

SUSTAINABILITY MANAGEMENT PROCEDURE (PDCA)

Leap Networks Global Ltd

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Approved by: Syed Ather Zaidi, Sales & Operations Director

Sustainability Management Procedure (PDCA)

Leap Networks Global Ltd

Effective: May 2025

Review Date: May 2026

Approved by: Syed Ather Zaidi, Sales & Operations Director

Purpose:

To establish a continual improvement framework for managing and enhancing sustainability performance across the organization using the Plan-Do-Check-Act (PDCA) cycle.

Scope:

This procedure applies to all business units, processes, and activities that impact environmental, social, and economic sustainability.

Procedure:

1. Plan

- Identify sustainability objectives aligned with corporate strategy and relevant regulations.
- Assess risks and opportunities related to sustainability aspects.
- Develop targets and action plans to achieve sustainability goals.

2. Do

- Implement sustainability initiatives, policies, and controls as per the action plans.
- Allocate resources and responsibilities for executing sustainability activities.
- Provide training and communication to employees and stakeholders.

3. Check

- Monitor and measure sustainability performance using key performance indicators (KPIs).
- Conduct internal audits and compliance checks.
- Review progress against targets and report findings to management.

4. Act

- Analyse audit and monitoring results to identify non-conformities and improvement areas.
- Implement corrective and preventive actions.
- Update policies, procedures, and objectives to reflect lessons learned and evolving requirements.

Roles and Responsibilities:

- **Sustainability Manager:** Oversees procedure implementation, reporting, and continuous improvement.
- **Department Heads:** Ensure local compliance and resource allocation.
- **Employees:** Follow sustainability practices and participate in improvement initiatives.

Review:

This procedure will be reviewed annually or when significant changes occur.



Signed:

Syed Ather Zaidi

Position: Sales & Operations Director

Date: May 2025