

Social Media Policy

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This policy serves as a code of conduct in the use of social media and is applicable to all employees and contractors in Boa Management AS and Boa Marine Management LLC., both onshore and offshore, who post content online either as a private person or as representative of the Company.

This policy applies to all social media platforms including, but not limited to Facebook, LinkedIn, Instagram, Twitter, Snapchat, Blogs and You Tube.

Policy statement

As communication on Internet in whichever media is a very powerful tool employees should conduct themselves in an appropriate manner to ensure they protect themselves, their privacy and Boa's confidential information. We therefore expects everyone who takes part to understand and follow these simple but important guidelines:

- Official social media accounts are administrated from the office and employees are encouraged to follow these accounts and share its content
- Individual accounts in the Company, Vessels or Tugs names are not allowed to be established
- Posted content relating to BOA must clearly indicate that it is personal and the employees own
- Confidential and non-public information must never be shared online including, but not limited to: design plans, internal operations, strategy, sales, legal and financial information
- It is strictly forbidden to disclose any information belonging to or involving clients and customers, as we often have strict confidentiality agreements with these parties
- No tagging/referring of the vessel name/position on personal accounts
- Pictures taken during operations are not allowed to be published, all other pictures should be sent to chartering@boa.no for review prior to publishing
- Employees should to keep a low profile and not get engaged in inflammatory or inappropriate discussions about fellow colleagues, clients or competitors, and conduct themselves with an appropriate and polite attitude when disagreeing with other's opinion
- Dishonorable content of a racial, ethnic, sexual and religious nature is not tolerated
- All use of social media is strictly prohibited during emergency situations
- The Company is not liable for any repercussions that employee's content might generate
- The Chartering Department should be warned if wrong/inappropriate information circulates online

Violation of this policy could result in disciplinary action.


Helge Kvalvik

CEO

Boa Management AS

The Social Media Policy is read and understood, and will be adhered to:

Date: _____

Employees name: _____

Signature: _____