# GRI CONTENT INDEX

Airport Authority Hong Kong (AAHK)'s Sustainability Report 2015/16 was prepared 'in accordance' with the Global Reporting Initiative (GRI) G4 Sustainability Reporting Guidelines and Airport Operators Sector Disclosures: the Core option. The information reported against the recommended disclosures of the abovementioned guidelines is referenced as set out in the table below.

| GRI Indicators | Description | Sustainability Report 2015/16 section or Annual Report 2015/16 (page number) / Other references | AAHK's direct response |
|---|---|---|---|
| **General Standard Disclosures** | | | |
| **Strategy and Analysis** | | | |
| G4-1 | Statement from the most senior decision-maker of the organisation | ♦ Chairman's Message<br>♦ Chief Executive Officer's Message | |
| **Organisational Profile** | | | |
| G4-3 | Name of the organisation | | Airport Authority Hong Kong |
| G4-4 | Primary brands, products and services | ♦ HKIA at a Glance<br>♦ Appendices (About Airport Authority Hong Kong) | |
| G4-5 | Location of organisation's headquarter | | Hong Kong |
| G4-6 | Number of countries where the organisation operates | ♦ Appendices (About Airport Authority Hong Kong) | |
| G4-7 | Nature of ownership and legal form | ♦ Annual Report 2015/16 (page 88)<br>♦ Appendices (About Airport Authority Hong Kong) | |
| G4-8 | Markets served | ♦ HKIA at a Glance<br>♦ Strengthening our Contribution to Hong Kong (Expanding HKIA's Catchment Area)<br>♦ Performance (Performance Data)<br>♦ Appendices (About Airport Authority Hong Kong)<br>♦ Annual Report 2015/16 (pages 45, 53, 72, 76, 136) | |
| G4-9 | Scale of the organisation | ♦ HKIA at a Glance<br>♦ Performance (Performance Data)<br>♦ Annual Report 2015/16 (pages 72, 75, 82, 84, 112)<br>♦ Website: HKIA Fact Sheets | |
| G4-10 | Number of employees | ♦ Performance (Performance Data) | |

| GRI Indicators | Description | Sustainability Report 2015/16 section or Annual Report 2015/16 (page number) / Other references | AAHK's direct response |
|---|---|---|---|
| G4-11 | Percentage of employees covered by collective bargaining agreements | | Not reported - The majority of AAHK employees are in Hong Kong where there is no statutory recognition of collective bargaining agreements. |
| G4-12 | The organisation's supply chain | ♦ Strengthening our Contribution to Hong Kong (Supply Chain Sustainability) | |
| G4-13 | Significant changes during the reporting period regarding the organisation's size, structure, ownership or its supply chain | | The Midfield Concourse was opened and entered full operation in December 2015 and March 2016 respectively. |
| G4-14 | Precautionary approach or principles | ♦ Our Approach to Sustainability<br>♦ Annual Report 2015/16 (pages 36 to 39) | |
| G4-15 | Adoption of external charters, principles or initiatives | ♦ Appendices (Memberships, External Principles and Charters) | |
| G4-16 | Memberships of associations and advocacy organisations | ♦ Appendices (Memberships, External Principles and Charters) | |

**Identified Material Aspects and Boundaries**

| GRI Indicators | Description | Sustainability Report 2015/16 section or Annual Report 2015/16 (page number) / Other references | AAHK's direct response |
|---|---|---|---|
| G4-17 | Entities included in consolidated financial statement and not covered by this report | ♦ Appendices (About This Report)<br>♦ Annual Report 2015/16 (pages 99 to 102) | |
| G4-18 | Process for defining the report content and the aspect boundaries | ♦ Our Approach to Sustainability<br>♦ Appendices (Materiality Assessment) | |
| G4-19 | Material aspects identified in the process of defining report content | ♦ Appendices (Materiality Assessment)<br>♦ GRI Content Index | |
| G4-20 | Aspect boundary within the organisation for each material aspect | ♦ Appendices (Materiality Assessment) | |
| G4-21 | Aspect boundary outside the organisation for each material aspect | ♦ Appendices (Materiality Assessment) | |
| G4-22 | Restatement of information | ♦ Performance (Performance Data)<br>♦ Appendices (About This Report) | |
| G4-23 | Significant changes from previous reporting periods in the scope and aspect boundary | ♦ Appendices (About This Report)<br>♦ Appendices (Materiality Assessment) | |

