

# SOCIAL MEDIA POLICY

## **Participate Responsibly**

- ✓ Exercise good judgement when using social media networks
- ✓ Staff must not post views or comments online that may have negative impact on Company's reputation
- ✓ **Do not post any information or pictures on any social media site related to any incident on board a Company vessel**

## **Be Accurate**

- ✓ If doubt exists as to the accuracy of information, check with the Company

## **Be Respectful**

- ✓ Respect the privacy of your colleagues, Company, clients and suppliers. If grievances exist at workplace, handle them as per Company's grievances procedures

## **Respect Confidentiality**

- ✓ Do not disclose information that is confidential or proprietary to the Company, clients or the vessel

## **Be Accountable**

- ✓ Employee who is posting online will be accountable for the content of the post. Post online only what you would be comfortable speaking in person or in public. Remember that your words may be used in public domain against you or the Company

## **Be Considerate**

- ✓ Do not use social media as a platform to harm, intimidate, insult, threaten, defame or embarrass others

## **Be Original**

- ✓ Respect copyright. Do not use Company's photos, logos and trademarks without obtaining written consent from Office

## **Be Responsible**

- ✓ Use social media in a responsible manner such that it does not interfere with critical tasks like navigation. Furthermore, do not compromise on rest because of social media activity

## **Contact Us**

- ✓ If you find defamatory comments about the Company on social media forums, inform Office, who will then respond appropriately to combat such negativity

## **Company's Expectation**

- ✓ In general, the Company expects its employees to respect differences and appreciate the diversity of opinions. Employees must conduct themselves in a professional manner at all times

## **Legal Action**

- ✓ The Company monitors the frequency, location and duration of employees' use of social media in the workplace. The Company, the clients & other individuals reserve the right to take appropriate legal action against any attempts to defame them

## **Policy Breach**

- ✓ A breach of Social Media Policy by any employee may lead to disciplinary action

Date: 16-June-22

  
Chief Executive Officer