

## SOCIAL MEDIA POLICY

The use of social media increases opportunities for employees to remain engaged with the world beyond their immediate work environment and also allows for the generation of content from anywhere in the world. Therefore, as communication opportunities increase, so do responsibilities for Company employees.

Although we recognise the value of social media and expect all employees to use these tools responsibly, protecting the company's reputation is of paramount importance. This Policy and documented procedures in place outline the necessary principles that users of social media shall observe, the conditions in which Internet activity will be monitored, and actions to be taken upon violation.

- If you are contacted by a media member about either your own, a colleague's, or another party's user-generated content, do not engage in a dialogue. Instead, refer them to the Master or Senior Management.
- Do not disclose confidential, proprietary or sensitive information about the company, employees, customers, contractors, suppliers, competitors or others.
- Do not comment on Company related legal matters, financial performance, competitors, strategy or rumours.

Employees are referred to other Company documents on cultural awareness, ethics and gender equality which extend to all forms of communications, including social networks and other media.

## STATEMENT

### Scope

This Policy forms a statement of the principles that guide our daily operations and establishes how we expect management, employees, service providers, clients, visitors and company representatives to act in accordance with the law and applicable company policies, procedures and guidelines.

This Policy does not discriminate at any level and applies *equally* to *all* persons associated with the company.

### Guidelines

The following basic principles should be followed:

- **Be responsible.** As an employee, any user-generated content could impact the company's reputation, so give careful thought before sharing photographs or videos of Company assets, particularly the vessels, facilities or people in uniform.
- **Be accurate and honest.** If you are in doubt or uncertain about how to respond to a post, contact Senior Management or the Master.
- **Do not** make posts or comments that may be considered obscene, threatening, harassing or embarrassing to others.
- **Do not** post Company proprietary information, photos and presentations without the prior approval of management.
- If you post photographs of other people, get their permission first.
- Never use someone else's copyrights, copyrighted material, trademarks, service marks or other intellectual property without prior permission.
- If you see comments relating to the company that you think should be addressed, contact Management or the Master.
- **Do not** use the Company logo in any form or on any social media platform. Use of any Company logo must be approved by Senior Management.

- Respect others in any online social interaction.
- Do not use social media or any similar communication to attack or insult the company, fellow employees, customers, contractors, suppliers, competitors or others.

### Responsibility

Company management and Masters are accountable for ensuring that the standards set forth by this Policy are communicated and that their conduct sets a good example in this respect.

### Violations

Adherence is mandatory, and any violation of this Policy and associated documented procedures may lead to disciplinary action or legal consequences.

Any service providers, clients, or visitors failing to co-operate with the company in this regard may result in the removal from company premises and denial of a future entry.

### Continuous Improvement

Senior management review this Policy annually and revises it as necessary to reflect changing operational conditions, new technology, government policies and legislation.

**ANNUAL APPROVAL OF CORPORATE POLICIES**

The Policy was approved by the CEO and Managing Director for release.

**Annual Verification**

**Date:** 17<sup>th</sup> June 2022

**Verification Stamp:**



**Annual Verification**

**Date:**

**Verification Stamp:**

**Annual Verification**

**Date:**

**Verification Stamp:**

**Annual Verification**

**Date:**

**Verification Stamp:**

**Annual Verification**

**Date:**

**Verification Stamp:**