



Swire Pacific Green Guidelines

(Version 2.0)

Table of Contents

Revision History	2
1. Use of these Guidelines	3
2. Indoor Air Temperature and Humidity	4
3. Dress Code	5
4. Lighting	6
5. Office Equipment	7
5.1 General Principles for Buying Green Office Equipment	7
5.2 General Principles for Operating Green Office Equipment	8
5.3 Fax Machines	8
5.4 Photocopiers	9
5.5 Printers	9
5.6 Computers	9
6. Office Waste Management	11
7. Sustainable Foods	12
7.1 Controlled Food Items	12
7.2 Administration Procedure	12
8. Meeting/Conferences	13
9. Paper	16
10. Useful Links	19
Appendix A – Controlled Seafood	20

Revision History

Version	Date	Details of changes
1.0	4 July 2008	Initial version.
2.0	22 Oct 2009	<p><u>Added</u> chapters on “Meetings/Conferences” and “Paper”;</p> <p><u>Deleted</u> chapter “Carbon offsetting for Business Air Travel” (NB: Carbon offsetting for Business Air Travel has become Swire group policy, for details, please refer to “Policies/Guidelines” under “Resource Centre” at GPOBOXONE)</p> <p><u>Deleted</u> appendix B - FAQ On Offsetting Business Air Travel Carbon Emissions</p> <p><u>Deleted</u> appendix C - Persons For Overseeing the Policies Covered By the Green Guidelines. This is now provided as a separate document</p>

1. Use of these Guidelines

These guidelines provide a reference point for companies setting standards in areas which impact the environment. The executive management of each operating company should decide how to best run its own operation after considering these guidelines and its own circumstances. That said, companies in which Swire Pacific has a controlling interest should follow guidelines unless they consider an alternative approach is better. They should also periodically 'self assess' their reasons for not following the guidelines.

Refer to the document at the Resource Centre of GPOBOXONE for the person(s) in each company responsible for overseeing the policies covered by the guidelines. Companies should advise sd@swirepacific.com of any change in these staff.

The Green guidelines cover¹ :

1. Running offices: For example, reducing air-conditioning load by setting indoor temperatures at the highest comfortable level when outside weather is hot and having a dress code which makes this comfortable.
2. Consumption of foods from non-sustainable sources at company functions.
3. Organizing company events, meeting and conferences.

The guidelines are written to assist end-users. They are not intended to provide technical information. Thus they specify temperatures and light intensities rather than types of air-conditioning and lighting system.

The Green guidelines may be extended to cover other areas at a later date. If companies have any questions or comments, they should get in email sd@swirepacific.com .

The guidelines are issued by the John Swire & Sons (HK) Sustainable Development Office. They are available on our intranet GPOBOXONE.COM or from the sd@swirepacific.com .

¹ See the Carbon Offsetting Policy at GPOBOXONE on buying carbon offsets. This has replaced the chapter on this subject in the initial version of the guidelines.

2. Indoor Air Temperature and Humidity

Hot Conditions

- Acceptable air temperature should be no lower than 24°C in hot conditions.
- Relative humidity range 40-70%. Set relative humidity at the point in the range which requires least energy.²
- Install thermometers at strategic locations to ensure that staff are aware of the room temperature.
- Lower blinds or draw curtains to reduce excess heat from direct sunlight provided the benefit is not offset but increasing artificial light.
- Turn off AC units in areas such as meeting rooms when they are not in use, and where the design of the AC system permits.
- Provide fans where the buildings are appropriate.
- Practice regular maintenance and cleaning of dust filters and fan coil units to improve efficiency.
- Dress lightly to minimize the use of AC (see Section 3: Dress Code).

Cold Conditions

- Acceptable air temperature should be no higher than 20°C in cold conditions.³
- Relative humidity range 40-70%. Set relative humidity at the point in the range which requires least energy.
- Install thermometers at strategic locations to ensure that staff are aware of the room temperature.
- Avoid heating unused areas, e.g. storerooms and corridors.
- Keep the doors and windows closed and draught-proof.

