

	WASTE MANAGEMENT PROCEDURE		
	MR-ISP-015	Revision 1.2	Issue Date: 10/May/2023
	PREPARED BY: MANAGEMENT REPRESENTATIVE	REVIEWED BY: MANAGER	APPROVED BY: DIRECTOR

WASTE MANAGEMENT PROCEDURE

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

MR-ISP-015



Prepared By:
Management Representative



Reviewed By:
Director



Approved By:
C.E.O

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MAY 2023

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TABLE 1: CHANGE RECORD

Revision	Date	Section Changed	Summary of Changes	Authorized By
1.0	10/May/2023	All	First Issue	Director

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1.0 PURPOSE

The purpose of this procedure is to ensure that all waste generated by Leap Networks Global Ltd is managed responsibly, in compliance with the **UK Environmental Protection Act 1990, Waste (England and Wales) Regulations 2011**, and relevant ISO standards (**ISO 9001, 14001, and 45001**). This procedure establishes a framework for reducing waste, promoting recycling, and contributing to the company's sustainability goals.

2.0 SCOPE

2.1 This procedure relates to the production, handling, keeping, safe storage, transport, collection and disposal of all waste generated on the Organisation's workplace.

2.2 Waste Types Covered Include:

- Infectious clinical waste
- Hazardous medicinal waste and Cytotoxic substances / Contaminated materials
- Non-hazardous medicinal waste
- Paper
- Cardboard / packaging / wood
- Domestic waste
- Toner cartridges
- Other office waste
- Chemical waste
- Genetically modified organism waste
- Hazardous waste electrical and electronic equipment
 - o Refrigeration & A/C plant
 - o Rechargeable batteries
 - o Lamps & fluorescent tubes
 - o TVs / monitors
- Waste from maintenance activities
- Builders waste rubble
- Waste oils and misc. engineering fluids
- Mercury
- Catering waste
- Confidential waste
- Redundant IT equipment
- Metals
- Radioactive waste
- Scrap furniture, machinery and equipment (non-electrical)
- Non-hazardous waste electrical and electronic equipment
 - o Mains appliances
 - o Battery appliances

The above list is not exhaustive but covers the main types produced, handled and disposed of within the Organisation.

2.3 The Duty of Care covers the:

- Import
- Carriage
- Storage
- Treatment
- Disposal

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3.0 DEFINITIONS

3.1 Waste is defined as:

Any substance or object which the holder discards or intends to, or is required to discard, or any substance or object included in the list below;

- Production or consumption residues not otherwise specified below. Off-specification products.
- Products whose date for appropriate use has expired.
- Material spilled, lost or having undergone other mishap, including any materials, equipment etc. contaminated as a result of the mishap.
- Materials contaminated or soiled as a result of planned actions (e.g. residues from cleaning operations, packaging materials, containers etc.).
- Unusable parts (e.g. reject batteries, exhausted filters etc.).
- Substances which no longer perform satisfactorily (e.g. contaminated acids, contaminated solvents etc.).
- Residues from pollution abatement processes (e.g. spent filters etc.).
- Machining or finishing residues (e.g. lathe turnings, mill scales, wood dust/shavings etc.)
Adulterated materials (e.g. oils contaminated with PCBs etc.).
- Any materials, substances or products whose use has been banned by law.
- Products for which the holder has no further use (e.g. agricultural, household, office, commercial and other shop discards etc.).
- Contaminated materials, substances or products resulting from remedial action with respect to land.

3.2 Controlled waste - clinical, household, industrial and commercial wastes.

3.3 Household wastes - wastes from a domestic property, caravan, residential home, educational establishment, hospital or nursing home.

3.4 Industrial waste - waste from factory or any premises used for or in connection with the provision of public transport, the public supply of gas, water, sewerage or electricity services, the provision to the public of postal or telecommunications services.

3.5 Commercial waste - waste from premises used for trade or business, i.e. the Organisation, or for the purposes of sport, recreation or entertainment.

