



# **Business Partners' Code of Conduct**

**“The document herein is a literal translation of the BSCI Code of Conduct version 2/2018. As a Business Enterprise which has endorsed the BSCI Code of Conduct, we have adapted the document into our own layout to better contribute to the BSCI cascade effect.”**

Top Glove Group of Companies (Top Glove) is committed to conduct business in an ethical and socially responsible manner by developing its operations while simultaneously improving the environment and uplifting the socio economic condition of its employees. Top Glove is determined to build its business and succeed in long term together with its Business Partners including contractors, suppliers, vendors and dealings in the relationship of its own employees based on the highest ethical principles of trust, teamwork, honesty and respect for the rights and dignity of others.

### **Scope of Standards**

This Business Partners' Code of Conduct is derived from Top Glove Social Compliance Initiatives (TGSCI) which applies to Top Glove and its Business Partners.

Top Glove highly encourages the application of these standards amongst its Business Partners.

These standards serve as a guide to ethical principles and business conduct. It sets forth the behavior expected of Top Glove and its Business Partners and helps them make ethical decisions and identify potential misconducts.

### **Social Compliance Standards**

Top Glove and its Business Partners shall adopt the Principles of Business Social Compliance set out by Foreign Trade Association and be further guided by the following standards:-

#### **1. Respect and Support the Universal Declaration of Human Rights**

Recognize the inherent dignity of all the individuals and supports the Universal Declaration of Human Rights by the United Nations.

#### **2. Respect and Recognize the Rights of All Employees**

Be committed in ensuring that the rights of employees, including contract, temporary and migrant workers, are respected in accordance to the local laws. It shall be the priority of to comply with the relevant legislative objectives and moral obligations to create, build a harmonious, safe and healthy work environment and culture.

The following principles shall apply during operations where Top Glove and Business Partners:

**i. Children & Young Persons**

**a. No Child Labor**

Shall not knowingly employ or support the use of child labor. Remedial actions with appropriate follow up actions shall be exerted if any child labor case is uncovered to protect the welfare of the child.

**b. Special protection for Young Person**

Shall not require or permit any young person to be engaged in any hazardous work and shall only allow any young person to be in the employment / industrial undertaking suitable to his/her capacity in accordance with the relevant national legislations.

**ii. No Forced Labor**

Shall not knowingly employ or support forced / bonded labor / human trafficking and shall take appropriate measures to prevent it. There shall not be any restrictions on the workers' freedom of movement during free time.

**iii. Employment Contracts**

Shall ensure that our employees are given in writing, in a language that they understand, a description of their duties, rate of pay, working hours, leaves and any other benefits of the employment.

**iv. Minimum Wage Standard**

Shall ensure all our employees are paid wages equal to or exceeding the legal minimum wage requirements and are covered for work-related illness and injuries.

**v. Working Hours**

Shall ensure that the working hours comply with the national legislations including overtime [which shall be voluntary basis] and our workers have at least one rest day each week.

**vi. Freedom of Association and Rights to Collective Bargaining**

Shall recognize and respect the right of employees to form and join trade unions of their choice subject to the provisions of relevant national legislations.

Shall encourage other alternatives for the employees to express their feedback on their welfare in countries where the legal union rights are limited.

**vii. Equal Employment Opportunity**

Shall ensure equal opportunities in the work place. All decisions relating to hiring, remuneration, access to training, promotion, termination and retirement shall be made based on merit system, business needs, job requirements and individual qualifications without regard to race, religion, gender or any other conditions that could give rise to discrimination.

**viii. Harassment and Violence**

Shall not tolerate any form of harassment or violence. “Harassment” generally includes any form of unwelcome conduct towards another person that has the purpose or effect of creating an intimidating, hostile or offensive work environment for that person.

**ix. Bribery and Corruption**

Shall not tolerate any form of corruption or bribery. Shall be aware that corruption or bribery construes to both direct and indirect benefits in terms of money, inappropriate gifts, invitations or other unfair advantages intended to achieve favoring or to manipulate.

**x. Grievances Redress Procedure**

Shall provide a channel for all personnel to air their grievances regarding their employment conditions, responsibilities, co-workers issues, promotion opportunities and other issues related to the work environment.

**xi. Occupational Safety and Health**

Shall strive to provide a safe and healthy workplace environment and hostel (if applicable) to the employees. Effective steps shall be taken to protect employees from exposure to potential occupational safety and health hazards that are likely to pose an immediate risk of permanent injury, illness or death.

Shall ensure that workplace Personal Protective Equipment (PPE) are provided at no cost to employees in line with the above.

**xii. Disciplinary Procedure**

Shall take an action against the employees who had breached the company rules and regulations that was set guided by the act protected by local laws. Punishment made is meant to as reminder and they need to improve on their mistakes. Deduction of salary as part of punishment will not be enforceable.



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### 3. Respect the Environment

Shall conduct businesses using progressive environmental practices and take active steps to preserve and protect the well-being of the environment, including complying with all applicable laws and regulations in respect to protecting the environment, and maintaining procedures for notifying local authorities in the event of any environmental accident resulting from operations.

### 4. Respect Privacy & Information Security

Shall collect, use and otherwise process personal information (including that from employees, business partners, customers and consumers in our sphere of influence) with reasonable care. The collection, use and other processing of personal information shall comply with privacy and information security laws and regulatory requirements.

### 5. Ethical Recruitment

Shall be guided by business ethics and conscience to recruit employees in ethical manner and shall be aware that employee poaching is unprofessional.

### 6. Compliance with Standards

We are committed to Social Compliance Initiative and shall conform to any required standards and will engage with its business partners to ensure Social Compliance are adhere to at all times.

*Failure to comply with this Business Partners' Code of Conduct may result in termination of a Business Partner's relationship with Top Glove*

As a Business Partner, we, hereby acknowledges the contents and requirements of this Code of Conduct and related Terms of Implementation.

**Management Representative,**

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Name :  
Position :  
Date :

Company Address & Stamp: