



TOP GLOVE CORPORATION BHD
199801018294 (474423-X)

Directors' Code of Conduct and Ethics

Updated on 9 June 2021

CONTENT	Page
DIRECTORS' CODE OF CONDUCT AND ETHICS	
1. Introduction	1
2. Purpose	1
3. Code of Conduct	1 ~ 2
4. Directors	2 - 3
5. Insider Trading	3
6. Conflict of Interest	3 ~ 4
7. Confidential Information	4
8. Law Compliance Obligations	5
9. Integrity and Professionalism	5
10. Representation	5
11. Gifts and Hospitality	5
12. Anti-Corruption & Whistle-Blowing	5 - 6
13. Anti-Money Laundering	6
14. Health, Safety and Environment	6
15. Company's Records	7
16. Company Assets and Properties Protection	7
17. Amendments to the Code	7
18. Enforcement of the Code	7
19. Non-Compliance	8

1. INTRODUCTION

Top Glove Corporation Bhd (“the Company”) has adopted the following Code of Conduct and Ethics (“Code”) for Directors to reflect the underlying values and commitment to lay standards of trust, integrity, responsibility, excellence, commitment, dedication, diligence, ethics and professionalism contributing towards the social and environmental growth of the surroundings in which Top Glove Group operates.

Embracing ethical culture in an organisation is fundamental in preservation of the Company’s reputation and thereby increases the confidence of stakeholders.

Directors are to adhere to, comply with and uphold the provisions of the code in carrying out their day-to-day functions.

2. PURPOSE

This Code is formulated with the intention of achieving the following aims:

- 2.1. To encourage high standards of honesty, integrity, ethical and law-abiding behaviour expected of Directors;
- 2.2. To foster standards to protect and promote the interests of shareholders and all stakeholders; and
- 2.3. To provide guidance to the Board to maintain the confidence of shareholders and other stakeholders in the Company’s integrity.

3. CODE OF CONDUCT

The Directors shall at all times, act within the authority conferred upon them in the best interests of the Company and will:

- a) act in the best interest in fulfilling their fiduciary obligations to the Company and its shareholders;
- b) act honestly, ethically, integrity and transparently;
- c) conduct professionally, courteously and respectfully in manner and not take improper advantage of their position;
- d) act in good faith, responsibly, with due care and diligence, without allowing their independent judgment to be subordinated;
- e) use their prudent judgment to prevent from all situations, decisions which give or may give rise to conflict of interest or potential conflict with their responsibilities within the

Company, and to inform the Board, at the earliest opportunity, of any existing or potential conflict of interest situation;

- f) not to exploit for his/her own personal gain through the use of corporate property, information or position, unless otherwise proven that the Company is not interested to pursue such opportunity;
- g) act to maintain and improve Company's reputation; and
- h) always strive to contribute towards the growth and stability of the Company.

4. DIRECTORS

4.1 Directorship

Directors must at all times comply with the restriction on the number of directorships as prescribed under the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities Main LR"). In addition, a Director should disclose the changes of their directorship to the Board by informing the Chairman of the Board Nomination and Remuneration Committee ("BNRC") prior to accepting other directorships in any other public listed company and subsequently, of any change of his/her directorships regarding the number of nature of offices held in public companies or organisations and other commitments, including the identity of such public companies or organisations and an indication of the time involved.

Unless prior notice has been given to the Board through the Chairman of the BNRC, a Director shall not serve as director of any other company or as partner of a firm that is engaged in a competing business with the Company and shall not hold any positions or jobs that are prejudicial to the interests of the Company.

4.2 Attendance to Directors' Meeting

The office of a director will become vacant if the director is absent from more than 25% of the total board of directors' meetings held during a financial year. Directors should ensure that he can give sufficient time and attention to the Company's affairs and should not accept the appointment if he/she cannot do so.

4.3 Training

Director must ensure that he attends such training programmes as may be prescribed by the Bursa Securities from time to time.

Continuous training and professional development for directors is important to enable the Directors to effectively discharge their duties and to develop and refresh their

knowledge and skills. In this respect, the Board of Directors must on a continuous basis, evaluate and determine the training needs of its directors. The Company shall arrange and fund suitable training, placing an appropriate emphasis on the roles, functions and duties of a listed company director. The subject matter of training must be one that aids the director in the discharge of his duties as a Director.

