



TOP GLOVE CORPORATION BERHAD
(474423-X)

Employee Code of Conduct

Adopted by the Company on 25th August 2014

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TOP GLOVE CORPORATION BERHAD

EMPLOYEE CODE OF CONDUCT

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INTRODUCTION

Top Glove Corporation Berhad (“the Company”) has adopted the following Employee Code of Conduct (“Code”) for employees to reflect the underlying values and commitment and dedication, diligence and professionalism contributing towards the social and environmental growth of the surroundings in which Top Glove operates.

The Company’s professionalism, honesty and integrity must at all times be upheld in the Company’s business dealings with:

- a) customers,
- b) vendors,
- c) suppliers and contractors,
- d) government and regulators
- e) investors
- f) the business community as a whole and
- g) in the relationship of its own employee.

It is the responsibility of every employee to act accordance with the policies detailed in the Code and any updates or amendments which may be issued from time to time by the Company.

The Company reserves the right to amend, delete or augment any provision in in this code as and when it deems necessary.

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1. DEFINITION

The following definitions shall apply unless otherwise expressly stated in the Code:

Company	Top Glove Corporation and its subsidiaries
Confidential Information	Any information pertaining to the Company, its business or any other matter which: (a) The Company reasonably believes that release of the information will be injurious to it or advantageous to its trade rivals. (b) The Company reasonably believes that the information is not already made public; and (c) The above two (2) criteria are to be judged in the light of usage and practice in the industry in question.
Employee	A person under the employment of the Company including permanent, contract, and temporary employment. Where an employee is employed under a contract, the terms and conditions of his contract shall apply where they differ from the policies in this Code.
HRD	Human Resource Department of the Company.
Prohibited Substances	Alcoholic beverages, controlled substances and dangerous drugs except for those made available to an employee under a doctor's prescription.
Relatives	Parents, brothers, sisters, grandparents, parents-in-law of the relevant employee.
Spouse	An employee's legal wife or husband
TGERP	Top Glove Enterprise Resource Planning
Managers	Managers include the line managers, team leaders, group head of department (GHOD), head of factories (HOF) and persons having managerial responsibility.
TGPAC	Top Glove Anti-Corruption Committee
Management	Management team consist of Chairman, Managing Director and Executive Director of the Company.

All reference of the masculine gender shall include the feminine gender unless otherwise expressly stated. All words importing the singular number shall include the plural number and vice versa.

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2. PURPOSE

This Code is formulated with the intentions of achieving following aims:

- 2.1. To encourage high standards of honesty and integrity expected of employees.
- 2.2. To ensure that the Company business interaction should not in any circumstances, tainted by malpractices.
- 2.3. To provide guidelines for the manner employees should conduct themselves at work place, while performing their daily duties.

3. RESPONSIBILITY AND ACCOUNTABILITY

3.1. Employees

All employees are to comply with this Code and unawareness of the existence of this Code will not be accepted as an excuse for its breach.

3.2. Managers

Managers have added responsibility to set good example and to lead the employees under their supervision in the application of the Code in their daily business conduct. They are also responsible for promoting open and honest two-way communication to facilitate discussion where the application of this Code is unclear.

4. EMPLOYEE CONDUCT

4.1. Workplace Environment

- a) Employees shall strive to maintain healthy, safe and productive work environment by adhering to the highest standard of professional conduct. They should in all respect and at all time, conduct themselves with honesty, propriety and must not in any circumstances, commit any act that would bring damage to the Company, its property, reputation or general interest.
- b) Employees are expected to have respect and tolerance for culture and religion and maintain a work environment that is free from discrimination or harassment based on gender, political opinion, marital status, age, disability or other factors that are unrelated to the Company's legitimate business interests.
- c) Employees shall avoid any conduct in the workplace that creates, encourages or permits and offensive, intimidating or inappropriate work environment including, but not limited to:
 - i. Threats or comments that contain discriminatory or harassment elements.
 - ii. Unwelcome sexual advances.
 - iii. Violent behaviour or actions.
 - iv. Misuse or abusive of positions of authority.
 - v. Inappropriate dressing in violation of the dress code policy of the Company.

