













MEMO





































To : All Staff, Workers, Contractors, Suppliers, Customers, and Auditors / Visitors
Date : 19th February 2020
Subject : Compulsory to Wear Proper Attire and General Personal Protective Equipment (PPE)
during all Factory Visit / Rounding / Inspection






Further to Tan Sri's direction, it is mandatory for all Staffs, Workers, Contractors, Suppliers, Customers and Auditors / Visitors to comply with Top Glove policy on personal protective equipment (PPE) requirement during all factory visit / rounding / inspection.

This is a true reflection of Top Glove's Top Management commitment towards "Top Safety" Culture, starting with good safety behaviors by all employees. It is consistent with the Malaysian **OSHA (Occupational Safety and Health Act)** where it is stated under **Section 24 General Duties of Employees at Work (1) (c): to wear or use at all times any protective equipment or clothing provided by the employer for the purpose of preventing risks to his/her safety and health.**

Appended herewith are the requirements:

Category	Female / Male			
Head	i. Wear double strap safety helmet except in toilet, canteen, prayer room, rest area, meeting room, office and packing room (must wear helmet once out from the packing room)			
	ii. Hair:			
	<ul style="list-style-type: none"> Short: covered with hairnet Long: tie back neatly and fully covered with hairnet 			
	iii. Scarf must put inside the uniform. Do not leave it out lose as it may become a hazard			
				
				
				

Category	Female / Male								
Face	<p>Wear facemask provided where appropriate.</p> <p><i>*Note: for job specific requirement (face shield, respirator, etc.), it will be managed separately</i></p>								
Pants	<p>i. Wear long pants (denim/jeans, cargo pants)</p> <p>ii. Not allowed to wear ripped jeans, short pants and baggy pants</p> <table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>								
									
									
Skirt	<p>i. Not allowed to wear skirt (long / short)</p> <p>ii. Not allowed to wear flowy mini skirt (muslimah skirt)</p> <table><tr><td></td><td></td><td></td><td></td></tr></table>								
									

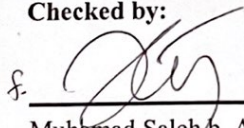
Category	Female / Male			
Shoes	Only safety footwear such as Safety Shoes or Safety Boots are allowed. <i>*Note: TG is phasing in with Safety Shoe without shoelace</i>			
				
				

All Contractors, Suppliers, Customers and Auditors / Visitors must be informed in advance by the Host or Person in Charge (PIC) regarding the above requirement of proper attire and general PPE while visiting all Top Glove factories. It is the responsible of all respective Hosts, Departmental Heads, Project Leaders to safeguard the general wellbeing and safety of all business partners having business dealings with Top Glove.

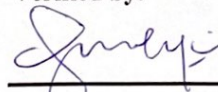
Safety Department reserves the right to take any further disciplinary action against parties concerned including the Host or PIC who violate this general rules and regulations as set forth by the Top Glove Management.

We thank you for your attention and wish everyone to stay Safe and Healthy.

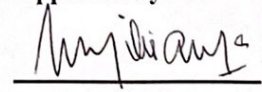
Checked by:


Muhammad Saleh b. Ab Rahim
Manager, Safety

Verified by:


Jazelyn Leong
Senior Manager,
Safety & Health

Approved by:


William Yap Kok Lin
General Manager,
Human Resource

Prepared by: Nor Izzaty Wahidah binti Zulkefli (Executive cum Researcher, Safety)
Date : 19th February 2020