

1) **Annual Sexual Harassment Training**



Top Glove has a zero-tolerance policy to any form of sexual harassment and bullying at the workplace. The Group HR Talent Development team in collaboration with internal subject matter experts had initiated various initiatives in our effort to raise the level of awareness among our workers towards curbing sexual harassment and bullying at the workplace.

We had conducted classroom and virtual training sessions, launched a compulsory e-learning module, developed a tutorial video and also released 3-week of daily pop up quiz to continuously educate and raise awareness among our workers

Moreover, we conduct yearly sexual harassment training for all our employees, particularly during Women Empowerment Month. This initiative aims to guarantee that our workforce feels secure and is well-equipped to address instances of sexual harassment in the workplace.

2) Unconscious Bias Training For All Employees



Performance Management System (PMS) training is one of our Unconscious Bias Training for All Employees. This PMS training is made compulsory to ensure that 100% of our Managers Completed Company Provided Unconscious Bias Training.

In FY2022, we undertook a comprehensive revamp of our Performance Management System (PMS), introducing a complete training program consisting of 5 modules. Throughout the entire performance review period, the process begins with a goal setting conversation, where employees and superiors establish performance objectives for the new financial year. The system provides an avenue for continuous performance updates and enables superiors to track team members' achievements, as well as engage in performance coaching conversations to provide guidance and support.

This includes two 360° performance reviews, one during the mid-year review and another at year-end review, where employees are encouraged to provide feedback for their circle of influence, including managers, peers, and direct reports. To ensure fair ratings, superiors will then appraise their subordinates' overall performance and determine the performance rating, followed by calibration sessions conducted with department and factory heads to avoid any elements of unconscious bias or favoritism.

Finally, there is clear and transparent communication on the final performance level to ensure that employees understand the outcomes of the performance review process. We are integrating 40% of our ESG KPIs into company's group KPI to ensure a holistic approach in measuring and managing performance and it is communicated during the goal setting discussion between superior and employee.

3) Refer to the table below for:

- I. Pct Women in Management
- II. Women in All Levels of Management Percent
- III. Women in Non-managerial Positions Percent
- IV. Percent Women IT/Engineering
- V. Percentage Women Attrition
- VI. Parental Leave Retention Rate

Num.	Item	Percentage (%)
1	Percentage of women employed in senior management positions	0.22%
2	Women in All Levels of Management Percent (Senior-level, middle-lower or lower-level supervisory responsibilities of total management, excluding trainee)	28%
3	Women in Non-managerial Positions Percent	25%
4	Percent Women IT/Engineering	51%
5	Percentage Women Attrition (Malaysian Data)	18%
6	Parental Leave Retention Rate	67%

4) Flexible Working Policy Indicator

Since 2019, Group HR has established the HRM: Flexible Working Hours Guideline which allows employees to manage their daily hours of work in line with business and individual needs. The policy aims to improve productivity as well as to support employees in achieving work life integration. The policy outlines the eligibility, application procedures and the general guidelines on the flexible working hours schedule offered by the Company which is periodically reviewed by the Company.

Other than that, employees including working parents with children under the age of 12, pregnant mothers or staff who are required to care for immediate family members are also allowed to apply for working from home arrangements as stipulated in the Company's HRM: Family Friendly Policy. These employees are guided by the HRM: Work From Home (WFH) Policy which was developed to provide a clear guideline on the expectations and responsibilities for staff who work from home.

5) **Fully Paid Primary Parental Leave Weeks Count and Fully Paid Secondary Parental Leave Weeks Count**

Generally, the maternity and paternity leaves offered by the Company are in accordance with the local laws and regulations in respective countries. In Top Glove, the maternity and paternity leaves are applicable to 100% workforce including staff and workers who are entitled.

In line with the amendments to the Employment Act 1955 in Malaysia which took effect from 1 January 2023, every female employee is entitled to fully paid maternity for a period not less than 98 consecutive days. Married male employees who have worked with the Company for more than 12 months are entitled to 7 consecutive days of paternity leave which is restricted to 5 confinements irrespective of the number of spouses whereas those who have worked with the Company for less than 12 months are entitled to 3 consecutive days of paternity leave.