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4.2. Employment

- a) Employees employed in the Company shall meet the legal working age required under Malaysian employment law. The Company does not support child labour.
- b) The Company is opposed to forced or compulsory labour. It ensures that its employees enter into employment of their own free will. Employee competition restrictions are only applied to employees to protect genuine business needs.

4.3. Working Attitude

Employees are expected to be adaptive and optimistic with continued energy and confident to me global challenge.

- a) **Attendance /Punctuality**
Employees are required to adhere to the stipulated working hours of the Company and to be punctual.
 - i. If an employee is unable to commence work on time on any particular day, he must inform his immediate supervisor by telephone at the earliest available opportunity and in any event no later than 12 p.m. on that day.
 - ii. Late attendance by an employee will be recorded in the respective employees attendance record maintained by HRD.
 - iii. An employee who is an unable to work because of illness should submit his original medical certificate to his respective HOD on the day he returns to work.
 - iv. An employee who would like to go on annual leave, he is required to apply annual leave via TGERP or using a prescribed form three (3) days in advance. It is the responsibility of the employee to ensure that leave application is approved prior going on leave.
 - v. An employee must not, without good reason, be continuously absent from work for more than two (2) consecutive working days without having obtained prior approval for leave from his relevant superior. If the employee was not able to obtain such prior approval, he must inform his superior or the HRD of the reason for such absence at the earliest opportunity during such absence.

4.4. Smoking Policy and Restriction

- a) **Factory and Office Premises**
Smoking is strictly prohibited in all areas at all times.
- b) **Vehicle**
Smoking is strictly prohibited in Company vehicles.
- c) **Company Houses and Hostels**
Smoking is strictly prohibited in Company houses and hostels.

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d) Non-Compliance

- i. Employees who are found smoking in contravention of this policy will be subject to disciplinary action in accordance with the Company's disciplinary procedure.
- ii. A breach of this policy will be treated as a gross misconduct, liable to summary dismissal without show cause or Domestic Inquiry, where the same employee has been given three (3) written warning throughout his employment relating to the same/similar case.
- iii. Where smoking constitute an immediate safety hazard/fire threat and combustible sites/facilities such behaviour will also be treated as gross misconduct and could render the employee liable to summary dismissal without notice.

4.5. Alcohol and Drug Abuse

Prohibited substances may not be brought, kept, consumed, sold, purchased or dealt with in any way on the Company's premises.

- a. Employees shall not report for work or carry out their duties in the course of their employment under the influence of alcohol or drugs.
- b. If an employee is taking medication which renders him unable to carry out his duties in a manner that will jeopardise the safety of himself and/or the other employees, he must inform his relevant HOD or the HR Manager accordingly.
- c. The Company may from time to time at its sole discretion require employees to be randomly test for the consumption of alcohol and illegal substances. Refusal by the employee to undergo such a test may warrant appropriate disciplinary action to be taken by the Company as it deems fit.
- d. The HRD shall be responsible for determining the details of such misconduct or problem and the appropriate action to be taken against the said employee, which may include, without limitation, reprimand, suspension or dismissal. The HRD may, if it considers appropriate in the circumstances, submit a report of such misconduct to the management together with its recommendation of the appropriate disciplinary action to be taken against the said employee.

5. CODE OF ETHICS

5.1. Commitment

- a) All employees shall, in the course of their employment with the Company and in carrying out their duties and responsibilities in respect thereof, diligently and to the best of their ability perform such responsibilities and responsibilities as may from time to time be assigned or designated to them. In line with that, employees are not allowed to borrow or to lend money from/to other employees or outside organizations.
- b) All employees are expected at all times to promote and advance the interests of the Company and shall not do anything to bring disrepute to the Company.

