



**ATLANTIC**  
FORWARDING GROUP

# **THE ATLANTIC FORWARDING CODE OF BUSINESS CONDUCT**



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*A foreword...*

*Atlantic Forwarding, as a privately owned logistics company we fully commit to providing security and stability for our employees and fulfilling the needs of our corporate clients. We earn their trust by conducting our business legally, responsibly and with integrity.*

*The Atlantic Forwarding Code of Business Conduct affirms the principles by which Atlantic Forwarding does business. The code applies to all Atlantic Forwarding's employees. It sets a common standard for all of Atlantic Forwarding's global operations wherever we do business.*

*By applying this Code in our daily work Atlantic Forwarding will remain true to our ethical principles and core values which are at the heart of our business. As a logistics company, it is our goal to become the partner with a trusted and qualified service delivery on all markets – every time.*

*Sincerely,  
Daniel Weissenberger, CEO*



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## **Glossary**

The terms defined in the glossary are only applicable to this Code.

Where appropriate words in the singular shall include the plural and vice versa. Unless the context otherwise requires, a reference to masculine shall include a reference to feminine.

**"Atlantic Forwarding"** means Atlantic Forwarding Ltd., with registered headquarters at Grosspeteranlage 29, 4052, Basel, Switzerland as well as all its entities and brand offices that operate worldwide.

**"Active Bribery"** means any action to, directly or indirectly, offer, promise or give to any person of the private sector an undue advantage, in order to cause that person to carry out or to fail to carry out an act in connection with his professional or commercial activity which is contrary to his duty or dependent on his discretion.

**"Code"** means the latest version of Atlantic Forwarding's Code of Business Conduct published on Atlantic Forwarding's website.

**"Commercially Sensitive Information"** means information that could influence a commercial decision or strategy of an undertaking, such as information about the past, current or future. Examples of Commercially Sensitive Information are prices and price elements, charges and bottom rate, sales revenue, sales volume, offers, bids planned, clients.

**"Confidential Information"** means all non-public information in Atlantic Forwarding's possession related to business, including, but not limited to, contracts, pricing information, marketing plans, trade volumes, customer's identity, vessel's operations and technical specifications, trade secrets and any other information of commercial value to any other person, communicated by any means, including oral and/or electronic means, whether or not marked, designated or otherwise identified as "confidential".

**"Conflict of Interest"** means a situation when an Employee conducting business for and/or on behalf of Atlantic Forwarding has private interests that may interfere with the interests of Atlantic Forwarding in such a way that creates a risk that his decisions could be affected by the private interest or otherwise could alter the performance of his duties on behalf of Atlantic Forwarding.

**"Corruption"** means the action of offering, promising or giving a Government Official, directly or indirectly, an undue advantage, in order to cause that Government Official to carry out or to fail to carry out an act in connection with his official activity which is contrary to his duty or dependent on his discretion.

**"Electronic Device(s)"** means any electronic equipment mainly dedicated to communicating, processing and transferring information (which may include Confidential Information and Personal Data) in a professional environment. Such devices include, but are not limited to, laptop computer, desktop computer, servers, mobile phone, tablet, mobile device's SIM card, static or removable storage device, as well as any software installed or stored onto such devices.

**"Employee(s)"** means Atlantic Forwarding's employees, representatives, officers, and directors.

**"Facilitation Payment"** means any payments or advantages of any kind made with the purpose of expediting or facilitating the performance by a Government Official of a routine governmental action.

**"Gifts"** means anything of value in relation to Atlantic Forwarding business and "Corporate Hospitality" means any event Atlantic Forwarding or Agencies host or Employees attend for business related purposes. Common examples include reasonable priced meals, sporting events, theatrical performances and educational events for business related purposes.

