

	COMPETENCE, TRAINING AND AWARENESS		
	MR-ISP-006	Revision 3.0 (2025/2026)	Issue Date: 10/May/2023
	PREPARED BY: MANAGEMENT REPRESENTATIVE	REVIEWED BY: MANAGER	APPROVED BY: DIRECTOR

ENVIRONMENTAL POLICY

ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018

MR-ISP-013



Prepared By:
Management Representative



Reviewed By:
Manager



Approved By:
Director

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1. Commitment to Environmental Responsibility

Leap Networks Global Ltd acknowledges its environmental responsibilities and is committed to integrating sustainability into all operations. As a telecommunications and ICT services provider, our activities are primarily office-based and project-support driven; however, we recognise our role in reducing carbon emissions, minimising waste, and promoting sustainable resource use. We align our practices with:

- UK Environment Act 2021
- Waste (England and Wales) Regulations 2012
- UK WEEE Regulations 2013
- ISO 14001 Environmental Management principles
- EcoVadis sustainability requirements

Our goal is to achieve measurable, continuous improvement in environmental performance.

2. Key Environmental Focus Areas

We are actively working on the following core areas:

- **Energy Efficiency:** We continuously reduce our operational energy usage by deploying energy-saving technologies and switching to renewable sources where possible.
- **Sustainable Transport:** Two out of our three company vehicles are now fully electric, with the aim to reach a 100% electric fleet by 2026.
- **Waste Management:** We adhere to the Waste (England and Wales) Regulations 2012 and prioritise the waste management hierarchy (prevention, reuse, recycling, recovery, disposal).
- **E-Waste Recycling:** Obsolete telecom equipment is properly dismantled and recycled through authorised vendors.
- **Paper Reduction:** Prioritise digitalisation to reduce reliance on paper.
- **Sustainable Procurement:** We work with suppliers who share our environmental standards and prioritise those with green certifications.
- **Hazardous Materials & Compliance:** In line with telecom industry risks, we ensure responsible handling and disposal of hazardous materials including lead-acid batteries, backup power components, and electronic waste. We also manage any potential use of refrigerants or transformers in accordance with safety standards and commit to compliance with the UK WEEE Regulations for all electrical and electronic equipment disposal.
- **Employee Engagement:** Provide training and awareness to ensure every employee contributes to sustainability goals.

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3. Measurable Environmental Targets (2025-2030)

To translate our commitments into action, we have defined the following measurable objectives:

OBJECTIVE	TARGET	BASELINE YEAR	DEADLINE
Energy Reduction	Convert 100% of company vehicles to electric	2024 baseline (kWh per employee)	By May 2026
Renewable Energy	Source >70% of electricity from renewables	2024 baseline (40%)	By 2030
Fleet Emissions	Convert 100% of company vehicles to electric	2024 baseline (33% electric)	By May 2026
Business Travel	Reduce travel-related CO ₂ emissions by 30%	2024 baseline (1.5 tCO ₂ e)	By 2027
Waste Recycling	Recycle ≥80% of total office waste	2024 baseline (65%)	By 2030
E-Waste Recycling	Recycle 100% of obsolete telecom & IT equipment	Ongoing	Continuous
Paper Reduction	Reduce paper consumption by 30%	2024 baseline (reams purchased)	By 2026
Employee Training	Ensure 100% of employees receive annual environmental training	2024 baseline (90%)	By 2025 & ongoing

4. Implementation & Monitoring

Responsibility for environmental initiatives lies with the Sales and Operations Director, who will:

- **Energy Efficiency:** Smart meters, LED lighting, energy audits.
- **Transport Reduction:** Encourage remote meetings, EV use, carpooling.
- **Waste Management:** Separate waste streams; recycle paper, plastics, e-waste.
- **Paperless Office:** Digital signatures, online storage, default double-sided printing.
- **Supplier ESG Audits:** Require ≥75% Tier-1 suppliers to hold ISO 14001 or equivalent by 2026.
- **Training:** Mandatory induction + refresher courses on energy, waste, and climate awareness.

5. Reporting & Metrics

Leap Networks Global Ltd monitors and reports annually on:

- Energy Consumption (kWh/MWh)
- Total GHG Emissions (tCO₂e, Scope 1+2)
- % Renewable Energy Used
- Total Waste Produced (kg)
- % Waste Recycled
- E-Waste Recycled (%)
- Paper Consumption (kg/reams)
- % Employees Trained on Environmental Awareness

All metrics are recorded in the Environmental KPI Tracker and reviewed by senior management annually.

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6. Review & Continuous Improvement

This policy is reviewed annually and updated based on:

- Results of KPI monitoring.
- Internal and external audits.
- Stakeholder feedback.
- New legal or regulatory requirements.

We apply the Plan-Do-Check-Act (PDCA) cycle to ensure continuous improvement.