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- c) All employees shall obey, comply with and observe rules, regulations, procedures, practices, orders, directives and policies of the Company, whether expressed or implied in law or by custom and practice.

5.2. Confidentiality

- a) No employees are permitted whether during or after termination of their employment with the Company, to discuss or divulge confidential information pertaining to the company's businesses and its customers' details directly and indirectly to anybody, especially to competitors.
- b) Employees should not discuss whether among themselves or with others, within the workplace or outside the Company's premises, confidential information regarding the Company, its business partners, its customers or clients, its employees or any other confidential information except in the course of carrying out the Company's business.
- c) It is the Company's policy that any information pertaining to the Company in any way whatsoever and which is not generally available to the public shall be treated with the utmost confidence. Such information must not be shared or used by any employee whether directly or indirectly to influence an investment decision in connection with the purchase or sale of securities.
- d) The first obligation of any employee who receives a subpoena or other request seeking the disclosure of confidential information pertaining to the Company is to contact his immediate supervisor or HR Manager for guidance.

5.3. Publication using the Social Media

All employees are strictly prohibited from publishing or writing messages or material that intended to harm the reputation of the Company or and its Management on social media including but not limited to blogs, Facebook, LinkedIn, MySpace, Twitter; photo sharing sites such as Flickr, Instagram; and video sharing sites such YouTube.

5.4. Press Release and Public Statements

- a) An employee should inform his immediate supervisor if a member of the media approaches him for any information, statement or opinion concerning the Company. The immediate supervisor shall provide guidance to the employee on the appropriate response to the media's request.
- b) An employee shall not make any public statement on the policies or decisions of the Company whether orally or in writing or in any form whatsoever nor shall he circulate or cause to be circulated any such statement.

5.5. Public Appearance as a Guest Speaker or Panel Member

Any employee who has been invited to appear as a guest speaker in a public forum must, if he intends to make such appearance, submit the details and/or the topic(s) of his proposed speech to his immediate supervisor. The immediate supervisor shall in turn submit the same to the management for their consideration. An employee may only make such appearance if prior approval has been obtained.

5.6. Publications

Employees are not permitted to publish or distribute in any written or printed form, articles, books, periodicals, leaflets, brochures etc containing information relating to the Company without prior written approval of the Company.

5.7. Company Resources and Assets

- a) Employees are provided with a variety of resources and access to assets of the Company, regardless of the condition of value, assets belonging to the Company shall not be misused, taken, sold, lent, given away or otherwise disposed of, or used for personal purposes to the extent that it would affect the interest of the Company.
- b) The types of asset shall be protected and the responsibilities of employees are:
 - i. Physical Assets such as equipment, systems, facilities, supplies, etc shall be used only for conducting the Company's business or for purposes authorized by management. They shall not be used for employees' personal activities.
 - ii. Information and Communication Systems including connections to the internet shall be used for conducting the Company's business or for other incidental purposes authorized by the management of the Company. It is inappropriate to use them in a manner that interferes with employees' productivity.
 - iii. Proprietary Information where all information (whether in written or oral form and whether on paper or electronic form) relating to technical, product and services, financial data and projections, marketing strategies and business plans, organizational and personnel information, decisions by the Company's board of directors, trade secrets, pricing guidelines, methodology or prices of products and services, profit sharing arrangements, customer information, databases, records and any non-published financial or other data that is not public information or if known

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will have an adverse effect on the Company. Such information is the result of the innovation, ideas and hard work of employees and of substantial investments in planning, research and development. It is critical that employees treat such information as confidential in accordance with the requirements of Legal policy and take all necessary safeguards to protect this information. The Company's ownership of such proprietary information shall continue even after the employee leaves the Company.