² The 40-70% range is recommended by the HK Environmental Protection Department in their Indoor Air Quality objectives. However, depending on local climate, the relative humidity range could be as great as 20-80%. Please consult your local governmental/non-governmental organizations for guidance, and set relative humidity at the point in the range which requires least energy.

³ Heating costs will go up by 8% each time you increase the temperature by just one degree.

3. Dress Code

Office dress should be adapted to allow offices to be run as close to outside ambient temperature as the temperature rules in Section 2 permit. Operations must decide what dress code to adopt given work requirements. Suggestions are as follows:

Location/Situation	Dress Code
Meeting clients	Business Formal
Business meetings	Smart Casual
Support functions	Smart Casual
Normal office hours	Smart Casual

	Women	Men
Business Formal	<ul style="list-style-type: none"> - formal women's trousers, skirts or dress suits e.g. including jackets - tailored shirts, blouses, or camisoles - formal business shoes 	<ul style="list-style-type: none"> - business suits with formal jackets and trousers - long sleeved shirts with collars and ties - formal business shoes
Smart Casual	<ul style="list-style-type: none"> - shirts/sweaters, tailored shirts, blouses or tops with sleeves - tailored trousers - business-style dresses with sleeves - office-style shoes 	<ul style="list-style-type: none"> - long or short-sleeved shirts with collars, e.g. polo shirts - smart full-length solid-coloured trousers - office-style shoes

4. Lighting

Use appropriate light intensities

Location	Illuminance (lux)
Office desks-tops	300-500
Office corridors (on the floor)	100-250
Washrooms	100
Fire-escape staircases	100
Filing, storage rooms	240
General office (including foyers & reception)	320

Also consider reducing the level of ambient lighting while introducing appropriate individual task lighting.

Note that light intensities are a result of the amount of the type of lighting used and the power applied. See www.labour.gov.hk/eng/public/oh/OHB50.pdf for the Hong Kong Government's guide on light intensities and www.emsd.gov.hk/emsd/e_download/pee/lightingcop_2007.pdf for the EMSD's provisions on maximum power consumption.

Turn off lights when not in use

- Practice “daylight harvesting” – make use of natural light and cut down on the number of lamps in areas with ample natural light. (NB: When doing this be careful that the thermal load from sunlight does not offset the saving in energy used for lighting.)
- Install occupancy sensors to turn off lights automatically in low activity public areas e.g. corridors, toilets, etc.
- One option for promoting efficient use of lighting is putting “save energy” stickers near switches.

Use energy efficient bulbs

- Replace all incandescent lamps with fluorescent or LED lights. The EMSD's Energy Label brochure www.emsd.gov.hk/emsd/e_download/pee/energy_label_booklet.pdf explains the energy labeling system for lighting.⁴
- Phase out all fat tubes (T10 or T8 fluorescent lamps) and use thin tubes (T5 fluorescent lamps) and electronic ballasts based on technical assessments.⁵
- Replace conventional “Exit” signs with LED signs.⁶

⁴ HAECO case study: replacing 40 existing fluorescent lamps with T5 fluorescent lamps saves HAECO 19,272 kWh per year, or HK\$15,032 per year. The investment cost was HK\$20,000 with a payback period of approx. 1.3 years.

⁵ For a 1,000m² office, up to HK\$10,000 can be saved each year (EMSD, Energy Saving Tips for Office).

⁶ Approximately 30 kWh per year less than conventional “Exit” signs, with a payback period of 3.6 years (HAECO). Potential saving: up to HK\$220 of electricity per sign each year (EMSD, Energy Saving Tips for Office).

