

**CORPORATE OFFICE** : Top Glove Tower, 16, Persiaran 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** : 42 Factories (Malaysia, Thailand & China), 682 Production Lines, 63.9 Billion Gloves Per Annum, 18,000 Employees.

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

To: Top Glove Suppliers/Customers/Contractors/  
Bankers/Business Associates

Date: \_\_\_\_\_

## **ENFORCEMENT OF TOP GLOVE'S NO GIFT POLICY**

At Top Glove, we place a premium on upholding our Business Ethics of Honesty, Integrity and Transparency. Our unwavering commitment in this area has led us to become the first and only private company in Malaysia to be certified with the ISO 37001:2016 Anti Bribery Management System (ABMS).

We are firmly committed to conducting business in an ethical and professional manner, and have accordingly established a **No Gift Policy**. It is of utmost importance that our customers and business associates share our values and support us in the enforcement of this very important aspect of our corporate culture.

In line with the company's **No Gift Policy**, we wish to reiterate that Top Glove's employees strictly do not accept or offer PERSONAL GIFTS of any kind, as this may be construed as intending to gain preferential treatment in one's favour. Hence, we very much appreciate your refraining from bringing any gifts when visiting Top Glove. The business partnership we forge with each other must solely be based on the delivery of quality products and services.

However, a simple souvenir bearing your company logo such as a pen, notepad or diary is acceptable. Our guests will also receive a Top Glove corporate gift as a token of our appreciation for visiting us.

We thank you for your kind cooperation and continuous support of our efforts in this regard and look forward to growing our businesses together in a responsible manner.

Thank you.

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Tan Sri Dr. Lim Wee Chai  
Executive Chairman

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Dato' Lee KM  
Managing Director

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Lim Cheong Guan  
Executive Director