**Stakeholder Engagement**

| GRI Indicators | Description | Sustainability Report 2015/16 section or Annual Report 2015/16 (page number) / Other references | AAHK's direct response |
|---|---|---|---|
| G4-24 | Stakeholder groups engaged | ♦ Appendices (Materiality Assessment)<br>♦ Appendices (Stakeholder Engagement) | |
| G4-25 | Identification and selection of stakeholders | ♦ Appendices (Materiality Assessment)<br>♦ Appendices (Stakeholder Engagement) | |
| G4-26 | Stakeholder engagement approach | ♦ Appendices (Stakeholder Engagement) | |

| GRI Indicators | Description | Sustainability Report 2015/16 section or Annual Report 2015/16 (page number) / Other references | AAHK's direct response |
|---|---|---|---|
| G4-27 | Key topics and concerns raised by stakeholders and the organisation's response | ♦ Appendices (Materiality Assessment)<br>♦ Appendices (Stakeholder Engagement) | |

**Report Profile**

| GRI Indicators | Description | Sustainability Report 2015/16 section or Annual Report 2015/16 (page number) / Other references | AAHK's direct response |
|---|---|---|---|
| G4-28 | Reporting period | ♦ Appendices (About This Report) | |
| G4-29 | Date of most recent previous report | ♦ Appendices (About This Report) | |
| G4-30 | Reporting cycle | ♦ Appendices (About This Report) | |
| G4-31 | Contact point | ♦ How to Read This Report | |
| G4-32 | GRI Content Index | ♦ GRI Content Index | |
| G4-33 | External assurance | ♦ Verification Statement<br>♦ Appendices (About This Report) | |

**Governance**

| GRI Indicators | Description | Sustainability Report 2015/16 section or Annual Report 2015/16 (page number) / Other references | AAHK's direct response |
|---|---|---|---|
| G4-34 | Governance structure | ♦ Our Approach to Sustainability<br>♦ Annual Report 2015/16 (page 16) | |

**Ethics and Integrity**

| GRI Indicators | Description | Sustainability Report 2015/16 section or Annual Report 2015/16 (page number) / Other references | AAHK's direct response |
|---|---|---|---|
| G4-56 | Values, principles, standard and norms of behaviour | ♦ HKIA at a Glance<br>♦ Valuing our People (Strengthening our Corporate Culture and Employer Brand) | |

**Specific Standard Disclosures**

**Economic**

**Aspect: Economic Performance**

| GRI Indicators | Description | Sustainability Report 2015/16 section or Annual Report 2015/16 (page number) / Other references | AAHK's direct response |
|---|---|---|---|
| G4-DMA | Disclosures on management approach | ♦ Building our Future Airport (Building Capacity)<br>♦ Strengthening our Contribution to Hong Kong (Contributing to Hong Kong's Economy)<br>♦ Annual Report 2015/16 (pages 71 to 76) | |
| G4-EC1 | Direct economic value generated and distributed | ♦ Performance (Performance Data) | |
| G4-EC3 | Coverage of the organisation's defined benefit plan obligations | ♦ Annual Report 2015/16 (pages 107 to 110) | |
| G4-EC4 | Financial assistance received from government | | AAHK did not receive any material financial assistance from the HKSAR Government during the reporting period. |

**Aspect: Market Presence**

| GRI Indicators | Description | Sustainability Report 2015/16 section or Annual Report 2015/16 (page number) / Other references | AAHK's direct response |
|---|---|---|---|
| G4-DMA | Disclosures on management approach | ♦ Strengthening our Contribution to Hong Kong (Expanding HKIA's Catchment Area) | |
| G4-EC6 | Proportion of senior management hired from the local community at significant locations of operation | ♦ Annual Report 2015/16 (pages 12 to 14)<br>♦ Website: Board & Management | |
| G4-AO1 | Total number of passengers annually | ♦ Performance (Performance Data) | |