5. Office Equipment

5.1 GENERAL PRINCIPLES FOR BUYING GREEN OFFICE EQUIPMENT

Energy Efficiency

- Select office equipment with energy efficiency labels, and specify the requirement of energy efficiency labels in your procurement policy.
- Selecting equipment with energy efficiency labels helps consumers achieve actual energy savings, promotes public awareness on energy conservation, and encourages manufacturers to introduce energy-efficient products.

Country	Labelling Scheme	Link
Hong Kong	Energy Label	www.emsd.gov.hk/emsd/e_download/pee/energy_label_booklet.pdf
USA/Australia	Energy Star	www.energystar.gov/
EU/UK	Energy Label	www.defra.gov.uk/environment/consumerprod/energylabels/energylabel.pdf

- Check power ratings of the model's power management modes, so that you can select the most energy-efficient, value-for-money model.
- Look for the machines with the lowest time options to move to power management modes.

Material Efficiency

- Ensure that the machine can operate effectively using recycled paper.
- Ensure that the machine can produce double-sided output.
- Ensure that the machine has toner or ink-save modes.

5.2 GENERAL PRINCIPLES FOR OPERATING GREEN OFFICE EQUIPMENT

Energy Efficiency

- Switch off all machines after office hours (suggestion: arrange for the last person out to do this) or make use of timers for switching off machines.⁷
- Do not leave machines in “Standby” mode after office hours.⁸
- Set power management modes to their lowest settings.

Material Efficiency

- Think about whether you really need a hard copy. Whenever practicable, communicate via email instead.
- Use paper with the highest recycled content the manufacturer or supplier recommends for the machine.
- Recycle or refill toner and ink cartridges.
- Use ink and toner save settings.
- Specify double-sided output whenever practicable, and use paper that has already been marked on one side.
- Adjust the margins and font size of documents to optimize paper use.

5.3 FAX MACHINES

When selecting fax machines, follow the General Principles for Buying Green Office Equipment. In addition:

- buy machines that use plain paper instead of thermal paper. If they are laser or LED machines, make sure your warranty covers recycled paper. Otherwise, choose inkjet machines.

When using fax machines:

- divert calls to one or two units after office hours and turn off remaining units;
- use WinFax computer software for receiving faxes and phase out paper faxes.

⁷ Switching off computers after office hours could save up to HK\$600 per computer per year (EMSD, *Energy Saving Tips for the Office*).

⁸ The energy wasted by a photocopier left in “Standby” mode after office hours is enough to make up to 700 copies of A4 paper. Similarly, the energy wasted by desktop printers left in “Standby” overnight accounts for 70% of the total energy consumed by the printer (*ibid*).

5.4 PHOTOCOPIERS

When selecting photocopiers, follow the General Principles for Buying Green Office Equipment.

- Choose a photocopier with an “Energy Save” button in addition to power management features. This allows users to put the machine into a power-saving mode as soon as they finish copying.
- Choose a photocopier with a seven-day clock allows you to program it to turn off when it is not needed at the end of each workday and over the weekends.

When using photocopiers, follow the General Principles for Operating Green Office Equipment. In addition:

- practice “Batch Copying” as it can minimize energy consumption due to less frequent starting;
- consider installing a second paper tray to feed paper that is already marked on one side.

5.5 PRINTERS

When selecting printers, follow the General Principles for Operating Green Office Equipment.

When using printers follow the General Principles for Operating Green Office Equipment. In addition:

- use “Print Preview” to check document layout and style before printing;
- consider installing an extra tray for networked printers, so that you can print drafts and internal documents on paper that is already marked on one side.

5.6 COMPUTERS

When selecting computers, follow the General Principles for Buying Green Office Equipment. In addition:

- consider buying laptops instead of desktops as they are much more energy and material-efficient⁹ (NB: When using a laptop, it is recommended that employees use separate a mouse, keyboard, and stand for better ergonomics.) ;
- if using a desktop, consider buying LCD-type flat screens, as they are more energy and space-efficient than Cathode-ray Tube (CRT) monitors.

