

CORPORATE OFFICE : Top Glove Tower, 16, Persiaran Setia Dagang, Setia Alam, 40170 Shah Alam, Selangor D. E., Malaysia.

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BUSINESS DIRECTION : To Produce Consistently High Quality Gloves At Efficient Low Cost.

FACILITIES : 40 Factories (Malaysia, Thailand & China), 648 Production Lines, 60.5 Billion Gloves Per Annum, 18,000 Employees.

MARKET : Exports to 195 countries worldwide with Marketing Offices in the USA, Germany and Brazil.

Date :
To : Top Glove Suppliers, Contractors and Business Associates

**ENFORCEMENT OF TOP GLOVE CORPORATE CULTURE – (1) GIFT GIVING
(2) STAFF PINCHING**

At Top Glove, it is important that our business associates share our corporate values and support us in the enforcement of our corporate culture. In particular, we would like to draw your attention to the following:

(1) Gift Giving

We wish to highlight to your esteemed organization that **our staff are not permitted to accept any gifts or forms of inducement from suppliers or third parties, in return for the allocation of purchase orders / contracts. All purchase orders / contracts are awarded solely based on price competitiveness, quality of goods and services rendered, track record in the delivery of goods, after sales service and other objective criteria.**

Accordingly, we wish to advise that any non-compliance with our gift giving policy may result in termination of services and withholding of all payments due, as well as legal and disciplinary action being taken against our suppliers and staff, which will include reporting the matter to the Malaysian Anti-Corruption Commission (MACC) and Police.

In the event you are approached by any of our employees/purchasers soliciting the aforementioned gifts or inducements, **please report this matter to the undersigned at +6019-312 3356 or to Mr Jack Lim Lung Fui, General Manager, Internal Audit at +6 010-2218 738 immediately.**

(2) Staff Pinching

We would greatly appreciate our suppliers refraining from approaching our staff with employment opportunities at existing or related companies. We go to great lengths to identify the right people for our business and invest heavily in training them. Having our long-time business associates hire away our staff is especially undesirable and we view such actions as irresponsible and unprofessional, which will not be beneficial for our business relationship.

We thank you for your kind assistance and cooperation with regard to the abovementioned matters. Please signify your support of our effort by acknowledging and revert back to us before or by _____.

Best regards,

Dato Lee KM
Managing Director
Top Glove Corporation Bhd
Tel: +603-3362 3098 ext: 2008
Email: kmlee@topglove.com

Acknowledged and accepted by, _____
Company Name:
Name :
Position :
Date :