

	DOCUMENT CONTROL		
	HSE Management System	DOCUMENT #	OU-POL-009
	SOCIAL MEDIA POLICY	VERSION	1.0
		Review Date:	13 th January 2021

SOCIAL MEDIA POLICY

Scope

This Social Media policy applies to all employees, contractors, business partners or other third parties involved in Offshore Unlimited support and service vessel operations.

Purpose

This policy provides guidance to help Offshore Unlimited personnel make appropriate decisions about the use of social media such as blogs, wikis, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as (but not limited to) Twitter, Facebook, LinkedIn, Instagram and YouTube.

Use good judgement and common sense. Readers of social media sites will include customers, potential customers, suppliers and competitors, as well as colleagues.

The following items are strictly prohibited from social media content or from any form of unauthorised disclosure:

- Future vessel movements
- Confidential information
- Any technical failure
- Any HSE incident whatsoever
- Planned project activities
- Current project status
- Financial information
- Intellectual property or trade secrets
- Client data
- Personnel should neither claim nor imply that they are speaking on the company's behalf
- Internet postings should not include company logos unless permission has been given

Please refer to our Internet Usage Policy for further information regarding electronic communication and company hardware/software platforms.

Personnel who fail to comply with this policy may face disciplinary action and in serious cases, termination of their employment or engagement.



Richard Fader
Director