3.6 Clinical waste - waste from human or animal tissue, blood, excretion, body fluids, pharmaceutical products, swabs, dressings, syringes, needles, sharps, or any other waste that may cause the infections of persons coming into contact with.

3.7 Difficult waste - waste which is difficult to handle (hazardous under normal operating conditions which are physically difficult to handle i.e. liquids or wet sludge).

3.8 Hazardous waste - The regulatory requirements for transporting hazardous wastes from a producing site are outlined in the Hazardous Waste Regulations. Regulatory guidance on the Interpretation of the definition and classification of hazardous waste can be found from the Environment Agency.

Hazardous waste produced by the Organisation may include:

- Infectious clinical waste
- Waste chemicals
- Certain waste medicines and cytotoxic substances
- infected sharps and sharps contaminated with medicines
- Batteries (e.g. lead acid batteries or significant volumes of batteries containing mercury or

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cadmium)

- Lamps, fluorescent tubes containing mercury (in significant quantities)
- Refrigerants (such as CFCs, HCFCs)

3.9 A medicinal product.

3.10 Extraneous articles - articles placed in a waste container not covered by the description of waste cited on the waste transfer note.

3.11 Hazardous Waste Consignment Note and Controlled Waste Transfer Note - The regulations require that all producers, transporters and receivers of waste must complete, sign and keep a transfer note that contains an accurate description of the waste to enable the contractor to handle the waste correctly and lawfully. There is an additional regulatory requirement to keep a copy of the description of the waste that is transferred for a period of 3 years.

3.12 E-Waste: Discarded IT or telecoms equipment, including hardware and cabling.

3.13 Duty of Care: The legal responsibility to ensure waste is stored, transported, and disposed of safely and legally.

4.0 RESPONSIBILITIES

4.1 **CEO (Ultimate Responsibility):** Ensures overall compliance with waste legislation and approves waste reduction targets.

4.2 **HSE & Facilities Manager:** Implements this procedure, manages contractors, maintains waste records, and ensures compliance across all operations.

4.3 **Department Managers:** Ensure segregation, minimisation, and reporting of waste in their areas.

4.4 **Employees:** Follow waste segregation rules, reduce waste generation, and participate in training programmes.

4.5 **Contractors & Suppliers:** Must comply with Leap Networks Global Ltd waste management requirements and provide evidence of proper disposal.

5.0 PROCEDURES

5.1 Waste Production

- 5.1.1 Waste produced by routine office activities shall be minimised through re-use and recycling wherever practicable.
- 5.1.2 Waste produced from plant and equipment shall be minimised through its efficient operation and maintenance in accordance with manufacturers' instructions.
- 5.1.3 Waste from refurbishment and other construction activities will be minimised by appropriate design specifications.
- 5.1.4 The volume of waste produced on sites shall be monitored through visual inspection of the content of waste containers and recording of waste quantity produced by type of waste.
- 5.1.5 Activities likely to produce additional or non-routine waste will be pre-notified to the Manager Concerned, giving as much notice as possible.

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5.2 Waste Handling and Storage

- 5.2.1 Items classified as waste will be handled with a duty of care in accordance with legislative requirements.
- 5.2.2 Waste produced through the routine management of outside areas shall be minimised through the prevention of litter accumulation, and through on-site composting of ground waste, wherever practicable.
- 5.2.3 Wherever practicable, waste should be compacted before placing in a storage container for off-site disposal/recycling.
- 5.2.4 All waste will be stored in a safe and secure manner pending collection by third party contractors for recovery, recycling or disposal.
- 5.2.5 All waste will be stored in a manner that prevents its escape.
- 5.2.6 Liquid waste shall be stored in containers appropriate for the properties of the waste. Such containers will be stored in a suitably bounded area.
- 5.2.7 Waste produced by contractors will be stored in designated areas and in dedicated sealed containers as provided by the contractor, unless otherwise agreed by the respective Manager. Contractors will demonstrate a duty of care over any waste produced by them on the site.
- 5.2.8 Redundant IT equipment shall be appropriately labelled and stored securely pending disposal and arrangements for its collection must be directed towards the Procurement Department.
- 5.2.9 At locations where provision is made for the segregation of waste for recycling the containers will be clearly and appropriately labelled.

