

SOCIAL MEDIA POLICY

This policy applies to all **XT MANAGEMENT LTD** employees ashore & at sea. Employees should adhere to this policy while they are on duty, off duty and or on vacation. Any breach of this policy by employees may lead to a disciplinary action.

This policy provides guidelines for employees on the use of social media. “Social media” includes different online communities such as social networks, including (but not limited), blogs, forums, chat rooms, wikis, message boards, electronic newsletters, online forums, social networking sites, such as Facebook, Twitter, Instagram, LinkedIn and other sites and services that permit users to share information.

The following principles and guidelines apply to the use of social media on behalf of the Company as well as for personal use.

The information that is posted or published online will remain in the public domains for a long time and can affect the company and its employees’ reputation and may cause commercial damages.

- Employees should be aware that the Company may observe content and information made available by employees through social media.
- Employees should use their best judgement when posting material, to ensure it is not inappropriate or harmful to themselves, to other company employees, to the Company and or company customers.
- When using Social Media employees must NOT POST commentary, content or images that are considered (the following list is not exhaustive):
 - Defamatory /insulting
 - Pornographic
 - Proprietary
 - Harassing
 - Libelous
 - May create a hostile work environment
 - Insulting religious believes
- Employees are not to publish, post or release any information that is considered confidential.
- Social media networks can occasionally generate unnecessary attention. Should an employee be contacted through a social media site/by the press, he/she should refer them to the Company, using the following e-mail address: ops@xtholdings.com
- If an employee encounters, while using social media, an unpleasant, defamatory or a harmful comment about themselves or the Company, the discussion should be ended-in a polite manner and it should be reported to the employees’ Head of Department immediately.
- Employees should get appropriate permission prior to posting images of current or former employees.
- Employees should not post third party’s copyrighted material.
- When publishing a post, Employees should make it clear that any views expressed are those of the employee and not of the Company e.g. “my views are my own”.
- **DO NOT POST** if the post is: aggressive, can be taken out of context, will show your colleagues or the Company in a negative manner, it contains confidential or sensitive commercial information, is NOT accurate and if you will feel embarrassed if your parents will read it. ***If in doubt do not post!***

During an Incident and after incident:

- Please do not discuss the incident with media or members of the public during the incident or after incident.
- Do not release any information or photos relating to the incident on any social media site.
- Do not send/share photos and or information via WhatsApp or via any other Chat applications.
- Do not speculate on what may or may not have happened and do not post any comments related to the incident.
- If you have been contacted by any 3rd parties, reply “ No comment according to company policy, I am not allowed to give a statement”
- All enquiries from the media will be directed to the Managing Director who will be the SOLE spokesperson for the Company unless he authorizes otherwise.

If any employee or contractor needs any further guidance or clarification on this policy, please contact the Company QA Manager by email: qa@xtholdings.com

SIGNED: _____

Capt. S. Yona
Q.A.M / B.P.A
Company Security Officer

Q.A Manager

DATE: 30.04.2020