Directors are required to disclose to the Company Secretary on the training attended at the end of each financial year.

5. INSIDER TRADING

Directors who are in the possession of price sensitive information¹ are prohibited to trade in the securities of the Company or the shares of another listed company if that information has not been made public and classified as inside information such as financial results, potential acquisitions or divestments, marketing plans or new products.

Besides, Directors shall not disclose such price sensitive information to any third party, unless they are permitted to do so, or encourage any other person to deal in price-affected securities.

Directors shall comply with all applicable laws relating to dealings with the securities of the Company and are prohibited to trade in the Company's securities affected by or on behalf of a person with knowledge of relevant but non-public material information regarding the Group.

Directors who commits insider trading, may be subjected to the relevant criminal and civil actions under Malaysian Law which includes Capital Markets and Services Act 2007.

6. CONFLICT OF INTEREST

A conflict of interest occurs when a Director's personal interest conflicts with his responsibility to act in the best interest of the Group.

Procedures for Managing Conflict of Interest:

- All Directors should avoid involving themselves in situations where there is real or apparent conflict of interest between them as individuals and the interest of the Group. Directors must not use their positions or knowledge gained directly or indirectly in the course of their duties or employment for private or personal advantage (directly or indirectly).

¹ "price-sensitive information" means information that is not generally available but which on becoming generally available would or would tend to have a material effect on the price or value of securities -as referred to in Section 185 of the Capital Markets and Services Act 2007.

- In doubt, Directors should adopt the highest standard of conduct, adhere to the procedures provided by the relevant laws (including but not limited to the Companies Act 2016, Bursa Securities Main LR) and to consult the Board Chairman prior to making any decision.
- All Directors are required to disclose the nature and extend of any conflict of interest, whether direct or indirect, actual or potential with the Group to the Board Chairman. Directors concerned should abstain from the deliberation and decision making on the matters relating thereto.
- All disclosure on potential conflict of interest includes any transaction, procedure or course of conduct that raises questions of management's integrity be tabled to the Board Audit Committee for review.
- Board Audit Committee shall report all potential conflict of interest to the Board and a resolution by the Board as to the acceptability or lack thereof of any potential, real conflict situation, relationship or transaction by the Board shall be deemed final and taken in the best interest of the Company.
- A Director shall not vote on any Board resolution approving any contract or arrangement or any other proposal in which he/she or any of his/her close associates has a material interest nor shall he/she be counted in the quorum present at the meeting.
- If a substantial shareholder or a director has a conflict of interest in a matter to be considered by the board which the board has determined to be material, the matter should be dealt with by a physical board meeting rather than a written resolution. Independent non-executive directors who, and whose close associates, have no material interest in the transaction should be present at that board meeting.
- Non-disclosure of conflict of interest will be subject to appropriate internal disciplinary action and applicable civil and criminal liability.

7. CONFIDENTIAL INFORMATION

All confidential, sensitive and non-public information obtained in the Company's business, customer and suppliers, which Directors have privy access or knowledge must be considered privileged and confidential and to be kept strictly confidential at all times.

Unless authorised by the Board or required by law or regulatory body, Directors must not disclose to a third party on any information or make any forward looking statements which are price sensitive in nature.

The obligation to preserve the confidential information of the Group is ongoing even after the individual ceases to be a Director of the Group.

8. LAW COMPLIANCE OBLIGATIONS

All Directors must have or acquire appropriate knowledge and skills relating to their duties sufficient to enable them to identify potential non-compliance matters and to seek advice from the Management or advisors.

All Directors are expected to comply with all applicable laws, rules and regulations of the jurisdictions which the Group operates that are applicable to their positions and work.

9. INTEGRITY AND PROFESSIONALISM

Directors should be remembered that they represent the Company and are constantly being judged and otherwise appraised by the public. All Directors should conduct with the highest degree of integrity and professionalism in the workplace or any other location while on Company's business.

10. REPRESENTATION

The Company shall be represented by the Board and its Authorised Spokespersons in all its public appearances in disclosing information related to the Company's activities to the public at large i.e. the media, the financial community, employees and shareholders.

All disclosure of information must strictly adhere to the Corporate Disclosure Policy set up by the Company and is the responsibility of the Board to ensure the adherence.

