



## Social Media Policy

This policy outlines the necessary principles that users of social media shall observe and the conditions in which internet activity is conducted. Queensway Navigation Co. Ltd expects all ship and shore personnel to comply with this policy at all times and to protect the company's reputation. This policy deals with the use and misuse of social media platforms and other websites including but not limited to:

- Social networking platforms such as Facebook, CrewToo, MySpace, LinkedIn, Yahoo! Groups, QQ.com, VK.com etc.
- Micromedia / Microblogging platforms such as Twitter
- Multimedia platforms such as YouTube and Instagram
- Wikis such as Wikipedia
- Blogs
- News websites where content and comments can be posted
- Any other website where user-generated content can be posted for wider sharing

This policy applies to all ship and shore personnel and covers the use of social media (as outlined above) during working and non-working hours, on personal or Company provided equipment such as laptop or desktop computers, tablets, smart phones etc.

The Company recognizes the value of social media and expects all ship and shore personnel to use these tools responsibly. The following basic principles should be observed:

- All ship and shore personnel should act in a responsible way when sharing photographs or clips of the company's assets, particularly the company's managed vessels, facilities or people in uniform.
- When in doubt or when an employee is feeling uncertain about how to respond to a post, he/she should contact the Company for guidance.
- All employees should refrain from making comments that may be considered defamatory, obscene, libelous, threatening, harassing or embarrassing to others.
- All employees should respect someone else's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- If an employee notices comments relating to the Company that he/she thinks should be addressed, he should contact the DPA for guidance.
- Company's logo (in any form) should not be used by any employee on any social media platform without the license of the Company.
- All employees are required to respect others in any online social interaction. Social media should not be used in order to attack or insult the Company, fellow employees, customers, vendors, contractors, suppliers, competitors or others.
- It is prohibited for all employees to disclose on social media platforms any confidential, proprietary or sensitive information about the Company as well as names of employees, customers, vendors, contractors, suppliers, competitors or others.
- All employees should refrain from commenting on company's legal matters, financial performance, competitors, strategy or rumors unless he is specifically authorized to do so by the Company.
- All employees are instructed not to engage in dialogue, if contacted by any person regarding his/her user-generated content (i.e. blog post, comment, video etc.) and to refer this person to the Company.

