



SOCIAL MEDIA POLICY

When we post something on social media, it moves from the private to the public domain. What you publish is widely accessible and it will be around for a long time – the internet never forgets, and your digital footprint can serve as a source for journalists. Therefore, whilst **TMS CARDIFF GAS LTD.** recognises that social media increases opportunities for communication; it can also pose a threat to Company reputation.

This Social Media Policy is designed to provide helpful, practical advice for employees on the use of social media. Social media refers to websites and applications that enable users to create and share content or to participate in social networking (e.g. Facebook, Twitter, YouTube, Snapchat, Instagram etc.).

This Social Media Policy applies to all **TMS CARDIFF GAS LTD.** employees who make use of social media, whether or not they are gaining access to it via **TMS CARDIFF GAS LTD.** equipment/networks and whether or not they are using it during working hours.

• **Think Before You Post**

Your views and actions online can impact Company reputation. Think twice before sharing images or videos of **TMS CARDIFF GAS LTD.** assets, particularly ships, facilities or people in uniform. Avoid violating the privacy of fellow seafarers, co-workers or sharing confidential **TMS CARDIFF GAS LTD.** information online.

• **Get it Right**

Never share inaccurate information about the Company. If you are unsure of the accuracy of what you are about to share, check with the DPA before posting.

• **Be Respectful**

Always treat others in a respectful and positive manner. Never use social media as a platform to harm, insult, threaten, defame or embarrass others.

• **Follow Official Communication Channels**

During an incident, respect all official communication channels and do not post comments, photographs, videos or any other relevant content online.

• **Adjust your Privacy Settings**

Be smart about protecting yourself, your privacy, and **TMS CARDIFF GAS LTD.** confidential information. You should only allow access to those you really want to share information with.

• **Report Potentially Harmful Material**

If you find defamatory commentary about the Company on social media forums please inform the DPA who can respond appropriately.


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GEORGE KOURELIS
GENERAL MANAGER