

GROUP SOCIAL MEDIA GUIDELINES

Implications of engaging in social media

It is important that our employees are aware of the implications of engaging in social media and online conversations that reference HES, its terminals, its shareholders, its brands, or its business. In order to avoid any problems or misunderstandings, we have come up with a few guidelines to provide helpful and practical advice for you when operating on the internet as an identifiable employee of the HES Group and its brands. Our expectations for personal and professional use of social media are set forth separately below.

If in doubt, always contact your manager or the HES Communications Manager for advice.

CONTACT	
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Use of Social media: Our expectations

When you're mentioning HES, our terminals, our brands, or our business on social networks, keep in mind that:

1. It is important to familiarize yourself with and follow the Code of Conduct and our Privacy Policy.
2. If you are about to publish something that makes you even the slightest bit uncomfortable, review your publication first. If you are in doubt, please discuss your considerations with your manager or the HES Communications Manager.
3. Information about HES, as provided by our internal network (like the HES Newsflash), should not be shared with third parties.
4. Do not comment on work-related legal matters unless you are an official spokesperson. In addition, mentioning HES International and its terminals, its shareholders, revenues, future projects, pricing decisions, unannounced financial results or similar matters might cause negative publications and/or consequences. Please do not discuss any financial topics and predictions of future performance.
5. Respect your audience. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable within HES. You should also show proper consideration for third parties' privacy and for topics that may be considered objectionable or inflammatory (like religion or politics).
6. Please respect possible intellectual property and/or copyrights of third parties.
7. If you notice that a post of a colleague, related to HES, shouldn't be shared, please immediately inform your manager or the HES Communications Manager.
8. Be aware of inadvertent disclosures or the perception of disclosures. For example, consider that "friending" a professional contact may publicly identify that person. Assume that your professional life and your personal life will merge online regardless of your care in separating them.
9. Using social media sites means that you (and the content you exchange) are subject to their terms of service. This can have legal implications, including the possibility that your interactions could be subject to a third-party subpoena. The social media network has access to everything you have disclosed to or on that site.