



SHIP MANAGEMENT GROUP

WE MANAGE SHIPS SAFELY



Email, Internet & Communication Policy

ASP Ship Management Group (ASP) is committed to ensuring that all information, which is communicated or accessed, on the world wide web, intranet or via e-mail, contributes to enhancing the level of communication and information resources at ASP. This Policy applies to all employees of ASP. Employees may be subject to disciplinary action including termination of employment for contravention of this Policy.

Email & Internet

If employees are provided with internet and email access by ASP, such access is to be used primarily for work related purposes. Limited personal use is acceptable provided it is not excessive, does not adversely affect ASP or the employee's performance of their duties and responsibilities and otherwise complies with this Policy. ASP may monitor employee use of ASP's internet and email system and all emails are the property of ASP.

Social Networking

When an ASP employee is participating in social networking, they are representing both themselves personally and ASP. ASP believes social networking is a very valuable tool and continues to advocate the responsible involvement of all employees in this space. However, all use of Social Networking must comply with this Policy.

Use of Email, Internet & Social Networking


All usage of ASP's email and internet system, and use of social media, must comply with the following:

- ASP's internet system must not be used to access or download any material, and employees must not send or forward any email, that is pornographic, illegal, offensive or inappropriate;
- Employees must not use ASP's internet system or send or forward any email to abuse, harass, intimidate or act unprofessionally towards any person, for personal gain or in any manner which conflicts with their duties and responsibilities or ASP's interests;
- Employees must never represent themselves or ASP without authority or in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated;
- Employees must not post disparaging or disrespectful comments about fellow employees or any other person and never comment on anything related to a legal matter, litigation, or any parties ASP may be involved with;
- No ASP employee shall make or receive any contact from a media organisation through either personal contact or by company mobile, public telephone or any other multimedia devices;
- Never participate in a social media forum or any other form of telecommunication, when the topic being discussed may be considered a crisis or an emergency situation in relation to ASP;
- Employees must not disclose confidential information of ASP;
- Discrimination and any form of harassment applies to all electronic social media, in any other form of communication or conduct;
- Prior to any use of any ASP branding or company logo on social media, approval must be sort from the ASP Group Executive Management;
- If you have authority to post to personal networking sites about job related content or about the company, identify yourself as an ASP employee and use a disclaimer to make it clear that these views are not reflective of the views of ASP; and
- Be aware that you are not anonymous when you make online comments. Information on your networking profiles is published in a very public place.

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