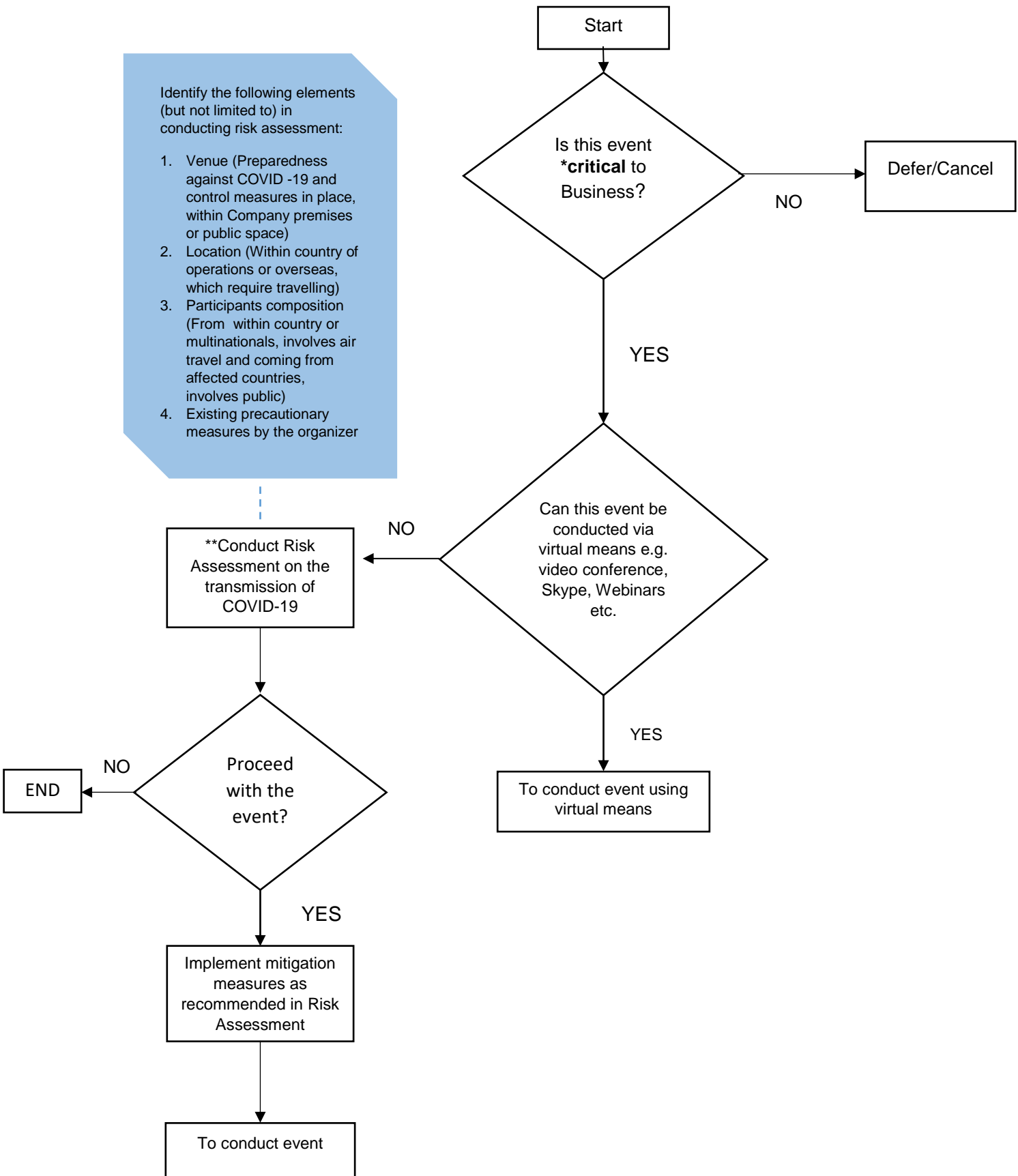


COVID-19 DECISION MAKING FLOW CHART ON ORGANISING EVENTS



COVID-19 DECISION MAKING FLOW CHART ON ORGANISING EVENTS

Note:

For the purpose of this document, Event is defined as face to face meeting for example staff gatherings for Workshop, Conference, Team building, Away Days, Seminars, Awareness Talks, Training etc.

*Factors that determine business criticality are:

1. Legal violations i.e. if the event is not conducted, there will be legal implications to the Company
2. Impacting license to operate
3. Personnel health & safety
4. Operational risk & impact
5. Environmental impact
6. Business continuity
7. Financial loss
8. Reputation damage

**Risk assessment to be performed using Appendix 1