

**TOP GLOVE**

**TOP QUALITY, TOP EFFICIENCY**

**TOP GLOVE CORPORATION BHD**  
**199801018294 (474423-X)**

## **TRAINING POLICY FOR DIRECTORS**

Updated on 17 September 2021

## 1. OBJECTIVE

Top Glove Corporation Bhd (“Top Glove” or “the Company”) is committed to ensure all the Directors have access to learning, development and training opportunities to better equip them with skills and knowledge required to fulfil their fiduciary duties and carry out their roles and responsibilities.

## 2. GUIDING PRINCIPLES

The training and development of a Director will commence with his / her appointment and continue so long as he / she holds his office as Director of the Company.

### **New Director:**

- a) complete the Directors’ Orientation Program within 1 month from the date of appointment.
- b) complete the Mandatory Accreditation Programme (“MAP”) within 4 months from the date of appointment and procure a certificate from the approved organizer to confirm his completion of the MAP.

### **All Directors:**

- a) Training will be provided to all Directors in areas highlighted from annual Board performance assessment exercise.
- b) All Directors should develop their skills and knowledge through professional training on an ongoing basis in order to contribute positively to the Company. All Directors should achieve a minimum of 45 training hours for each financial year.
- c) The training/ development must be relevant to the Director’ role and recommended by the Board Nomination and Remuneration Committee (“BNRC”) in accordance with the yearly Board skillset assessment.
- d) Directors are also encouraged to keep themselves abreast of the local and international affairs and changes in regulations affecting the Company.
- e) Directors should make every effort to attend all trainings registered. Director will be held responsible for all cost incurred for failure to attend the registered training (without prior notice of cancellation).
- f) Upon completion of the training attended, Director should provide a copy of the certificate of attendance to the Company Secretary for record purpose.
- g) BNRC will review all trainings registered and attended by the Board members and assess the suitability, effectiveness and value for money by end of financial year.
- h) All training attended by Directors will be reported in the Annual Report.
- i) Training covered seminars, forums, conferences, talks, dialogues, summits or workshops attended by the Directors which will aids the Director in the discharge of his duties as a Director of the Company.

### **3. BUDGET**

The budget allocated to each Director per financial year is up to a maximum of RM10,000 (excluding the travelling expenses incurred for attending the training).

### **4. TRAINING POLICY REVIEW**

This policy shall be reviewed by the BNRC periodically in accordance with the needs of the Company.

**Adopted by Board: 26 September 2019**

**Updated and adopted by the Board: 17 September 2021**