

<b>TOBA SHIP MANAGEMENT CO LTD.</b>	<b>INTEGRATED MANAGEMENT SYSTEM MANUAL</b>		Issue No.: 02
	Chapter 02	<b>COMPANY'S POLICIES AND MANAGEMENT COMMITMENT</b>  <b>APPENDIX VII: SOCIAL MEDIA POLICY</b>	Issue Date: 01/04/2010 Rev. No.: 04 Rev. Date: 06/12/2021 Page: 1 of 1

## **Social Media Policy**

*This Policy deals with the use and misuse of social media platforms and other websites, including but not limited to:*

- *Social networking websites such as Facebook, Instagram, MySpace, etc.*
- *Micromedia/microblogging websites such as Twitter*
- *Multimedia websites such as YouTube and Instagram*
- *Wikis such as Wikipedia*
- *Blogs, news sites, and any other website where people post content and comments.*

**TOBA SHIP MANAGEMENT CO LTD.** recognizes the value of social media and expects all staff to use these tools responsibly.

*Always observe the following basic principles:*

- *Be responsible. As an employee, any user-generated content may impact the Company's reputation, so be extremely careful before sharing any photos or videos of the Company's assets, particularly of our ships, facilities, or people in uniform.*
- *Be accurate and honest. If you are in doubt or uncertain about responding to a post, contact the Company for guidance.*
- *DO NOT post or comment on content that others may consider defamatory, obscene, libelous, threatening, harassing, or embarrassing. Respect others during any online social interaction.*
- *Before you post photos of other people, get their permission first.*
- *NEVER use someone else's copyrights, trademarks, or other intellectual property.*
- *If you see any comments relating to the Company that you think require addressing, contact the Company for guidance.*
- *DO NOT use the Company's logo (in any form) on any personal social media platform. The use of the Company's logo requires the Company's approval.*
- *DO NOT use social media or any similar form of communication to attack or insult the Company, fellow employees, customers, vendors, contractors, suppliers, competitors, or others.*
- *DO NOT disclose confidential, proprietary, or sensitive information about the Company and names of employees, customers, vendors, contractors, suppliers, competitors, or others.*
- *DO NOT comment on Company-related legal matters, financial performance, competitors, strategy, or rumors, unless you are expressly authorized to do so.*

*If any member of the Media (social or traditional) contacts you about your user-generated content (i.e., blog post, comment, video), a colleague's or another party's, DO NOT engage in any dialog but ask them to contact the Company.*

Date: 06/12/2021

**General Manager**

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