

# One Glove

## **Code of Conduct For Suppliers**

# One Glove

## Introduction

In line with our corporate culture, the One Glove Group Berhad and its subsidiaries (“**One Glove**”) established a Code of Conduct For Suppliers (“**Code**”) which defines minimum standards of ethical, social and environmental behaviour which we have committed to meet and expects each of our suppliers, contractors and service providers (“**Suppliers**”) also to meet in the course of its business and to assure down its supply chain.

The Code includes respect for human and labour rights and reflects our intolerance of modern slavery practices in all forms including slavery, servitude, forced labour, deceptive recruiting, forced marriage, debt bondage, human trafficking and child labour.

We make the Code available to our Suppliers to foster and strengthen our mutual understanding and commitment to enliven the principles herein by incorporating them in day-to-day conduct of business.

The Code is based upon the following general principles that define our ethical behaviour:

- ❖ our operations are developed under an ethical and responsible perspective.
- ❖ all persons, individuals or business entities, who maintain, directly or indirectly, any kind of employment, economic, social and/or other corporate relationship with us, are treated fairly and with dignity.
- ❖ all our activities are carried out in a manner that respects the environment.
- ❖ all our Suppliers fully adhere to these commitments and undertake to ensure that the standards which are set forth in the Code are met.

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## 1. No Forced Labour

All Suppliers, including firms performing recruitment or labour supply to One Glove, are prohibited from using or sourcing workers without legal right to work, forced labour, prison labour, and trafficking in persons.

## 2. No Child Labour

Suppliers shall employ workers who are at least 16 years of age based on local law. When child labour is found, Suppliers must immediately inform One Glove and follow local law or One Glove requirements, whichever are stricter.

One Glove supports Suppliers who employ workers who are older than the applicable legal minimum age but are younger than 18 years of age (“**Young Workers**”) for legitimate workplace apprenticeship or educational benefit of young people. One Glove will not do business with any Supplier found to be using such programs in a fraudulent or deceptive manner.

Suppliers shall ensure that the Young Workers do not perform any work that may jeopardise their health, safety, or morals, such as night work, overtime work, handling hazardous substances.

## 3. No Discrimination

Suppliers shall commit to a workforce and workplace free of harassment, unlawful discrimination, and retaliation. Suppliers should ensure their business practices respect the rights of different demographic groups, including women and foreign migrant workers.

Suppliers shall provide equal opportunity in the workplace and responsible accommodation, and not engage in harassment or discrimination in employment on the basis of age, citizenship, gender, immigration status, or any other characteristics protected by local law or One Glove requirements, whichever are stricter.

Suppliers shall not require workers or potential workers to undergo medical tests including pregnancy tests, except when required by applicable laws or regulations or prudent for workplace safety and shall not improperly discriminate based on test results.



#### **4. No Retention of Documents**

Suppliers shall not require workers to lodge “deposits”, withholding employee identity or immigration documents (including but not limited to passports, drivers' licences, work permits or identity cards), or destroying, concealing, confiscating, or otherwise restricting or denying workers' access to such documents.

#### **5. No Recruitment Fee**

No recruitment fees or other similar fees shall be paid by workers or potential workers. If such fees are found to have been paid by workers, Suppliers are required to remediate to the workers within a timeline agreed by One Glove.

#### **6. Ensure Ethical Recruitment**

Suppliers shall use recruiters, employment agencies, and recruiting companies that are trained and which comply with local law or One Glove requirements, whichever are stricter.

When hiring foreign workers who are not nationals of the country in which the work is taking place, and who are recruited and who migrate from their home country to another country for the specific purpose of working with the Supplier, the Supplier must provide transportation from the worker's home and back or pay the worker the cost of transportation from the worker's home to the workplace and for the cost of such trip upon the end of the employment. This requirement does not apply to workers with permanent residency in the country they are working at.

Suppliers shall ensure that housing or hotel accommodation for their employees working in the country where work will be performed must be in compliance with local law or One Glove requirements, whichever are stricter.

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## **7. No Deception**

Suppliers shall prohibit the use of misleading or fraudulent practices during the recruitment or employment process.

Suppliers shall disclose in a format and language accessible to the worker, the basic information regarding the key terms and conditions of employment, including wages and fringe benefits, the location of work, living conditions, housing and associated costs (if any), any other costs to be charged to the worker, and any hazards involved in the work. Such disclosures must be made before the worker enters employment and as needed throughout their term of employment.

Suppliers shall ensure that all contracts and employee handbooks (where applicable) must (1) clearly convey the conditions of employment in a language understood by the worker, and (2) reflect local laws or One Glove requirements whichever are stricter.

If the employee must relocate to perform the work, the work document shall be provided to the employee at least five days prior to the relocation. For foreign migrant workers, the documents shall be received at least five days prior to departing from his or her country of origin and there shall be no substitutions or changes to the employment contract upon arrive in the receiving country unless the changes are made to meet applicable law and/or provide equal or better employment terms.

If required by law or contract, Suppliers must provide an employment contract, recruitment agreement or any other work document in writing, in a language that the employee understands, that includes the details about work descriptions, wages, prohibition on charging recruitment fees, work locations, living accommodations and associated costs, time off, roundtrip transportation arrangement, and grievance process.

