

EMPLOYMENT CODE OF ETHICS

The Human Resources mission of Thong Guan Industries Berhad and all its subsidiary companies is dedicated to exemplary service in support of the Company's objectives.

The ability to fully accomplish this mission largely rests in our efforts to attract, retain, and motivate a workforce of the best qualified people whose diversity and skills contribute to and sustain this excellence. We recognize the need to strategically invest in our workforce, the people who form the partnership chain of our effectiveness.

In principle, our organizational policies in this regard must represent standards of fairness, consistency, and objectivity. This workplace is also one that practices decentralization, innovation and flexibility in its decision-making.

Consistent with the above, we affirm the following human resource values and principle statements:

Human Resources Values and Principles:

1. Strive for excellence.
2. Be proactive and take initiative.
3. Exhibit the values of honesty, integrity and respect for direct and indirect staff, customers, suppliers and the public in our work and conduct.
4. Commit to the recruitment, development, and retention of competent staff.
5. Encourage, support, reward, and recognize individual and team performance, creativity, and innovation.
6. Enhance the Company's human resource potential by facilitating delegation of authority, responsibility, and accountability.
7. Design programs and services that reflect the diversity of the workforce.
8. Commit to effective employee training and development strategies to assure staff expertise and excellence.

TGIB and all its subsidiary companies believe that 'Excellent People Make Excellent Company'. We always strive to be fair and equitable to every one of our employees by ensuring that our policies, terms and conditions stated in the letter of employment and Employee Handbook, are in-line with the following Malaysian Labour Laws: -

- A. Employment Act 1955
- B. Industrial Relations Act 1967
- C. Employment (Termination and Lay-Off Benefits) Regulations 1980
- D. Workmen's Compensation Act 1952
- E. Employees' Social Security Act 1969

- F. Employees Provident Fund Act 1991
- G. Occupational Safety and Health Act 1994
- H. Human Resources Development Act 1992
- I. Minimum Wages Order 2018
- J. Minimum Retirement Age Act 2012
- K. Factories and Machinery Act 1967
- L. Children and Young Persons (Employment) Act 1966
- M. Employee Insurance System ('EIS') Scheme
- N. Personal Data Protection Act 2010