

2.10 SOCIAL MEDIA POLICY

§ 1 Who policy applies to

This regulation applies to all employees in companies managed by Olympic, including subsidiaries (hereinafter called Company), hired staff and others granted access to company information, in or outside the company's office locations and vessels.

§ 2 General

Use of social media like Facebook, Instagram, Twitter, YouTube etc. is a part of everyday life for many of our employees today. Even if these channels are useful, it is up to each individual to use it with care and sense, both in personal way to protect private information, as well as professionally.

This document contains the official guidelines for how our employees should use social media.

§ 3 Use of social media

It is not allowed to use the company's IT or network resources to publish in any external media detailed information of vessel operation, movement, colleagues, or express any opinion of negative competitive or reputational significance for the company. Social media like Facebook, web discussion forum etc. are considered as external communication channels. Updating of personal information, general geographic location, etc. is within acceptable use.

§ 4 Use of social media in the work place and during working hours

The use of social media during working hours is for professional use only. Occasional limited use for personal reasons is nevertheless tolerated. For offshore personnel, the use of social media for personal reasons is allowed, but shall be limited to break times.

§ 5 Responsibility

You are personally responsible for the content you post on blogs, social networks, comment fields in online newspapers or other user-generated media. Remember that what you post will be accessible for a long time to come.

§ 6 Identity

As an employee, you are an ambassador for the company. If you have your own website or blog o.a. where the content can be tied to your position in or the interest of the company, please enter a phrase like this "the content and opinions of this blog is my own, and not necessarily the same as my employer".

§ 7 Duty of loyalty

Remember that the general duty of loyalty applies also using social media, both related to work issues and private use.

§ 8 Confidentiality

Employees in the company have the freedom of expression and are encouraged to share news and photos that are in favor of the company. Do not share information that is intended for internal use. If you are in doubt, check with your nearest manager.

Be aware that information that we receive from our customers/ suppliers/ collaborators may be subject to confidentiality. If you are in doubt, do not publish.

§ 8 Social media in crisis

In a situation of emergency or major incident it is by no exception the company's media coordinator who has the responsibility for the communication in social media channels. In case of emergency situations, no messages shall be sent or posted to third parties unless approved by the vessel Captain. The CEO is responsible for media contact during any emergency or major incident.

§ 9 Other

If you recognize you have made mistakes, be the first to correct it. Respect the law of copyright. Before you post anything be 100% sure that the situation/ operation/ environment is in accordance with the company's rules of QHSE.

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