When using computers, follow the General Principles for Operating Green Office Equipment. In addition:

- unplug equipment chargers and adapters from socket outlets when not in use;
- reduce the screen brightness level to the lowest comfortable setting;
- turn off the desktop and monitors when not in use.

⁹ The average desktop computer uses 49 watts when fully on; the average monitor uses 60 watts when fully on. Laptops with LCD screens use 15-25 watts when fully on. By selecting an energy-efficient laptop and operating it efficiently, you can reduce computer energy use by 99%, compared with an inefficiently operated desktop that's on constantly (NAEEEC).

Climate Savers Computing Initiative www.climatesaverscomputing.org/

- The Climate Savers Computing Initiative is currently being introduced around the world by a group which includes WWF. It requires power supplies to be at least 80% efficient for most of their load range and puts limits on the energy used by devices when inactive and requires systems to be shipped with power management features enabled. Equipment will be given “Energy Star” ratings to indicate how efficient they are.
- These guidelines will be updated when more information becomes available. Meantime please refer to the Climate Savers guidelines:
 - a) The general Climate Saves Computing Initiative FAQ
www.climatesaverscomputing.org/program/faq.html
 - b) The Climate Savers Computing Initiative white paper
www.climatesaverscomputing.org/docs/20655_Green_Whitepaper_0601307_ry.pdf

6. Office Waste Management

Procurement

- Paper for office machines, printing and general use should be blended with a maximum of recycled paper, low in brightness, chlorine-free, and free of plastic coating, as this prevents recycling.
- Cleaning materials should be eco-friendly.
- Toilet paper should be blended with a maximum of recycled paper.
- Use refillable pens and reusable stationary, such as envelopes, folders, packaging material, boxes, and plastic foam.
- Use rechargeable batteries where possible.
- Subscribe to electronic version of newspapers, magazines or reports when possible.

Use

- Ban the use of paper cups, paper plates and plastic cutlery and use refillable containers and reusable cutlery, dishes, cups, etc.
- Communicate via email as much as possible to minimize paper waste.

Recycling

- Provide adequate recycling bins for aluminum cans, paper, plastic, CDs, and batteries.
- Install proper waste facilities in order to facilitate recycling.

7. Sustainable Foods

7.1 CONTROLLED FOOD ITEMS

Over-fishing is endangering some species (see Appendix A) and are therefore defined as Controlled Food Items and should not be consumed at events or meals which are organized or paid for by the company.

The list in Appendix A will be periodically updated based on the input from independent environmental consultants and appropriate non-profit organizations.

7.2 ADMINISTRATION PROCEDURE

Each company should have its own administration procedure specifying:

- the person responsible for ensuring compliance with this guideline, including explaining to relevant staff the reason for this policy;
- if a staff member does not follow this guideline he must note the reason for non-compliance when claiming expense reimbursement;
- the person who should ensure that no controlled food items are served in the company canteen or cafeteria, and that the requirement of excluding these controlled food items from the recipes is included in new catering contracts.

8. Meetings/Conferences

Companies should minimize the environmental impact of their meetings and conferences through the decisions they make on venue selection, how each meeting is held and post meeting arrangements. This can be done without degrading the attendee experience. Taking care of the environmental issues makes most attendees feel better about participating. Most actions to reduce environmental impact are cost-neutral while some will result in cost savings.

Participants & Organizers/Suppliers Awareness

- Communicate actions taken/required to minimize the environmental impact of the meeting to participants, stakeholders and the media to the extent appropriate.
- Inform suppliers of relevant elements of the guidelines and ask about the steps they take to minimize environmental impact.

