

I.T. POLICY

The computers and all other electronic equipment on board the vessel which are owned by Overseas Marine Logistics L.L.C. (OML) are intended for use in the operations only. Also, all information contained in the electronic equipment belongs to OML and may not be distributed further.

To maintain a good IT environment we have the following guidelines:

E-MAIL USE

- ❖ All use of the vessels e-mail shall be work-related. To keep the risk of SPAM etc. to a minimum the vessels e-mail address shall not be used for e-registrations or other equivalent.
- ❖ The sender is always responsible for seeing to it that a clear description of the email is described in the subject field.
- ❖ All sent e-mails should have a stated sender's name. Internet use

INTERNET USE

- ❖ The use of internet on a computer owned by OML shall be in the purpose of collecting information concerning the line of work.
- ❖ Internet should be used with common sense and good judgment by all the employees.
- ❖ To download music, films, software or images to OML computers is strictly forbidden. However, exceptions may be made when images are needed on behalf of the work.
- ❖ To visit websites whose contents are against OML ethic rules is strictly forbidden. This means websites of racist, pornographic or politically extreme contents.

INFORMATION CONTROL

- ❖ Images or movies taken on our work, our employees or our vessels may not be published in public places such as Facebook, Twitter or YouTube. **PRIOR WRITTEN permission from concern authority (Sr. QHSE Superintendent / DPA & CSO/ HR Officer must be taken.**
- ❖ Information received from OML or our clients may not be distributed further or published in public places such as Facebook, Twitter or YouTube. **PRIOR WRITTEN permission from concern authority (Sr. QHSE Superintendent / DPA & CSO/ HR Officer must be taken.**

MEASURES TO BE TAKEN WHEN THIS POLICY IS VIOLATED

- ❖ All employees are responsible for reporting every suspected violation of this policy to the QHSE Manager / DPA & CSO/ HR Officer. A serious violation may lead to compensation claims and dismissal, and if the violation is very serious, the result may be a report to the police and prosecution.

ANTI-RETALIATION POLICY

- ❖ Retaliation against individuals for reporting violations of this policy will not be tolerated. If you believe you are being retaliated against, immediately report it to **QHSE Manager or DPA&CSO**



Naeim Abdel Aziz
Chief Executive Officer