

2.8 Social Media Policy

SOCIAL MEDIA POLICY

Today most of crewmembers and shore-based staff are frequent users of social media. This raises some questions concerning Acechem Tanker's position on social media, particularly in light of the Company's duty to protect their clients, vessels, crewmembers, shore staff and its own image in the public domain. Social media is a vital communication medium, as well as a source of pleasure and entertainment.

Aim of this social media policy is to give a guidance to crewmembers and shore-based staff. Considering the developments in information technology are taking place at an amazing speed, this policy remains under review, and therefore company is open to contributions or comments from users.

This is a policy which must be strictly followed by Acechem Tanker both sea and shore staff. Acechem Tanker does NOT have any formal Social Media account at any portal.

Acechem Tanker Social Media Policy Statement

This policy is intended to help staff make appropriate decisions about the use of social media such as, but not limited to blogs, wikis, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn and other relevant social media websites. This policy outlines the standards we require staff to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy.

This policy form part of any contract of employment and it may be amended at any time.

This policy covers all individuals working at all levels and grades at sea and ashore, including senior managers, officers, directors, employees, consultants, contractors, trainees, part-time and fixed-term employees, casual and agency staff and volunteers (collectively referred to as 'staff' in this policy).

All staff are expected to comply with this policy at all times to protect the privacy, confidentiality and interests of our company, our clients and our services, employees, partners, customers and competitors.

Breach of this policy may be dealt with under our disciplinary procedures and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

The General Manager has overall responsibility for the effective operation of this policy.

All staff are responsible for their own compliance with this policy and for ensuring that it is consistently applied.

Questions regarding the content or application of this policy, or if any person is in doubt as to what may or may not be published in the public domain, they should be directed to the Captain in the first instance, or the General Manager for staff ashore.

No employee at sea or ashore has permission to post any material using social media which names the Company, any vessel, client, guest, charterer, owner or employee or anything that contains images of guests or the interior of the vessel, or makes any direct or oblique reference to any private interest, occupation, behaviour, pastime or description of the owner or any client, guest, charterer or members of their families.

No employee at sea or ashore has permission to post any material using social media which makes direct or oblique reference to financial matters including but not limited to budgets, charter rates, fees, personal remuneration or pay scales.

No employee at sea or ashore has permission to post any material using social media which brings the name of any vessel, guest, colleague or the Company into disrepute.

We recognise the importance of the internet in shaping public thinking about our company and our services, employees, partners and customers. We also recognise the importance of our staff joining in and helping shape industry conversation and direction through interaction on social media. All staff are therefore permitted to interact on social media websites about industry developments, matters of interest and regulatory issues.

Before using work-related social media, staff must:

- (a) have read and understood this policy and
- (b) have sought and gained prior approval to do so from the Captain on board, or the General Manager for staff ashore.

We recognise the rights of individuals to use social media for personal use however such use shall not breach any of the rules set out in 'Rules for Use of Social Media' below and must comply with Company policies.

Rules for Use of Social Media

Whenever you are permitted to use social media in accordance with the Company's policy, you must adhere to the following general rules:

1. Under no circumstances shall any person name or imply the identity, location or movement of any vessel, client, charterer or guest, or make reference to any personal, business or private matter, no matter how obliquely.

2. Under no circumstances shall news items involving the vessel which includes accidents, incidents or hazardous occurrences be posted or broadcast on social media.
3. Under no circumstances shall any reference be made to the Company's security management nor security arrangements of any person, vessel or office.
4. Under no circumstances shall any image of any member of staff, client, charterer, guest, owner or any of their family members be uploaded on to any social media platform without their express permission.
5. When making subjective observations or expressing professional opinion from Company or vessel addresses, write in the first person and add a disclaimer that the views expressed are your own and don't reflect the views of your employer.
6. Do not upload, post, forward or post a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
7. Any member of staff who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform the Captain on board or the General Manager. Personnel employed ashore should inform a Director.
8. Never disclose commercially sensitive, anti-competitive, private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Captain on board, or the General Manager for staff ashore.
9. Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.
10. When making use of any social media platform, you must read and comply with its terms of use.
11. Do not post, upload, forward or post a link to chain or junk mail.
12. Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of us collectively, be it as part of the vessel's crew or an employee of the Company. If you make a mistake in a contribution, be prompt in admitting and correcting it. You are personally responsible for content you publish into social media tools.
13. Don't discuss colleagues, competitors, customers or suppliers without their prior approval.
14. Always consider others' privacy and avoid discussing topics that may be inflammatory e.g., politics and religion.
15. Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.
16. If you notice any content posted on social media about the Company (whether complementary or critical) please report it to the Captain on board, or the General Manager for staff ashore.

A copy of this policy will be displayed in a place accessible to all crew members on board Company managed vessels and, in the office, ashore.

SIGNED
GENERAL MANAGER


CENGİZ EKER

DATE: 25.01.2024