Venue/Site Selection

- Hold meetings at a place which suits the event's purpose and minimizes attendees travel to ensure best use of time and resources. Use communication and other technologies where appropriate. When taking air travel, offset emissions and choose airlines that are fuel-efficient.
- Consider cities with mass transit systems and major transportation hubs (i.e. airports, train stations).
- Prefer venues which:
 - ✓ have energy efficient facilities and a publicly declared energy efficiency rating (NB: This is not yet available in many countries);
 - ✓ are within walking distance of accommodation and restaurants, or with shuttle services to minimize car trips if walking is not feasible;
 - ✓ have a strong recycling programme.
- Choose hotels that have:
 - ✓ energy efficient facilities (e.g. low energy light bulbs) and a publicly declared energy efficiency rating or energy-conservation policy;
 - ✓ low-flow bathroom fixtures, bulk toiletry dispensers in bathrooms;
 - ✓ on-site recycling and guests being given the option of re-using their sheets and towels.

Transportation

- Alert attendees to environmentally preferable transportation choices such as mass transit and car-pooling for getting to their destination.
- Provide information about the local public transit system, and/or arrange for shuttles to transport attendees to and from the airport and the event venue.

In the Meeting Room

- Follow the Swire Group Green Guidelines (Section 2) on indoor temperature and humidity control, paper use, and dress code.
- Have a room temperature display which can be read by most participants.
- Choose a projector or whiteboard for presentations rather than Flip Charts unless written record is required.
- Encourage participants to turn the lights, projectors and computers off when not in use.
- In the public exhibition area:
 - ✓ minimize packing materials by using hire-in signs/banners or reusable materials;
 - ✓ decorate booths with cloth or compostable table coverings rather than one-time-use materials;
 - ✓ print signs on cardboard or reusable materials.

Documentations

- Follow the Swire Group Green Guidelines (Section 9) on paper use.
- Reduce the quantity of handouts and registration documents by making information available on-line. Give participants the option of downloading onto electronic media.
- Send out meeting invitations, confirmations and information as well as register participants electronically. Where documentation is distributed after a meeting, do this by email or make it available on an intranet or website.

Food & Beverage

- Get attendees to register for meals in advance to minimize waste.
- Follow the Swire Group Green Guidelines (Section 7) on selection of sustainable foods.
- Request reusable dishes, glasses, napkins and linens for food service. If reusable items are not an option, ask for paper plates and other items made out of compostable materials. If boxed lunches must be used ask for them to be made of compostable materials. Avoid polystyrene foam boxes.
- Use beverages that are manufactured locally and favour food that is seasonal, and locally sourced.

Waste Management

- Provide well-labelled recycle bins at all catered functions, registration, exhibit areas and meeting rooms.
- Where practical:
 - ✓ donate leftover food to local food bank or separate it for pick up by a composting operation or local farm;
 - ✓ donate leftover flowers, decorations and merchandise samples to schools or nonprofit organizations.
- Set up bins to collect and recycle plastic name badges.
- Where appropriate save signs for reuse.

Stationery and Promotional Gifts

- Choose eco-labelled and high recycled-content products where possible, for example:
 - ✓ card name badges and recycled plastic permit holders;
 - ✓ bags and folders in reusable fabric or paper.
- If possible, avoid issuing souvenirs and gifts to minimize waste generation. If they are required, they should be made of materials with minimal impact on the environment and biodiversity.

9. Paper

Companies should minimize the environmental impacts of their purchasing and consumption of paper and paper related products. The environmental impacts from the production and use of paper and paper related products can include:

- destruction of forests and their biodiversity;
- pollution from chemical bleaching and other paper production processes;
- greenhouse gas release in harvesting forests, in production and from waste in landfills.

We can reduce these impacts by:

- minimizing consumption of paper and paper products;
- purchasing from environmentally committed and transparent sources;
- choosing paper and paper products which have lower environmental impact.