- iv. Intellectual Property Rights where all ideas, inventions or copyright produced by employees as a result of the work performed for or on behalf of the Company in the course of employment, whether that product is protectable or otherwise. Employees shall understand their responsibility to protect the Company's intellectual property and seek advice from the Legal Department when in doubt of their obligation in this regard. The Company's ownership of such intellectual property shall continue even after the employee leaves the Company.
- c) Employees shall be personally responsible for protecting the Company's assets entrusted to them. Employees shall take all necessary steps to prevent theft, loss, damage to or misuse of assets belonging to the Company, the occurrence of which shall be reported immediately to the immediate superior.
- d) Employees are not allowed to use the Company's assets including equipment, resources and proprietary information for any outside work. Additionally, employees are not permitted to perform non-Company related work or solicit such business on the Company's premises or while working on the Company's time.
- e) Employees shall return all the Company's assets entrusted to them upon cessation of their employment including documents which contain the Company's proprietary information. Additionally, they may not disclose or use the Company's proprietary or confidential information.

5.8. Data Integrity and Data Retention

- a) Employees shall record and report all information accurately and with integrity.
- b) Records shall be managed securely in line with their importance and in compliance with legal, tax, regulatory, accounting and other business retention requirements as required by the laws in the Country and also in accordance with the requirements of the Legal policy.

5.9. Insubordination and Inefficiency

An employee shall not commit any act of willful refusal, insubordination or disobedience of any lawful and reasonable instruction of his supervisor/ manager including refusal to perform work assign, being inefficient and deliberately slowing down of work causing the quality and/or the quantity of work to be adversely affected.

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6. CONFLICT OF INTEREST

6.1. Competing against Top Glove Group of Companies

- a) Employees shall not engage in activities that have conflict with the business interests, even in their own time, including commercially marketing products or services in competition with the current or potential offerings of the Company.
- b) Employees are not allowed to provide any form of assistance to organizations that market products or services in competition with the Company regardless if they receive any direct or indirect remuneration of any kind for the assistance provided.
- c) Accordingly, employees shall not work for the competing organization in any capacity as an employee, consultant or as a member of its board of directors within the first 2 years from his resignation date. In the event this clause is breached, an employee have to pay the company the sum of five (5) times my basic salary as agreed liquidated damages and not as a penalty. Both parties agree that this does not limit the company from taking other courses of action against me, including but not limited to injunctions and other damages.
- d) An employee is not allowed to participate in or influence the purchase of goods and services from any company or person in which or through which that employee has or will obtain a direct or indirect interest or benefit.

6.2. Non Business Activity

Employees are not permitted to engage in personal activities including public service or political activities which conflict with the Company's business interest.

7. BUSINESS CODE

7.1. Bribes and Corruption

- a) Employees shall not offer, give, solicit or accept bribes in order to achieve business or personal advantages for themselves or others or engage in any transaction that can be construed as having contravened the anti-corruption laws.
- b) Employees shall be cognisant of the fact that bribes may be in any form, monetary or otherwise including but are not limited to unauthorized remuneration such as referral fee, commission or other similar compensation, material goods, services, gifts, business amenities, premiums or discounts of an inappropriate value or of an unreasonable level or that are not generally offered to others or that are prohibited by law or may reasonably be viewed as having crossed the boundaries of ethical and lawful business practice.

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- c) Prior to giving or accepting any business amenity or other gifts (in whatever form or value), employees shall assess the appropriateness of their actions by assessing if the action could influence or could reasonably give the appearance of influencing the business relationship of the Company with that organization or individual or any business decision arising out of that business relationship.

7.2. Gifts and Favours

- a) It is the policy of the Company that no employee or any member of his immediate family will accept any form of gifts or favours from contractors, suppliers, clients/customers, or any other party having business dealings with the Company.
- b) Employees shall report all gifts received to their respective GHOD or immediate superior and handover such gifts to the TGPAC committee.
- c) All employees shall, if in doubt as to the nature or purpose of the gift or favour consult the TGPAC committee who shall decide, either in consultation with or through his own accord, the course of action in respect of such gifts or favour.
- d) Employees shall also be bound by the Guideline for Receiving & Offering Gifts, Hospitality & Entertainment provided as part of this Code [refer appendix 1].
- e) Any employee found to have received gifts or favours in contravention to the above provisions shall be subjected to disciplinary action.