| GRI Indicators | Description | Sustainability Report 2015/16 section or Annual Report 2015/16 (page number) / Other references | AAHK's direct response |
|---|---|---|---|
| G4-AO2 | Total annual number of aircraft movements | ♦ Performance (Performance Data) | |
| G4-AO3 | Total amount of cargo tonnage | ♦ Performance (Performance Data) | |
| **Aspect: Indirect Econmic Impacts** | | | |
| G4-DMA | Disclosures on management approach | ♦ Strengthening our Contribution to Hong Kong (Contributing to Hong Kong's Economy)<br>♦ Website: HKIA Master Plan 2030<br>♦ Economic Impact Study 2015 | |
| G4-EC7 | Development and impact of infrastructure investments and services supported | ♦ Building our Future Airport (Building Capacity)<br>♦ Website: Three-runway System<br>♦ Website: Environmental Impact Assessment<br>♦ Website: Economic Benefits | |
| G4-EC8 | Significant indirect economic impacts, including the extent of impacts | ♦ Strengthening our Contribution to Hong Kong (Contributing to Hong Kong's Economy)<br>♦ Website: Three-runway System<br>♦ Website: Economic Benefits<br>♦ Economic Impact Study 2015 | |
| **Environmental** | | | |
| **Aspect: Energy** | | | |
| G4-DMA | Disclosures on management approach | ♦ Becoming the World's Greenest Airport (Carbon and Energy Management)<br>♦ Sustainability Report 2014/15 (page 62)<br>♦ Website: Energy | |
| G4-EN3 | Energy consumption within the organisation | ♦ Becoming the World's Greenest Airport (Carbon and Energy Management)<br>♦ Performance (Performance Data) | |
| G4-EN5 | Energy intensity | ♦ Becoming the World's Greenest Airport (Carbon and Energy Management)<br>♦ Performance (Performance Data) | |
| G4-EN6 | Reduction of energy consumption | ♦ Becoming the World's Greenest Airport (Carbon and Energy Management) | |
| **Aspect: Emissions** | | | |
| G4-DMA | Disclosures on management approach | ♦ Becoming the World's Greenest Airport (Carbon and Energy Management)<br>♦ Sustainability Report 2014/15 (page 62) | |
| G4-EN15 | Direct greenhouse gas (GHG) emissions (Scope 1) | ♦ Performance (Performance Data) | |
| G4-EN16 | Energy indirect GHG emissions (Scope 2) | ♦ Performance (Performance Data) | |
| G4-EN17 | Other indirect GHG emissions (Scope 3) | ♦ Performance (Performance Data) | |
| G4-EN18 | GHG emissions intensity | ♦ Performance (Performance Data) | |
| G4-EN19 | Reduction of GHG emissions | ♦ Becoming the World's Greenest Airport (Carbon and Energy Management) | |

| GRI Indicators | Description | Sustainability Report 2015/16 section or Annual Report 2015/16 (page number) / Other references | AAHK's direct response |
|---|---|---|---|
| **Aspect: Effluents and Waste** | | | |
| G4-DMA | Disclosures on management approach | ♦ Becoming the World's Greenest Airport (Waste Management)<br>♦ Sustainability Report 2014/15 (page 63) | |
| G4-EN23 | Waste by type and disposal method | ♦ Performance (Performance Data) | |
| G4-AO6 | Aircraft and pavement de-icing/anti-icing fluid used and treated | | This indicator is not applicable to HKIA. De-icing/anti-icing is not required due to the climate of HKIA's geographic location. |
| **Aspect: Products and Services** | | | |
| G4-DMA | Disclosures on management approach | ♦ Building our Future Airport (Adopting Green Design and Innovation)<br>♦ Becoming the World's Greenest Airport | |
| G4-EN27 | Extent of impact mitigation of environmental impacts of products and services | ♦ Building our Future Airport (Adopting Green Design and Innovation)<br>♦ Becoming the World's Greenest Airport<br>♦ Sustainability Report 2014/15 (pages 34, 38, 40 to 41) | |
| **Aspect: Compliance – Environment** | | | |
| G4-DMA | Disclosures on management approach | ♦ Building our Future Airport (Building Capacity)<br>♦ Annual Report 2015/16 (page 38) | |
| G4-EN29 | Significant fines and sanctions for non-compliance with environmental laws and regulations | | There were no significant fines and sanctions during the reporting period for environmental non-compliance. |
| **Labour Practices and Decent Work** | | | |
| **Aspect: Employment** | | | |
| G4-DMA | Disclosures on management approach | ♦ Valuing our People (Promoting Staff Health, Safety and Well-being) | |
| G4-LA1 | New hires and employee turnover | ♦ Performance (Performance Data) | |
| G4-LA2 | Benefits provided to full-time employees | ♦ Sustainability Report 2014/15 (page 75) | |
| G4-LA3 | Return to work and retention rates after parental leave | ♦ Performance (Performance Data) | |
| **Aspect: Occupational Health and Safety** | | | |
| G4-DMA | Disclosures on management approach | ♦ Operating a World-class Airport (Safety and Security)<br>♦ Sustainability Report 2014/15 (page 45) | |
| G4-LA6 | Injuries, occupational diseases, lost days, absenteeism and work-related fatalities | ♦ Performance (Performance Data) | |

