



Social Media Policy

At the Western Stevedoring Group of Companies (WSGC), we believe that social networking tools and platforms for online collaboration are fundamentally changing the way we live and work, communicate and connect, offering new ways to engage with colleagues, customers, suppliers, potential employee candidates and the world at large. Social media platforms and tools¹ are similar to traditional communication tools; however, social media's high speed, level of interactivity and global access to published information merit consideration.

In the social media world, the line between what is public or private and professional or personal may not be as clear as it used to be. Social media channels can also present forms of cyber security threats such as...phishing, scams and social engineering.

For that reason, this policy applies to both company sponsored social media and personal use as it relates to WSGC.

WSGC has created the following guidelines we should abide by when engaging in social media activity.

What You Should Do:

- **Read this Policy, Think Before Posting, Use Your Best Judgement:**
 - You are personally responsible for your postings.
 - Please use common sense as your best guide if you decide to post any work information on social media sites.
 - The overarching goal is for all employees to participate online in a respectful, relevant way that protects WSGC's reputation and follows the law.
 - Example: If you are posting a photo or video of an operational activity make sure all safety practices are strictly observed, and if any people featured in the video that they have provided consent.
 - Should you want to post or comment on social media and are unsure about your post, please check with your manager or marketing@westeve.com for guidance.
- **Disclose your Affiliation:** If you talk about work related matters that are within your job responsibility and or area of expertise, you must disclose your real name, be clear about your role and identify that you are affiliated with the WSGC.
- **State That It's Your Opinion:** Unless you are officially authorized to speak on behalf of WSGC or one of its subsidiaries, you must state that the views you express are your own and do not represent the views or policies of the companies.
- **Be Truthful and Ethical:** When participating in online communities, do not misrepresent yourself.

¹ Included but not limited to contributions or posts on Facebook, MySpace, Instagram, LinkedIn, Twitter, Snapchat, YouTube, Groups, blogs, wikis, online media stories.

- **Be Respectful and Polite:** Remember that WSGC does not tolerate any type of discrimination or harassment. We must treat each other with respect, be conscious of other's privacy, and comply with company policies and guidelines at all times.

What You Should Not Do:

- Do Not Disclose Non-Public Financial or Operational Information
- Do Not Disclose Personal Information about yourself, colleagues, customers, suppliers or potential employee candidates
- Do Not Disclose Proprietary Information
- Do Not Disclose Confidential Information
- Do Not Disclose Security Information such as accounts, passwords and methods for accessing corporate networks that could compromise the integrity of WSGC's security systems
- Do Not Disclose Inappropriate Content, such as illegal or illicit behavior whether depicted in words, links, photos or videos.



Signed: October 14, 2020

Version Number	Date	Originator	Details of Change
1.0	Oct 2, 2020	WSGC	Created
This policy is to be reviewed at a minimum of every 3 years.			



Version 1.0