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Issue Date: January 22, 2015

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Authorized By: Troy Launay

Usage: Company-wide

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Title: E-Mail and Internet Policy

This policy applies to all persons employed by TR Launay, Inc. working on assignment and to third party personnel and subcontractors engaged in work for the TR Launay, Inc.

TR Launay, Inc. implements and uses these policies and procedures to make sure that we are in compliance with International Marine Contractors Association (IMCA) guidelines. In addition, TR Launay, Inc. employees and subcontractors will adhere to and follow our customer and client policies and procedures while under contract and on assignment.

The use of TR Launay, Inc.'s computer systems is for company business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is however acceptable as long as it is not excessive or inappropriate and occurs during personal time.

Monitoring of Internet Usage

The following activities are NOT permitted:

- Use foul/obscene/offensive language/material
- Harassing or insulting others
- Violation of laws (copyright and others)
- Accessing sex/pornography/offensive and other improper materials
- Hacking, damaging computers
- Misrepresenting yourself/facts or others

Confidential / Sensitive Material

Users should not upload/save/send Company's confidential and/or sensitive material to the public or any locations that are considered not appropriate or insecure.

Software

It is not allowed to install additional software on the Company's computers. Consult your Supervisor if any additional software is required.

Storage of Files

It is not allowed to store private files, pictures and MP3 files on the Company's computers or servers.



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E-mail usage

Messages that are created, sent or received using the Company's E-mail system are the property of the company. E-mail technology is provided for business communications - please ensure that Emails primarily relate to Company business matters. It is permissible to use the company Email system for some incidental personal purposes. This does not include resources requiring substantial expenditures of time, uses for profit, or uses that would violate company time or policies. Such messages become the property of the Company and are subject to the same conditions as company Email.

Unacceptable E-mail behavior

The following activities are NOT permitted:

- Forwarding of Company confidential messages to external locations
- Distributing or storage of images, text or materials that might be considered indecent, pornographic, obscene or illegal.
- Accessing copyrighted information in a way that violates the copyright.
- Breaking into the system or unauthorized use of a password or mailbox.

[Original Signed By]

Troy Launay
President, TR Launay, Inc.

TRL/gr