7.3. Entertainment

- a) Employees shall not accept any gratuitous entertainment from any of the Company's clients, customers, suppliers, contractors or any part with whom the Company has business dealings with unless such entertainment is or is able to be reciprocated by the employee:
 - i. In his personal capacity; or
 - ii. By obtaining reimbursement from the Company as part of the Company's business entertainment expense.
- b) Employees shall also be bound by the Guideline for Receiving & Offering Gifts, Hospitality & Entertainment provided as part of this Code [refer appendix 1].

7.4. Personal Solicitation

- a) The company discourages any solicitation by staff members during working hours as such solicitations normally disrupt business activity and work routines.
- b) Employees are not permitted to sell, distribute or act as agent for the sale or distribution of any type of food or merchandise in the office premises whether during or outside office hours.

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7.5. Relative of Employees

- a) Employees shall disclose to the Company if any relative provides any form of goods or services direct or indirect to the Company, or is a competitor, vendor, business partner, contractor or consultant to the Company. Employees shall avoid or abstain from participating in or making decisions on any deal involving employee's relative.
- b) If employee's relative is a competitor or supplier of the Company or is employed by one, employees are expected to exercise extra caution in their communication and conduct to ensure the security and confidentiality of information important to the Company and to avoid and/or create a conflict of interest situation.

7.6. Marriage and Transfer

In the event of a marriage between employees of the Company within the same department, one partner to the marriage may be relocated to another department.

8. DISCIPLINARY ACTION

Any employee who commits misconduct or a breach of rules established by the Company, shall be subject to disciplinary action.

i. Misconduct

Misconduct in employment can be broadly dealt with under three (3) headings namely:

- a. Misconduct relating to duty such as carelessness, fraud, misappropriation, insubordination etc;
- b. Misconduct relating to discipline such as fighting, assault, quarrel, gambling, damage to Company property, drug abuse etc; and
- c. Misconduct relating to morality such as committing an indecent act, sexual advancement, pornography, keeping or distributing indecent or pornographic literature at the workplace, etc.

Appendix 2 provides a list of some common acts of misconduct.

ii. Inquires

- a. A panel appointed at the discretion of the Company shall conduct all inquires. The inquiry panel shall not include a member(s) whose presence may affect the impartiality of the panel in its conduct of the proceedings and its recommendations.
- b. The proceedings of an inquiry shall be duly recorded by the panel for submission to the HR Manager or to the appropriate higher authority for decision.
- c. The Company may suspend an employee on half day for a period of not exceeding two (2) weeks pending an inquiry.

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iii. Action by the Company

- a. All disciplinary actions taken by the Company shall comply with the Company's established procedures and current legislation. Where there is any conflict between the two, current legislation shall prevail.
- b. Head of Departments may issue written warnings on the advice of the HRD. All written warnings shall be recorded in the employee personal file. In the event where three (3) warning letters for a similar offence have been issued within a period of twelve (12) months, the employee shall be subject to an inquiry to determine further disciplinary action.
- c. Depending on the gravity of the offence committed and after due inquiry, the employee may be subject to any of the following punishments:
 - Dismissal without notice
 - Downgrading
 - Suspension without pay up to a maximum of two (2) weeks
 - Stoppage/ Withholding of increment
 - Withholding of bonus
 - Withholding of promotion
 - Reduction of salary
 - Written warning

iv. Summary Dismissal

The Company reserves the right to dismiss an employee after due inquiry for misconduct including but not limited to dishonesty, insubordination, gross neglect of duty, bankruptcy and criminal conviction, within reasonable time after the misconduct in question without notice, salary or other forms of compensation.

This right is in addition to and does not prejudice its other rights under law.