| GRI Indicators | Description | Sustainability Report 2015/16 section or Annual Report 2015/16 (page number) / Other references | AAHK's direct response |
|---|---|---|---|
| **Aspect: Training and Education** | | | |
| G4-DMA | Disclosures on management approach | ♦ Valuing our People (Developing our Talent Pool) | |
| G4-LA9 | Average hours of training per year per employee | ♦ Performance (Performance Data) | |
| **Society** | | | |
| **Aspect: Anti– corruption** | | | |
| G4-DMA | Disclosures on management approach | ♦ Sustainability Report 2014/15 (page 74)<br>♦ Annual Report 2015/16 (page 32) | |
| G4-SO4 | Anti-corruption policies and procedures | ♦ Sustainability Report 2014/15 (page 74) | |
| G4-SO5 | Incidents of corruption and actions taken | | There were no confirmed incidents of corruption during the reporting period. |
| **Aspect: Compliance** | | | |
| G4-DMA | Disclosures on management approach | ♦ Annual Report 2015/16 (pages 28, 33, 39) | |
| G4-SO8 | Significant fines and sanctions for non-compliance with laws and regulations | | There were no significant fines and sanctions for legal and regulatory non-compliance during the reporting period. |
| **Product Responsibility** | | | |
| **Aspect: Customer Health and Safety** | | | |
| G4-DMA | Disclosures on management approach | ♦ Operating a World-class Airport (Safety and Security) | |
| G4-AO9 | Wildlife strikes | ♦ Performance (Performance Data)<br>♦ Sustainability Report 2013/14 – Wildlife Hazard Management (page 26) | |
| **Aspect: Business Continuation and Emergency Preparedness** | | | |
| G4-DMA | Disclosures on management approach | ♦ Operating a World-class Airport (Business Continuity and Contingency Planning) | |
| **Aspect: Service Quality** | | | |
| G4-DMA | Disclosures on management approach | ♦ Operating a World-class Airport (Creating a Seamless Passenger Experience) | |
| **Aspect: Compliance – Product Responsibility** | | | |
| G4-PR9 | Significant fines for non-compliance with laws and regulations concerning the provision and use of products and services | | There were no significant fines for non-compliance with laws and regulations concerning the provision and use of services during the reporting period. |

## Correlation between AAHK's 19 most important sustainability issues and GRI G4 aspects

| Material issues – definitions | Related GRI G4 aspects |
|---|---|
| **Economic and Society** | |
| 1. Connectivity - Strengthen HKIA as the leading international aviation hub. | ♦ Market Presence |
| 2. Air cargo strategy - Strengthen HKIA's air cargo leadership. | ♦ Market Presence<br>♦ Indirect Economic Impacts |
| 3. Infrastructure development - Manage the impact of existing and planned significant infrastructure development at HKIA. | ♦ Indirect Economic Impacts<br>♦ Products and Services |
| 4. Branding and reputation - Enhance the brand and reputation of AAHK/HKIA in Hong Kong. | |
| **Operating Practices** | |
| 5. Airport safety and security - Provide and maintain a safe aerodrome, and ensure the safety and security of passengers, employees, cargo and other operators at HKIA. | ♦ Customer Health and Safety |
| 6. Compliance with laws and regulations - Ensure compliance with laws and regulations applicable to AAHK's own operation. | ♦ Compliance (under Environmental, Society and Product Responsibility) |
| 7. Capacity constraints - Address HKIA's capacity constraints under the two runway system in light of rising air traffic demand. | ♦ Economic Performance<br>♦ Indirect Economic Impacts<br>♦ Service Quality |
| 8. Contingency planning - Identify and manage potentially disruptive situations, and respond and recover airport operation from disruptions and crises. | ♦ Business Continuation and Emergency Preparedness |
| 9. Customer experience - Manage and maintain the highest standards of service quality and enhance customer experience. | ♦ Service Quality |
| 10. Facilities management - Manage buildings, plant and equipment to maintain the highest levels of operational efficiency and quality. | ♦ Service Quality |
| 11. Information security - Protect the confidentiality and integrity of AAHK's own information assets and personal data. | |
| **Environment** | |
| 12. Carbon and energy management - Manage the energy consumption and greenhouse gas emissions generated from the operation and development of HKIA. | ♦ Energy<br>♦ Emissions |
| 13. Waste - Manage the solid waste generated from the operation and development of HKIA. | ♦ Effluents and Waste |
| **People** | |
| 14. Ethics and integrity - Build a culture of ethics and integrity among AAHK staff and relevant stakeholders. | ♦ Ethics and Integrity (general standard disclosures)<br>♦ Anti-corruption |
| 15. Occupational health and safety - Provide a safe and healthy work environment for AAHK staff. | ♦ Occupational Health and Safety |
| 16. Retention and turnover - Monitor turnover and strengthen AAHK's ability to retain staff. | ♦ Employment<br>♦ Training and Education |
| 17. Succession planning - Identify and develop talent at all levels within AAHK to meet evolving business needs and support long-term development. | |
| 18. Attracting talent - Strengthen AAHK's ability to attract and recruit the right talent. | ♦ Employment |
| 19. Employee well-being - Enhance AAHK's employee well-being. | ♦ Employment<br>♦ Occupational Health and Safety |