


TOP GLOVE GROUP OF COMPANIES

	HUMAN RESOURCE MANUAL	Revision No. 0
	GROUP HUMAN RESOURCES	No. of Pages 7
	Diversity, Equality and Inclusion (DEI) Policy	
Effective Date 1.12.2021		


Top Glove reserves the right to modify, revise, cancel or waive any policy, procedure or condition without notice and without revision.

SOP AMENDMENT RECORD

Amendment No.	Date	Type of Change

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1.0 OBJECTIVE

- 1.1 Top Glove Corporation Bhd, together with all its subsidiary companies (hereinafter referred to as “TG”) is committed to embrace diversity, encourage equal employment and drive inclusion initiatives in the workplace for the benefit of its employees.
- 1.2 Diversity, equality and inclusion (DEI) are closely aligned with our corporate values: R.I.V.E.R (Respect, Integrity, Value, Empowerment, and Relationship), and embedded into every facet of our business. DEI enables us to continue to evolve and attract the best talent which will ensure that the Company retains its competitive edge.
- 1.3 This Policy outlines the diversity, equality, and inclusion (DEI) objectives of the Company:
- 1.3.1 To become the employer of choice in attracting, retaining and rewarding a diverse and performance driven workforce within an inclusive and equitable workplace.
 - 1.3.2 To create a work environment that fosters dignity and respect, with a culture of zero tolerance at all levels for all forms of biasness, favouritism, discrimination, bullying, harassment, bribery and corruption.
 - 1.3.3 To provide equal access and fair opportunity to develop and for all employees to maximise their full potential by valuing diversity interpersonally and institutionally.
 - 1.3.4 To value and leverage the contributions of employees with diverse ideas, perspectives, cultures, backgrounds, skill, experience, and expertise to support the growth and resounding success of the Company and the communities we serve.


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2.0 SCOPE

- 2.1 At TG, **diversity** means recognising our individual differences and embracing human qualities that make each individual unique. The dimensions include, but are not limited to race, color, religion, national origin, age, disability, health status, sexual orientation, gender identity, marital status (including pregnancy), family responsibilities and social background.
- 2.2 **Equality** means support of equal employment and upholding the principles of fairness and transparency in our employment policies and practices. We treat individual employees with dignity and respect, free from unlawful and unethical discrimination. In particular, TG aims not to discriminate against the dimensions mentioned in clause 2.1, and to build a performance driven culture that is based on meritocracy.
- 2.3 **Inclusion** means creating an inclusive workplace culture where perspectives, contributions, and presence of different employees are valued and integrated into the work environment. It encourages collaboration, equity, and fairness where every employee has the fair opportunity to grow in the company.
- 2.4 **Diversity, equality and inclusion (DEI)** matters to us as we embrace differences and leverage on the diversity of backgrounds, ideas, experiences, and perspectives to generate business value, drive innovation and enrich decision making. It also means eliminating or mitigating potential barriers that hinder collaborations and access to equal opportunity in employment decisions and practices. We acknowledge that business is built on the knowledge and unique perspectives of our employees and aim to nurture a supportive and inclusive workplace where every employee feels valued, respected, involved, treated fairly, and assimilated into our culture.

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3.0 POLICY

3.1 To cultivate a culture that advocates respect for all employees, TG focuses on three (3) main pillars in supporting and reinforcing diversity, equality and inclusion (DEI) objectives, which are subsequently integrated and reflected in our DEI initiatives:

<i>Item</i>	<i>Main Pillar</i>	<i>Objective</i>	<i>Initiatives</i>
3.1.1	Talent	Growing a diverse and performance driven talent pool in an equitable and inclusive workplace.	<ul style="list-style-type: none"> • Recruitment and selection • Training and development • Succession and retention • Performance management • Rewards and career advancement • Compensation and benefits
3.1.2	Workplace	Building an equitable, respectful and inclusive workplace that inspires and empowers our employees to develop and reach their maximum potential.	<ul style="list-style-type: none"> • Conducive work environment • Flexible work arrangements • Family care support • Employee engagement • Communication • Education and awareness • Enabling infrastructure
3.1.3	Community	Serving the community which we operate in through community investment, engagement and development.	<ul style="list-style-type: none"> • Corporate Social Responsibilities (CSR) activities • Community outreach program • Charity and donations • Education scholarships and assistance fund • Environmental conservation • Improvements to infrastructure for surrounding community

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4.0 ROLES & RESPONSIBILITIES

4.1 It is the responsibility of every stakeholder to personalise, identify, model and advance diversity, equality, and inclusion (DEI) initiatives. The following section outlines the roles and responsibilities at all levels in driving and supporting our DEI ambitions:

4.1.1 Executive Management

- (a) Lead by example and promote a companywide culture that is supportive of diversity, inclusion and access to equal employment opportunity and fair treatment.
- (b) Periodically review and ensure that the DEI policy underpins all aspects of our business.

4.1.2 Head of Factory (HOF) / Head of Group Department (HOG) / Manager

- (a) Ensure that policies and procedures relating to DEI are communicated to all employees and implemented across respective business functions.
- (b) Promote and raise awareness of DEI at work by acting as role model for subordinates and peers, as well as behaving openly and inclusively in everyday interactions.


4.1.3 Employee

- (a) Treat each other with respect and dignity by valuing individual differences and understanding the importance of DEI.
- (b) Compliance with DEI policy at all times.

4.1.4 Group Human Resources (GHR)

- (a) Review and enhance DEI policy as and when necessary.
- (b) Establish, review, and implement strategies, framework, procedures, systems and practices in line with DEI objectives.
- (c) Provide DEI related training, guidance and support for execution.

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- (d) Monitor, evaluate and report on DEI implementation to the management.
- (e) Investigate and take appropriate action in the event of any breach of the DEI policy.

5.0 REPORTING PROCEDURES

5.1 In the event of any breach of DEI policy, employees are encouraged to lodge a report in good faith with the relevant facts, promptly to TG via the available Grievance Reporting Channels. See ***HR Manual: Grievance Procedure.***


6.0 NON COMPLIANCE

6.1 Employees who are found to not be complying with this DEI Policy will be subject to the appropriate disciplinary action.

7.0 POLICY REVIEW

7.1 The Company shall revise and update the policy as and when deemed appropriate.

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