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v. Right of Appeal

An employee who has been imposed a disciplinary action shall have the right to appeal in writing within thirty (30) days of the announcement of the decision to Managing Director and Chairman.

vi. Grievance Procedure

- a. Employee should, whenever possible try to resolve disputes and minor problems amicably and informally between themselves or together with their immediate supervisors.
- b. If such informal means do not bring a resolution, an employee may bring to the HR Manager's attention any grievance or complaint within fourteen (14) days from the date of occurrence of the event causing or giving rise to such grievance or complaint. The filing of formal grievance in writing should be done only if such grievances or complaints cannot be resolved through these informal discussions.
- c. A member of the HRD shall be assigned by the HR Manager to attend such grievances or complaints and to discuss and offer suggestions for resolution. Due consideration shall be given to all grievances and complaints and the HRD shall make all efforts to resolve them promptly and fairly.
- d. The HR Manager may at its discretion and depending on the seriousness of the grievances and complaints, bring the matter to the attention of the Managing Director for his consideration.

vii. Termination of service

- a. Notice of termination of service shall be made in writing and in accordance with the Employee Terms and Conditions of Service.
- b. In lieu of such notice, the employee or the Company shall pay a sum equivalent to the salary for the notice period required.
- c. An employee shall surrender all Company documents, files, vehicles, keys and other Company property in his possession upon his termination of service in the Company.
- d. The employee shall reimburse the Company the value of the replacement cost for any item(s) or the Company property that is lost or destroyed while under his custody.
- e. The employee shall settle all outstanding liabilities and obligations with the Company before any monies due to him are to be released.

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Appendix 1:

1. Guideline for Receiving & Offering Gifts, Hospitality & Entertainment.

No	[A] RECEIVING OF GIFTS, HOSPITALITY & ENTERTAINMENT FROM SUPPLIER, CONTRACTOR, SUB-CONTRACTOR, CONSULTANT OR TRAINER			
	Category	Unobjectionable	Acceptable Limit RM	Objectionable
1.	Gift / Souvenir	Gift / Souvenir of Corporate Nature Presented with a legitimate business purpose or normal gifts such as food items which are unlikely to sway buying decisions, and the edible treats should be shared with other staffs within the same department/office.	150 [max] All gifts must be declared and reported to TGPAC committee	Monetary gifts/ cash voucher/discount card/membership offered by supplier, contractor, subcontractor or consultant
2.	Hospitality	Lunch/ Dinners	Hospitality from supplier, contractor, subcontractor or consultant by offering lunch or dinner together during: a) suppliers visit b) outstation /long distance pre-qualification audit, c) supplier quality audit or site inspection	30 /person [max] Hospitality from supplier, contractor or consultant by offering lunch or dinner together during half a day or short distance pre-qualification audit, supplier quality audit or site inspection. <u>Tips to avoid the invitation:</u> Arrange the audit after lunch time or try to finish the audit before lunch time.
		Company events: Annual Dinner/ Open house	Invitation to attend supplier, contractor, sub-contractor or consultant company event openly in normal course of business to promote good business relationship. Attending in a group of two or more persons in representing Top Glove.	All gifts/angpau received or given must be declared and reported to TG Management Personal Invitation from Supplier, contractor, sub-contractor or consultant to attend any occasions with the deliberated intention to improperly gaining business advantage.
3.	Entertainment, shows, concert, movies, karaoke, theme park, etc	Entertainment offered by supplier, contractor, sub-contractor, consultant or customer during oversea working trip.	50 / person [max]	Entertainment regardless of value offered by supplier, contractor, sub-contractor, consultant or customer as a personal treat outside working hours.

