

Document Title: <b>Social Media Policy</b>	 <b>Sanco Shipping AS</b>	Author: Rudy Amundsen Approved By: Managing Director Doc. owner: Managing Director
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**Scope**

This Policy applies to all employees, contractors, business partners or other third parties with a material interest in the operations of Sanco Shipping AS (collectively referred to as personnel).

**Purpose**

This Policy provides guidance for personnel to follow during any online presence that make reference to Sanco Shipping AS.

**Relevant Technologies**

This Policy applies to multi-media, social networking websites, blogs and wikis for both professional and personal use, using (but is not limited to) the following technologies:

- Facebook
- Skype
- Google+
- Instagram
- Vine
- Twitter
- Youtube
- LinkedIn
- Personal blogs or comments on Web

**Subject Matter Guidelines**

Use good judgement and common sense. Readers of social media sites will include customers, potential customers, suppliers and competitors, as well as colleagues.

The following items are strictly prohibited from social media content, or from any form of unauthorised disclosure, in the first instance:

- Future Vessel Movements
- Confidential Information
- Any technical failure
- Any HSE incident whatsoever
- Planned Project Activities
- Current project status
- Financial or Market-sensitive Information
- Upcoming Market Announcements
- Intellectual Property or Trade Secrets
- Client Data
- Employees should neither claim nor imply that they are speaking on the company's behalf
- Internet postings should not include company logos or trademarks unless permission is asked for and granted

As in any form of electronic communication, the exchange or storage of indecent, pornographic or illegal material is strictly prohibited through or on company provided hardware and software platforms.

When using the ship's computers, it is strictly prohibited to download any type of files or software without approval from the shore based Management.

Personnel are not permitted to access social media services at all whilst monitoring and operating online systems.

Personnel who fail to comply with this Policy may face disciplinary action and in serious cases, termination of their employment or engagement.

July 12<sup>th</sup>, 2017



Ivar Slettevoll  
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