

	LABOUR & HUMAN RIGHTS POLICY		
	MR-ISP-005	Revision 3.0 (2025/2026)	Issue Date: 10/May/2023
	PREPARED BY: MANAGEMENT REPRESENTATIVE	REVIEWED BY: MANAGER	APPROVED BY: DIRECTOR

LABOUR & HUMAN RIGHTS 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. Policy Statement & Commitment

Leap Networks Global Ltd is committed to upholding the highest standards of labour and human rights in accordance with UK law, the International Labour Organization (ILO) Core Conventions, the Universal Declaration of Human Rights, and principles established under ISO 26000 (Social Responsibility) and ISO 45001 (Occupational Health & Safety). We strive to provide a workplace that is safe, fair, inclusive, and respectful for all individuals, and extend these expectations across our supply chain and partnerships.

Qualitative Commitment: To embed a culture of respect, fairness, and safety across all business operations and supply chains.

Quantitative Target: Achieve >95% annual compliance with internal labour & HR audits by 2026.

2. Scope & Applicability

This policy applies to:

- All Leap Networks Global Ltd employees, including full-time, part-time, temporary, and contract staff.
- Interns, apprentices, and consultants.
- Suppliers and third-party service providers operating under or on behalf of Leap Networks Global Ltd.

3. Core Labour & Human Rights Principles

A. Health, Safety & Wellbeing

We ensure compliance with the **UK Health and Safety at Work Act 1974** and **ISO 45001**. All employees are entitled to a working environment free from health and safety risks. We identify and mitigate hazards such as:

- Electrical safety
- Elevated/overhead work
- Equipment use
- Driving and transport
- Electromagnetic field safety
- Workplace stress and mental health concerns

We promote both physical and psychological wellbeing through safe systems of work, PPE, training, and mental health support.

Hazards mitigated through risk assessments, PPE, safe systems of work, and mental health support.

Qualitative Commitment: Provide a safe workplace with zero tolerance for avoidable accidents or unsafe practices.

Quantitative Target: Reduce reportable workplace incidents by 20% by 2030 (baseline 2025); deliver 100% annual H&S training completion for all employees.

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B. Fair Wages, Working Hours & Conditions

We strictly follow the **UK Employment Rights Act 1996** and related regulations to ensure:

- Fair wages at or above minimum wage standards
- Transparent payroll and contract practices
- Reasonable working hours and rest breaks
- Overtime paid appropriately, where applicable
- Access to statutory benefits (e.g. sick pay, parental leave)

Qualitative Commitment: Guarantee fair pay and work-life balance for all employees.

Quantitative Target: Maintain 100% compliance with UK wage legislation and target a 10% improvement in employee satisfaction scores on working conditions by 2027.

C. Freedom of Association & Collective Bargaining

All employees have the right to:

- Join or form trade unions
- Engage in collective bargaining without retaliation
- Participate in worker committees
- This commitment is based on **ILO Conventions No. 87 and 98** and enforced without fear of retaliation or discrimination.

Qualitative Commitment: Uphold freedom of association as a fundamental right.

Quantitative Target: Ensure 100% of employees receive clear written communication annually on their right to collective bargaining.

D. Diversity, Equity, Inclusion & Anti-Discrimination

Leap Networks Global enforces a strict policy of non-discrimination and promotes equal opportunities. We do not tolerate discrimination based on:

- Race or ethnicity
- Gender identity or sexual orientation
- Age, disability or health condition
- Religion or belief
- Marital or parental status
- Political opinion or union affiliation
- This is aligned with the **UK Equality Act 2010** and **ILO Convention No. 111**.

Qualitative Commitment: Promote a diverse and inclusive workplace culture where all employees have equal opportunities.

Quantitative Target: Reach 30% representation of women in technical and leadership roles by 2030; ensure 100% of employees receive DEI training annually.

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E. Prevention of Harassment & Abuse

We maintain a **zero-tolerance policy** for harassment, including:

- Physical, verbal, or psychological abuse
- Sexual harassment
- Bullying or intimidation

All complaints are treated seriously and handled with confidentiality and due process.

Qualitative Commitment: Ensure dignity and respect for all employees.

Quantitative Target: Provide annual anti-harassment training to 100% of employees and achieve zero substantiated harassment cases annually.

F. Prohibition of Child Labour, Forced Labour & Modern Slavery

We strictly prohibit:

- All forms of forced or bonded labour
- Child labour, in line with ILO Conventions No. 138 & 182
- Human trafficking or exploitation of vulnerable individuals
- Zero tolerance for trafficking, child labour, or forced labour.

We comply with the **UK Modern Slavery Act 2015** and take steps to prevent risks within our supply chain.

Qualitative Commitment: Eliminate exploitation risks in all operations and supply chains.

Quantitative Target: Conduct 100% of supplier due diligence checks annually, with a goal of zero supply chain violations identified.

G. Equal Opportunity & Access to Training

We promote skill development, fair recruitment, and access to training for all staff – including technical training, leadership development, and career growth in emerging technologies. Our approach aligns with **ISO 26000** and ILO principles for lifelong learning.

Qualitative Commitment: Provide every employee with the opportunity to develop professionally.

Quantitative Target: Increase average annual training hours per employee by 15% by 2028 (baseline 2025); ensure 100% of employees receive annual performance reviews.

4. Implementation Measures & Responsibilities

- The **Sales and Operations Director** is responsible for ensuring implementation, oversight, and enforcement of this policy.
- Departmental managers are required to communicate, uphold, and support policy principles within their teams.
- Training is provided at onboarding and annually thereafter.

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5. Grievance Mechanism & Whistleblowing

Leap Networks Global maintains a confidential reporting process that allows all employees to:

- Report misconduct or violations without fear of retaliation
- Access internal grievance channels or escalate to HR or designated ethics officer
- Submit concerns anonymously via secure email or hotline (if available)
- Whistleblowing is governed by best practices and aligned with **ISO 37002** and UK law.

6. Monitoring, Review & Continuous Improvement

This policy is reviewed annually, or more frequently if:

- Regulatory changes occur
- Significant incidents are reported
- Gaps or risks are identified via internal audit or feedback

We follow the **Plan-Do-Check-Act (PDCA)** framework, supported by KPIs and metrics, to ensure continual improvement and alignment with evolving legal and stakeholder expectations.