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No	[B] OFFERING OF GIFTS, HOSPITALITY & ENTERTAINMENT TO CUSTOMER / AUDITOR / INSPECTOR					
	Category		Unobjectionable	Acceptable Limit		Objectionable
				Local Guest	International Guest	
4.	Gift / Souvenir		Gift / Souvenir of Corporate Nature Presented with a legitimate business purpose or normal gifts such as food items which are unlikely to sway buying decisions	150 [max]	350 [max]	Monetary gifts/ cash voucher/discount card/membership offered by supplier, contractor, subcontractor or consultant
5.	Hospitality	Lunch/ Dinners	Reasonably priced meal served with legitimate business purpose.	50 / person [max]	150 / person [max]	Expensive meal served including spouse or other guests of the invitee.
6.		Company events: Annual Dinner/ Open house	Invitation for attending Top Glove's events openly in normal course of business to promote good business relationship *upon Management approval	Nil	Nil	Personal Invitation customer/auditor/inspector to attend any occasions with the deliberate intention to improperly gaining business advantage.
7.	Entertainment, shows, concert, movies, karaoke, theme park, etc		Entertainment offered to international customer / auditor/inspector. *upon Management approval	Nil	150/ person [max]	Entertainment regardless of value offered by supplier, contractor, sub-contractor, consultant or customer as a personal treat outside working hours.

Remark: In the occasion of our guideline clashes with another party's guideline, to follow which ever lower.

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2. Approval Level for Receiving & Offering Gifts, Hospitality & Entertainment.

No	Category	1 st Signatory	2 nd Signatory	3 rd Signatory	Remarks
1.	Gift / Souvenir	Immediate Superior or Head or Team	Immediate Head of Department/ Head of Group	Mr. Eric Ho Deputy GM, Business Development & Special Assistant to Chairman	Any acceptance must be registered to TGPAC Secretary within 3 working days of the receipt for documentation purpose
2	Hospitality a) Lunch / Dinner b) Company events: Annual Dinner, Open House, etc				
3.	Entertainment: Shows, concert, movies, karaoke, theme park, etc				

3. Approval Level for Offering Gifts, Hospitality & Entertainment.

No	Category	1 st Signatory	2 nd Signatory	3 rd Signatory	Remarks
1.	Gift / Souvenir	Immediate Superior or Head or Team	Immediate Head of Department/ Head of Group	Mr. Eric Ho Deputy GM, Business Development & Special Assistant to Chairman	Any acceptance must be registered to TGPAC Secretary within 3 working days of the receipt for documentation purpose

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Appendix 2

Acts of misconduct include but are not confined to the following:

1. Theft/Pilferage/Misappropriation or attempt of the same of the Company's money or property or other employee's money or property within the Company's premises.
2. Fraud, dishonesty, falsification or attempt of the same in connection with the Company's business, money or property.
3. Cheating the Company.
4. Fighting with or assaulting, abusing or being violent towards another employee or authorized visitor on the Company's premise or threatening the same.
5. Prosecuted or charged with criminal offence.
6. Soliciting or accepting bribes or any illegal gratification (proposed "Soliciting, accepting and/or offering bribes or any illegal gratification").
7. Participating in unauthorized financial transactions within the Company's premises.
8. Participation in illegal strikes.
9. Instigating industrial action among employees against the Company.
10. Picketing in the Company's premise except where permissible under the law, agreement or award.
11. Inciting other employees to participate in illegal strikes in contravention of the provisions of any law or rule having the force of law.
12. Willful insubordination or disobedience whether alone or in combination with others to any lawful and reasonable order of a superior.
13. Conflict of interest.
14. Breach of fiduciary relationship.
15. Spreading malicious rumours about the Company.
16. Gambling whether involving money or otherwise, in the Company premises.
17. Gross negligence and neglect of duty.
18. Interfering with the record of his attendance or of any other employee or falsification, defacement or destruction of any record of the Company.
19. Sleeping while on duty.
20. Possession of illegal weapon or lethal weapon on the Company's premises.
21. Riotous, disorderly or indecent behaviour on the Company's premises.
22. Smoking in prohibited/restricted areas.