11. GIFTS AND HOSPITALITY

Directors shall not accept from any firms or individuals doing or seeking to do business with the Company any of the following:

- a. Raw materials, services, repairs at no cost or at unreasonably low prices
- b. Loans or advances (other than financial institutions)
- c. Excessive or extravagant entertainment
- d. Gifts as cash or in kind and gift certificates (except gifts in relation to cultural celebration)

12. ANTI-CORRUPTION AND WHISTLE-BLOWING

12.1 Pursuant to para 15.29 of the Bursa Securities Main LR, the Board should ensure that:

- a) the following are established and maintained for the Group:

- i. policies and procedures on anti-corruption that are, at a minimum, guided by the Guidelines on Adequate Procedures issued pursuant to section 17A(5) of the Malaysian Anti-Corruption Commission Act 2009; and
 - ii. policies and procedures on whistle-blowing;
- b) the policies and procedures in subparagraph (a) above are reviewed periodically to assess their effectiveness, and in any event, at least once every 3 years; and
- c) corruption risk is included in its annual risk assessment of the group.
- d) the policy on anti-corruption and policy and procedures on whistle-blowing are publish on the website.

12.2 Directors are prohibited to or attempt to offer, give, ask for, accept or receive any form of bribe or benefits which could reasonably be expected to influence the performance of the Director's duties in any aspect. A bribe occurs when someone attempts to influence a decision by offering some form of undue or improper advantage, incentive or favour.

13. ANTI-MONEY LAUNDERING

Directors should not tolerate any form of money laundering activities in the Company. Appropriate measures shall be undertaken to prevent the Company's financial transactions from being used by others to launder money.

Directors need to be mindful of the money laundering risk and to promptly raise any suspicious transactions to the Company.

14. HEALTH, SAFETY AND ENVIRONMENT

The Company is committed to provide a working environment which is safe, secure and free of danger, harassment, intimidation, threats and violence. The Company takes the policy to comply with all the applicable environmental safety and health laws and regulations and strive to implement industry recognised best practices whenever possible.

The Directors shall at all times be committed to the following:

- a. Inhibit wasteful use of natural resources.
- b. Protecting the environment by minimizing and mitigating environmental impacts throughout the life cycle of operations and minimize harmful emissions to environment, including waste, air emissions and discharges to water.

15. COMPANY'S RECORDS

All Company's records are to be prepared precisely, reliably and honestly.

Especially the Directors whom are in-charge of financial statements preparation and contribute to the creation of business records, covering from submission of order records, expense records, and invoice records; to take obligation to maintain business and statutory records for corporate, operational, legal, financial, historical and other purposes seriously and to take appropriate steps to ensure that the content, context and structure of the records are true and reliable.

Directors are entitled to have access to board papers and related materials. These papers and related materials should be in a form and quality sufficient to enable the Board to make informed decisions on matters placed before it.

16. COMPANY ASSETS AND PROPERTIES PROTECTION

Directors are expected to be accountable to take reasonable care to manage and protect the Company's properties and assets, entrusted to them. These include tangible assets such as equipment and machinery, systems, facilities, materials, resources as well as intangible assets such as proprietary information, goodwill, harmonious relations with customers and suppliers.

The Directors are expected to know that they do not have legal ownership of the Company's assets and properties but do have effective control of them. Hence, all Company's assets and properties are for use and employ for legitimate purposes, in the best interests of the Company and shall not be used for pursuing improper personal gain or opportunity.

17. AMENDMENTS TO THE CODE

This Code shall be reviewed by the Board and amendments to be made from time to time to be in line with the changes in laws and regulations, applicable listing requirements and governance codes, coupled with the change in Company's vision, mission and business plan.

Directors shall be fully informed of any amendments to the Code.

18. ENFORCEMENT OF THE CODE

All Directors are to be accountable for full compliance to the Code.

19. NON-COMPLIANCE

Directors must immediately report any concern about possible/actual breaches of the Code or unlawful or unethical behaviour by any Director to the Chairman. The Board shall determine appropriate actions to be taken to ratify the non-compliance by Directors.

Adopted by Board: 20 September 2013

Updated and Adopted by Board on: 18 June 2019

Updated and Adopted by Board on: 11 June 2020

Updated and Adopted by Board on: 18 August 2020

Updated and Adopted by Board on: 9 June 2021