## **8. No Harsh or Inhuman Treatment**

Suppliers must not engage in any harsh or inhumane treatment, including violence, gender-based violence, sexual or other harassment including psychological harassment or threats, sexual abuse, corporal punishment, mental or physical coercion, bullying or public shaming.

Suppliers shall train managers and supervisors to ensure appropriate conduct. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.

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## 9. Safe and Hygienic Working Conditions

Suppliers shall provide a safe and healthy workplace to their workers, ensuring minimum conditions of light, ventilation, hygiene, fire prevention, safety measures and access to a drinking water supply and ensuring that all local laws are implemented effectively.

Suppliers shall identify and have in place the required health and safety permits/licences/certificates/approvals or any legally required documentation for operation. The supplier must ensure that all related documentations are renewed before they expire.

Workers shall have access to clean toilets facilities and safe drinking water.

Suppliers shall ensure that worker potential for exposure to health and safety hazards (e.g. chemical, electrical, and other energy sources, fire, vehicles, fall hazards, etc) are identified, assessed and mitigated using a hierarchy of control, which includes eliminating the hazard, substituting process or materials, controlling through proper design, implementing engineering and administrative controls, preventive maintenance and safe work procedures (including lockout/tag out), and providing ongoing occupational health and safety training.

## 10. Wages Paid

Suppliers must provide fair compensation for all employees and workers, including employees who are permanent, temporary or dispatched, migrant workers, apprentices, and contract workers. Such compensation must always meet the requirements of local law or One Glove requirements, whichever are stricter.

All employees and workers shall be provided with a clear, timely, and understandable wage statement that includes sufficient information to verify accurate compensation for work performed.

Suppliers shall not make any deductions except as permitted by local law.

Suppliers must ensure that all statutory deductions (for example: Employee Provident Fund, Social Security Organisation and Employee Insurance Scheme) required by local law are made and submitted to the relevant governing authority within the legal time frame.

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Suppliers must provide benefits to employees that meet local law or One Glove requirements, whichever are stricter.

## **11. Working Hours Not Excessive**

Suppliers are prohibited from requiring workers to work more than the maximum hours as set by local law or One Glove requirements, whichever are stricter.

## **12. Freedom of Association**

Suppliers shall freely allow workers' lawful rights to associate with others, form and join (or refrain from joining) organisations of their choice, and bargain collectively, without interference, discrimination, retaliation, or harassment.

## **13. Health and Safety of Products**

Suppliers are responsible for ensuring that all products supplied to One Glove comply with One Glove's health and safety product standards so that their services and/or commercialised products do not entail any risk to its customers or ends users. Suppliers shall ensure that all products supplied are legal, genuine, authentic and not sub-standard.

## **14. Ethical Business Behaviour + Whistleblowing**

Suppliers shall conduct their overall business with integrity. One Glove does not tolerate any acts of corruption, extortion, embezzlement, bribery (including in the form of money, gifts, loans or favours that may influence or appear to influence a recipient's decision or compromise independent judgement), fraud or falsification of information initiated by the Supplier or in which it knowingly participates.

One Glove encourages any Supplier to report it via its confidential Whistleblowing Procedure, details of which appears on its listed holding entity's website.



## **15. Environmental Awareness**

Suppliers shall at all times be duly committed to minimising environmental impact through compliance with the standards and requirements of applicable law. Suppliers are encouraged to implement effective procedures and systems to identify and reduce potential hazards to the environment and human health including pollution, carbon footprint, greenhouse gas emissions and to promote efficient and sustainable use of resources such as water and energy.

## **16. Confidentiality of Information + Data Protection**

Suppliers shall preserve the integrity and confidentiality of the information they may receive as a consequence of their relationship with One Glove, shall store the same in a secure manner and shall not disclose the same where it is not known to the general public. This obligation of confidentiality will remain once the relation with One Glove is terminated and it will include an obligation to destroy or return any material related to One Glove which is held by the Supplier.

Suppliers shall also comply with applicable law regarding data protection and security (including storage, use, transfer and disposal) as applicable to personal data of workers, customers and/or 3<sup>rd</sup> parties.

## **17. Transparency**

Suppliers shall carry out their activities in an honest, upright and transparent way, maintaining for these purposes, financial records and reports according to applicable law and national and/or international accounting standards.

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## 18. Effective Grievance Process

Suppliers must provide workers with effective grievance procedures for raising workplace concerns, including concerns involving harassment and discrimination, to the attention of management for appropriate resolution.


Workers must be given a safe environment to provide their grievances and feedback. Suppliers must review these reporting procedures periodically. The procedures must be accessible, culturally appropriate and include the option to report anonymously where appropriate.

Suppliers are encouraged to establish an independent external grievance mechanism to allow workers to provide their grievances and feedback.

## 19. Compliance with Other Laws

Suppliers shall comply with all applicable law including those relating to:

- money laundering;
- trade and import (including sanctions and embargoes); and
- competition and anti-trust.

Approved	:	
		Low Bok Tek Group Managing Director
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