

SOCIAL MEDIA POLICY STATEMENT

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

- An employee shall not participate in any form of advertisement or broadcasting whether in the newspaper, magazines radio or television or any media with the exception of the Company publications without prior written consent from the Company.
- An employee shall refrain from using social media while on work time or on equipment company provides, unless it is work-related as authorized by superior.
- An employee shall not make any comments posting of any information related to the Company's policies, activities and operations which related to the Company in the media social at any time.
- In event of any incident, employee is not allowed to make any comments or release any footage regarding the incident without prior written consent from the Company. Company reserve the right to terminate the employee immediately and recover any media items from employee.
- An employee may be allowed to contribute literary or academic articles to any publication, i.e. Newspaper, magazine or journal, provided he gets prior written permission/consent from the Company. Any monetary rewards thereby obtained by the employee should be declared to the Company who will use his discretion to decide whether the employee may retain such monetary reward.

This policy is applicable to all company's employees including shore and sea employees.