is voluntary. ☐ Yes ☐ No

Your company compensates the employee for overtime hours at the legal rate. ☐ Yes ☐ No

Your company pays accurate wages in a timely manner, and wage deductions shall not be used as a disciplinary measure. ☐ Yes ☐ No

Thank you for filling out our survey!

Thank you for taking the time to read the CPSL Sustainable Development Report 2016. We welcome your thoughts and feedback on any aspect of the Report and our Sustainable Development performance. Please find our contact details below.

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