



SOCIAL MEDIA POLICY

TMS CARDIFF GAS LTD. recognises that the use of social media increases opportunities for communication, however it can also pose a threat to Company reputation. When posting something on social media, it moves from the private to the public domain.

This Social Media Policy is designed to outline the necessary principles that users of Social Media should observe, the conditions in which internet activity will be monitored and the actions to be taken upon violation of the established Policy. 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.

The following are prohibited at all times:

- The sharing of photographs or video of Company's assets, particularly the Ships, Facilities or People. The posting of comments related to the Company, its Employees, its Fleet and its Contractors, which might be considered threatening, harassing or embarrassing to others.
- The posting of photographs of Office or Shipboard Employees and Third Parties, without their permission.
- The use of other Companies and Organisations copyrights, copyrighted material, trademarks, or other intellectual property.
- The use of the Company Logo (in any form) on any Personal Social Media platform.
- The use of Social Media or any other similar form of communication to insult the Company Employees, Customers, Contractors, Suppliers.
- Disclosure of confidential, proprietary or sensitive information about the Company, its Employees, Customers, Contractors, Suppliers.
- Comments on Social Media on Company related legal matters, financial performance, strategy or rumours.

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

Any violation of the Company's Social Media policy may give grounds for disciplinary action up to and including termination of employment.



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GEORGE KOURELIS
GENERAL MANAGER