5.3 Transportation, Disposal and Collection

- 5.3.1 Waste produced on site by the Organisation, will only be transported off site by a registered waste carrier. A copy of the waste carrier's valid registration certificate must be obtained. Historical records of waste transfer should be retained for three years.
- 5.3.2 Copies of valid waste management licenses for the final destination of all waste shall be maintained on sites and records retained for three years.
- 5.3.3 Controlled waste will be segregated at source, into waste requiring disposal and those for which recycling has been arranged. An estimate of the weekly volume of waste for off-site disposal/recycling will be recorded. The estimate will be based on a visual examination of the quantity of waste in waste storage containers prior to their removal off-site.
- 5.3.4 Containers will be inspected for extraneous articles within at least 24 hours before collection, where possible and practical. Extraneous articles will only be removed where it has been identified that it is safe to do so.
- 5.3.5 All waste transferred off-site will be accompanied by a waste transfer note, completed and containing information in accordance with the relevant regulatory requirements and codes of practice. For regular collections from the same source, a 'season ticket' may be used to cover all such transfers during a period not exceeding 12 months. Copies of waste transfer notes will be available at all times and retained for three years.

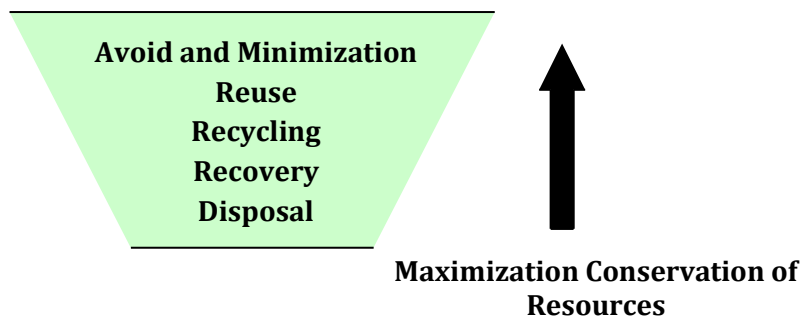
5.4 Audit trail

An Audit Trail of waste production, storage and disposal will be completed on a periodic basis to establish regulatory compliance in line with the Duty of Care requirements.

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5.5 Waste hierarchy

As far as is reasonably practicable, waste management and waste minimization will be practiced through the following waste hierarchy approach:



5.6 Objectives & Targets (2025-2030)

- 5.6.1 Reduce total office waste generation by 15% by 2026 (baseline: 2024).
- 5.6.2 Achieve ≥80% recycling rate by 2030.
- 5.6.3 Maintain 100% e-waste recycling annually.
- 5.6.4 Ensure 100% of employees complete annual waste management & environmental training.

5.7 Training & Awareness

- 5.7.1 All employees will receive mandatory induction and annual refresher training on waste segregation, recycling practices, and hazardous waste handling.
- 5.7.2 Tool-box talks will be conducted quarterly to reinforce awareness.
- 5.7.3 Contractors will be briefed on Leap Networks' waste management expectations before project mobilisation.

5.8 Reporting & Monitoring

- 5.8.1 The HSE & Facilities Manager will maintain a Waste KPI Tracker including:
 - Total waste produced (kg)
 - % recycled
 - E-waste recycled (%)
 - Training completion rates (%)
- 5.8.2 Performance will be reported quarterly to senior management and annually in the Sustainability Report/ESG KPI Dashboard.

5.9 Review & Continuous Improvement

- 5.9.1 This procedure will be reviewed annually or sooner if significant changes occur in legislation or business activities requirements.
- 5.9.2 Improvements will follow the Plan-Do-Check-Act (PDCA) cycle, ensuring waste reduction aligns with the company's environmental strategy.

Signed:

Asif Imam

Chief Executive Officer

Leap Networks Global Ltd

Date: May 2025