Minimizing consumption of paper and paper related products

- Optimize the physical specifications (i.e. weight, size and brightness) of paper used to minimize the environmental impact of meeting functional requirements. For example, changing office printing paper from 100 to 80 gsm reduces paper consumption by 20%.
- Encourage good office practices including double-sided printing, use of recycled paper where appropriate, and collecting reusable paper for recycling.
- Regularly review paper usage to look for ways to reduce consumption. For example, when buying new photocopiers, look for ones that cater for less gsm paper; track the total consumption of paper over time and the percentage which is recycled.
- Design products and packaging to contain less fibre (without switching to non-sustainable alternatives) or allow for more post-consumer recycled content. Monitor progress by measuring the ratio of the weight of packaging material to product weight.

Purchasing from environmentally committed and transparent sources

As buyers of papers and paper products, our purchasing decisions will help influence suppliers to minimize their environmental impacts and report transparently on their operations. We therefore should:

- avoid purchasing paper or paper-related products from uncertified and therefore potentially illegal sources;
- give preference to sources where a responsible use of natural resources can be demonstrated, e.g. produce paper and paper-related products from sustainably-managed forests. Preference should be given to products certified by recognized sustainable forest management standards, such as Forest Stewardship Council (FSC)¹⁰ ;
- give preference to suppliers who:
 1. minimize their release of carbon dioxide related to the products we buy;
 2. minimize their Chemical Oxygen Demand (COD) emissions and waste sent to landfill;
 3. have third-party verified environmental systems such as ISO14001 or EMAS and that practice good environmental reporting.

¹⁰ **The Forestry Stewardship Council (FSC)** (www.fsc.org) is an internationally recognized certification system which best meets key requirements of responsibility, transparency, international consistency and balanced multi-stakeholder governance. This guideline therefore refers to using FSC certified products. There are other certification systems may also be appropriate. FSC certificated labels include:



- 100%: Products only contain material from FSC certified forest that meet the environmental and social standards of FSC.

- Recycled: Post-consumer reclaimed material includes wood and/or wood fibre that has been reclaimed from a product after that product has been used for its intended end-use purpose by individuals or businesses.



- Mixed Sources: Products with a Mixed Sources label support the development of responsible forest management worldwide. The wood comes from FSC certified well managed forests, company controlled sources and/or post-consumer reclaimed material. At least 70% of the material used in the production is FSC-certified and/or recycled. If less than 70% is used, only a proportion equivalent to the FSC-certified and recycled input can be labelled.

Choosing products which have lower environmental impact

- The proportional content of FSC certified and post-consumer recycled fibres in paper varies across regions and over time. To the extent allowed by operational and commercial requirements, we should:
 1. maximize the proportion of FSC-certified fibres and/or post-consumer recycled fibres in all paper purchased;
 2. minimize the extent to which chlorine is used in the production of the paper.
- Promote this sourcing practice in the community by printing the FSC certification and/or percentage of recycled content on the business cards and company publications.
- Test the acceptability to customers of recycled paper.

Further Information

The Swire Supply Chain Sustainability Working Group provides oversight to the sustainable sourcing of paper products and shares information on what products are available. Its membership is available on the Swire Group intranet (<http://gpoboxone.com>).

Group companies are encouraged to refer to WWF's Guide to Buying Paper (www.panda.org/paper/toolbox) which provides further details on the environmental impacts of paper production and action which can be taken to minimize one's environmental footprints.

10. Useful Links

For more information, please refer to:

Electrical and Mechanical Services Department (EMSD), *Green Office Equipment – guide for energy efficiency*
www.emsd.gov.hk/emsd/e_download/pee/emsd_greenoffice_eng.pdf

EMSD, *EMSD Energy Label*
www.emsd.gov.hk/emsd/e_download/pee/energy_label_booklet.pdf

EMSD, *Energyland*
www.energyland.emsd.gov.hk/eng/index.htm

Australian National Appliance and Equipment Energy Efficiency Committee (NAEEEC), *Government Green Office Guidelines*
www.environment.gov.au/settlements/publications/government/purchasing/green-office-guide/pubs/green-office-guide.pdf

Climate Savers Computing Initiative
www.climatesaverscomputing.org/

Appendix A-Controlled Seafood

List of Controlled Food Items and Impact to Environment on Consumption

The question of which seafood is caught sustainably is complex. Two options:

1. If in doubt or short of time do not order items on the list below.
2. If you wish to have a more precise policy, WWF provides a list with 60 seafood species. See: www.wwf.org.hk/images/conservation/seafood/HK-card-fold.pdf or ask your environmental manager for a copy.

