

Mermaid Subsea Services (Known as MSS or the Company) is committed to providing a Safe working environment consistent with its wider policy objectives. This policy applies to MSS and its subsidiaries and covers, but not limited to; access to the Internet, the use of email facilities through computer equipment hardware, software (systems), owned or licensed and use of Social Media platforms.

Company email and Internet systems and any documentation or correspondence produced using these systems is the property of the Company and the Company shall maintain the right to monitor use of its systems for business purposes.

Unauthorised access or misuse of these systems is strictly forbidden and will be subject to disciplinary action.

The Company reserves the absolute right to review, monitor, audit without notice, disclose all matters sent over these systems and whilst limited personal use of the email / internet system is permitted.

Email and Internet Usage: the Company's email and internet system(s) are primarily for business use; however occasional and reasonable personal use is permitted provided that this does not interfere with your performance or the operation of the company's business or the system itself.

The Company will not tolerate offensive emails. You have a responsibility to draft all emails carefully taking into account possible repercussions in relation to discrimination, harassment, company representation and defamation issues.

You must not use any personal email account, to send emails on behalf of the company, regarding business matters, to MSS clients or customers. All emails relating to business issues must be sent via an authorised MSS account.

Access to sites containing offensive material including, but not limited to, sexually explicit content is strictly prohibited. The Company also reserves the right to block access to certain Internet sites that we believe necessary.

You may not download or use material from the Internet that may be in violation of software license, copyright, trademark or patent laws and you may not download, install or use any software or data from the Internet, including but not limited to, applications, screen savers, sound files, video clips, or graphics files.

Software installation, testing and upgrades: all software for use at MSS should be obtained from legal sources via the IT department and all changes and upgrades to programs and software must be properly authorised and tested in a test environment before moving to the live environment.

Confidential Data: All data and information not in the public domain, relating to MSS's business and its employees, must remain confidential at all times. Using Company systems for private business or private financial gain is strictly prohibited.



Paul Whiley
Chief Operating Officer
2 December 2021