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23. Illegal substance or drug abuse.
24. Disclosing confidential information.
25. Driving or unauthorized use of the Company's vehicle without prior authorization.
26. All forms of harassment including but not confined to unwelcome verbal or physical advances and sexually, racially or otherwise derogatory or discriminatory statements or remarks.
27. Habitual late coming or late attendance.
28. Habitual negligence.
29. Commission of any subversive act to the discipline of the Company or general behaviour.
30. Commission of any private act that brings disrepute, embarrassment or affects the legitimate interest of the Company or ruins the image of the Company.
31. Habitual breach of any Company order or any law applicable to the establishment of rules made there under.
32. Withholding overtime at a critical time to bring pressure on the management.
33. Making material misstatement in job application, loan application or declaration.
34. Unauthorized use of time cards.
35. Possession, sale or distribution of unsuitable, indecent or pornographic materials.
36. Committing an immoral act within Company's premises.
37. Failure to report serious infectious or contagious illness or disease to the Company's medical Officer or HRD.
38. Forging or defacing medical certificates or other official documents to defraud the Company.
39. Conduct which is likely to cause injury or endanger the life or safety of another person within Company's premises.
40. Trespassing or forcible occupation of the Company's premises or prohibited areas.
41. Illegally challenging Company to dismissal.
42. Bypassing the proper channel of communication.
43. Refusal to accept any communication served either in accordance with the Code of Conduct or in instigating the same.
44. Misrepresentation of the Company to others.
45. Participation in illegal gatherings or activities in the Company's premises or abetting, inciting or instigating the same.
46. Serious pecuniary indebtedness affecting the public image of the Company.

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47. Making public statements against the interest of the Company.
48. Publishing or writing of books against the interest of the Company.
49. Leaving work place during working hours without permission of the immediate supervisor or overstaying sanctioned leave without sufficient grounds or proper satisfactory explanation or without informing or attempting his employer of the excuse or reason for such absence.
50. Absenteeism.
51. Quarrelling or fighting or committing nuisance at the work place.
52. Misdemeanours.
53. Carelessness or willfully causing damage or loss to the Company's property or goods.
54. Deliberate damage and interference with or contamination of factory processes, material or equipment.
55. Posting, altering, removing, defacing or destroying the Company's notices or any material on bulletin boards or the Company's property without the permission of the management.
56. Failure to wear uniform at work place as per the Company's policy.
57. Failure to furnish information which is within the scope of his employment and which relates to the mutual interest of the Company and employee.
58. Malingering and feigning illness.
59. Loitering during working hours.
60. Failure to follow safety procedures or tampering with safety devices to the detriment of the Company or its employees.
61. Infringement of safety regulations.
62. Unnecessary wastage of documents and materials.
63. Abuse or unauthorized use of the Company's property, utilities, equipment or facilities.
64. Habitual or substantial negligence in the care of tools, equipment and apparatus of the Company.
65. Willful failure to report at once to his superior any defect which an employee may notice in any equipment connected with his work.
66. Willful in not reporting any defect or occurrence which an employee may notice or which might endanger himself or any other person or which might result in damage to the Company or any person within the Company.

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67. Failure to keep work place clean and tidy.

68. Obstructing, inciting or willfully slowing down other employees from work.

69. Slackness in performance.

70. Disclosing commercial or manufacturing secrets, calculations or designs.

The above examples of misconduct are not exhaustive as the Company reserves the right to determine what constitute acts of misconduct that warrant disciplinary action.

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DECLARATION BY EMPLOYEE

I, <<name>> (NRIC/Passport No.<<I.C/passport>>), hereby confirm that I have read and understand the Code of Conduct (“Code”) and agree to observe and adhere to the Code, as amended from time to time.

I shall conduct myself with complete professionalism, integrity and be true to the spirit of the Code in the daily execution of my duties and assignments and as an employee of [Top Glove Sdn Bhd](#).

I acknowledge that failure to abide by the Code will lead to the appropriate action being taken against me.

Name: <<name>> Date :