



BRIGHTSTAR'S CURRENT RESPONSE TO OUTBREAK OF CORONAVIRUS COVID-19

Point of Departure

The health, safety and welfare of each member of our BrightStar Team as well as their family members is a high priority for us. We, therefore, are closely monitoring the outbreak of coronavirus disease 2019 ("COVID-19"). It is an evolving and dynamic situation, so our response to it may change.

The risks of the virus causing COVID-19 should be taken very seriously. The Company will monitor developments vigilantly, but at the same time, we should guard against overreaction, as some stories may tend to sensationalize the issue.

Because the situation is fluid, we will update you when information changes as we are able to do so. The Company's response to the outbreak of COVID-19 dated 20 March 2020 is set forth below.

At this stage we regard the best way to prevent infection is to avoid being exposed to this virus.

When not to attend or facilitate our Programmes or Workshops

As BrightStar LifeStyle Company our Programmes and Workshops aim to transform oneself, to connecting more effectively to others, as to increase impacting the world. We are excited for every person who attends our Programmes and Workshops. However, we urgently request both Facilitators and Participants not to attend under the following conditions:

When you have symptoms of acute respiratory illness until you are free of fever or signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). If you have been exposed to anyone who have been positively tested for COVID-19 do not attend unless your period of quarantine has been completed.

Participants should inform the Facilitator concerned via email or telephone before the Programme or Workshop commences that they are sick and cannot attend.

Facilitators should inform the BrightStar Administration Office, who will do its utmost to arrange for a replacement is possible. If not, the Administration Office will inform the participants and make arrangements for another date. If this is not possible, the registration fees will be repaid to the participants.

Responsibility of the Facilitators of BrightStarLifeStyle Company

As BrightStar LifeStyle Facilitators we will continue to facilitate the Programmes and Workshops in excellence, by executing the following preventative measures as set out forthwith with the highest responsibility and diligence to safeguard the participants and ourselves against exposure of the virus during our Programmes or Workshops:

- Avoid big groups and arrange for the seats to be spaced approximately one meter from each other.
- When booking venues where Programmes or Workshops will be facilitated, make specific arrangements to ensure that the venues adhere to the basic hygienic measures. Disinfect the tables or work service with official disinfectant or alcohol-based hand sanitizers that contains at least 60 percent alcohol, before the table(s) are set.
- Wash your hands with soap and water for at least 20 seconds or with an alcohol-based hand sanitiers that contains at least 60 percent alcohol, before the participants arrive and after they have left.

- Provide alcohol-based hand sanitizers that contains at least 60-95 percent alcohol and motivate participants to make use thereof.
- Ensure that there is a waste basket or bag wherein used tissues can be placed.
- During the facilitation, avoid activities where participants need to touch each other or be close to each other. Be careful when you hand out something to participants, not to touch their hands. Never stop using a warm and inviting atmosphere during the sessions.
- We will provide water in clean jugs and glasses. Participants are welcome to bring their own bottled water, should they wish to do so.
- Participants should exercise safety measures during breaks and lunches (where applicable).

Responsibilities of Participants attending our Programmes and Workshops

Participants of the BrightStar LifeStyle Programmes and workshops take the following precaution measures:

- (a) When registering for a Programme or Workshop, participants must follow the instructions on the registration form(s) by taking note of the Policy on COVID-19 attached thereto, and make the necessary declaration on the registration form regarding their status as requested.
- (b) Sanitize your hands with the sanitizer provided, when arriving and leaving the venue where the Programme or Workshop will be facilitated.

Safety measures to be followed by both Facilitators and Participants

The following measures will safeguard both the facilitators and participants and need to be executed diligently:

- (a) Avoid touching your eyes, nose, and mouth with unwashed hands. Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in a waste basket. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hand.
- (b) Avoid hugging or shaking of hands

Disclaimer

The Company reserves the right to revise, supplement, rescind, or deviate from any policies or portion of the Response from time to time as it deems appropriate, in its sole and absolute discretion, and with or without advance written notice.

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