The WWF guide provides examples of species, such as Tuna and abalone, which are sustainably fished in some locations (hence OK for consumption) but not in others (hence not OK for consumption). If you follow its advice you must ensure you have good information on the source of the seafood.

Food Item	Sample	Ecological Concern
<i>Shark Fin</i>		Sharks are top predators in the food chain and their reduced numbers are affecting whole ecosystems. Certain species of sharks are listed under the Convention on International Trade in Endangered Species (CITES) restricting on trade.
<i>Abalone</i>		Most dried abalone is collected from the wild, sometimes illegally from no-take zones and during no-take seasons. Only a few aquaculture operations are known to cultivate abalone.
<i>Snake</i>		Over exploitation of wild species. Most snake farms in China catch snakes from the wild and grow them out since captive breeding of snakes is commercially unsuccessful. Some species are listed under CITES restricting on trade.

Food Item	Sample	Ecological Concern
Water Turtle & Land Tortoise		<p>Certain species of turtle/ tortoise are listed under the CITES restricting on trade.</p> <p>Over half of Asian freshwater turtle and tortoise species are endangered.</p> <p>Hard-shelled individuals are particularly endangered since they are mostly wild caught.</p>
Humphead Wrasse		<p><i>Over exploitation</i></p> <p>Use of poisons or explosives in catching which damages the coral reef and surrounding ecological systems.</p>
Sea Cucumber		<p><i>Over exploitation</i></p> <p>Most sea cucumbers are collected from no-take zones and during no-take seasons.</p>
Caviar		<p>Over exploitation of sturgeon and paddlefish which are long lived species and reach sexual maturity late in life.</p> <p>Trade is restricted under CITES.</p>
Tuna		<p>Over-fishing and unmanaged fisheries. There is a huge amount of incidental catch of dolphin, whale, shark, sea-bird and marine turtle associated with tuna fishery activities.</p>

References

Species	References
Shark	CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA: www.cites.org/gallery/species/fish/fishes.html WWFHK: www.wwf.org.hk/eng/pdf/conservation/footprint/seafood/sharkfin-e.pdf
Abalone	WWFHK: www.wwf.org.hk/eng/pdf/references/factsheets/factsheet5.PDF
Snake	CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA: www.cites.org/gallery/species/reptile/reptiles.html
Water Turtle & Land Tortoise	CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA: www.cites.org/gallery/species/reptile/reptiles.html TRAFFIC NETWORK: www.traffic.org/turtles/
Humphead Wrasse	WWFHK: www.wwf.org.hk/eng/conservation/wl_trade/reef_fish/why.html TRAFFIC NETWORK: www.traffic.org/news/press-releases/humphead.html
Sea Cucumber	SECRETARIAT OF THE PACIFIC COMMUNITY: www.spc.int/coastfish/News/BDM/21/BDM21.pdf WWFHK: www.wwf.org.hk/eng/pdf/references/factsheets/factsheet5.PDF
Sturgeon/ Paddlefish	CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA: www.cites.org/gallery/species/fish/fishes.html WWF: www.worldwildlife.org/trade/faqs_caviar.cfm
Tuna	WWF: www.assets.panda.org/downloads/tunafarming2004.pdf WWF: www.panda.org/news_facts/newsroom/news/index.cfm?uNewsID=69440

Please refer to the WWF Seafood Guide for a comprehensive list of more than 60 seafood species.

www.wwf.org.hk/images/conservation/seafood/HK-card-fold.pdf