

CORPORATE OFFICE : Top Glove Tower, 16, Persiaran Setia Dagang, Setia Alam, Seksyen U13, 40170 Shah Alam, Selangor D.E., Malaysia.

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

FACILITIES : 50 Factories (Malaysia, Thailand, Vietnam & China), 800 Production Lines, 100 Billion Gloves Per Annum, 22,000 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

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 items:

(1) Top Glove's Anti Bribery & Anti Corruption Obligation

As part of this commitment, all forms of bribery and corruption are unacceptable and shall not be tolerated. Our employees shall make reasonable efforts to adopt such principles and comply with all applicable anti bribery and anti corruption laws to uphold integrity at all times. Our employees shall adhere to the Top Glove Anti Bribery and Anti Corruption policy and any applicable laws and regulations including but not limited to Corporate Liability provision as stipulated in Section 17A of the Malaysian Anti-Corruption Commission Act 2009 (hereinafter referred to as the "Act").

(2) No Gift

We wish to highlight to your esteemed organisation that our employees are not permitted to ask / accept / offer or give any personal gifts or forms of inducement from any of our suppliers, contractors, business associates and its respective employees, officers, agents, contractors, subcontractors and/or representatives (hereinafter collectively referred to as the "Third Parties"), **in return for the allocation of purchase orders / contracts or any personal interest and benefit.** Our employees shall adhere to the bribery and corruption regulations, including but limited to Section 16 and 17 (offering, giving, promising, and accepting bribes), Section 18 (deceiving Top Glove), and Section 23 (abuse of power) of the Act.

(3) No Commission

There shall be no commission, remuneration or any benefit in kind payable or given to our employees in any form or by any means, either directly or indirectly, 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 or should there be found commission, remuneration or any benefit in kind has been given direct/indirectly, may result in immediate termination of services and withholding of all payments due, as well as legal and disciplinary action being taken against our suppliers and employees, which will include reporting the matter to the Malaysian Anti-Corruption Commission (MACC) and the Royal Malaysia Police (RMP).

In the event you are approached by any of our employees/purchasers soliciting the aforementioned gifts or inducements, **please raise this concerns in good faith to whistleblowing channel: TG@whistleblower.com.my.**

(4) Staff Pinching

We would greatly appreciate you to refrain from approaching our employees with employment opportunities at your existing or other 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 suppliers, contractors or business associates hire away our employees 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 _____.

Thank you.

For and on behalf of
Top Glove Corporation Bhd



Mr. Lim Cheong Guan
Managing Director
Top Glove Corporation Bhd

Acknowledged and accepted by, _____	Company Address & Stamp:
Company Name:	
Name:	
Position:	
Date:	

**"TO PREVENT CORRUPTION & BRIBERY. CORRUPTION & BRIBERY IS A CRIME.
BE HONEST AND NO CHEATING"**