**"Government Official"** means a person:

- i. serving with, employed by or acting as an agent of any agency or entity of the national, state or municipal governments of any country;
- ii. serving with, employed by or acting as an agent of any public international organization (such as the World Bank or the United Nations);
- iii. working in any government-owned or government-controlled commercial enterprise;
- iv. working in a political party;
- v. running as a candidate for a political office.

**"Misconduct"** means any unlawful or improper behavior that is undertaken by an Employee, including a breach of the Code.



**Modern Slavery** means any activity, practice or conduct that would constitute an offence under all applicable statutory requirements as defined by applicable laws, statutes, regulations and codes on the subject matter.

**"Atlantic Forwarding Social Media"** means Social Media but where in addition an Employee also reveals their Employee status with Atlantic Forwarding, whether directly, such as making a statement or reference to Atlantic Forwarding, or indirectly, such as by uploading a photograph that identifies Atlantic Forwarding, for example with the Atlantic Forwarding logo in the background.

**"Passive Bribery"** means the action of an Employee, directly or indirectly, to solicit, accept, or receive an undue advantage for his own benefit or for the benefit of a third person for the commission or omission of an act in connection with his professional or commercial activity which is contrary to his duty or dependent on his discretion.

**"Personal Data"** means any information or data that relates to an identified or identifiable natural person. Personal Data is each piece of information related to such person, regardless of the form in which it is expressed and the format of the information (storage media, paper, tape, film, electronic media, etc.). For the purpose of this Code, legal entities shall be excluded of its scope, unless otherwise provided under local data protection law. Personal Data covers any information that relates to an identifiable person. There are different ways in which a person can be considered 'identifiable'. A person's full name is a direct identifier. Other combined information may also be sufficient to identify a person. Personal Data may notably relate, but is not limited to name, date of birth, address; personal and professional email address and telephone number, regardless of whether it is used for personal or professional purposes; cargo description associated with name or contact details of the parties to the contract of carriage; geo-localization of customers' containers; Employees' professional details, job position, badge number; customers' contact details or customers' financial details or any other information required for credit checks; IP address or a device serial number.

**"Social Media"** means the private or personal use of websites and applications used to communicate with other users, or to find people with similar interests to one's own, including, but not limited to, Facebook and LinkedIn.



## **1. INTRODUCTION**

### **Objective of the Code**

Progressing from a small thriving Swiss forwarder to a significant international company Atlantic Forwarding earns its reputation and trust everyday by providing unparalleled services to its customers and by conducting business fairly and ethically. Our reputation for trust and integrity relies upon every action by every Employee every day.

The Code is complementary to, and must be read in conjunction with, other policies and procedures Atlantic Forwarding may adopt for the purpose of implementing the Code's principles as well as other policies.

Atlantic Forwarding also reserves the right to amend the Code from time to time. Employees should keep themselves informed and aware of any updates. The latest version of the Code can be found on Atlantic Forwarding's website.

Employees are free to address any question on the Code and its implementation at [ethic@atlanticforwarding.com](mailto:ethic@atlanticforwarding.com).

### **Scope of the Code**

The Code is a guideline to help Employees to run ethical business. The implementation of this Code is of the highest priority for Atlantic Forwarding, and Atlantic Forwarding expects its Employees to adhere to it. Atlantic Forwarding reserves its right to carry internal audits in order to ensure Employees' compliance with the standards set forth in the Code.

Where differences exist as a result of local laws or regulations, either the Code, or the local requirement, whichever sets the highest ethical standard, must be applied.

Each Employee is responsible and accountable for:

- understanding and meeting the standards described in this Code;
- keeping himself informed and aware of any updates; and
- undertaking the relevant training courses aimed at improving awareness and understanding of the standards referenced in this Code.

Nevertheless, additional responsibilities lie with any Employee who is responsible for supervising others to:

- Act as a role model in strict compliance with the letter and spirit of the Code;
- Ensure that all Employees under their supervision have been made aware of and have been trained on how to apply the Code;
- Supervise and monitor the observance by their staff of the principles laid down in the Code; and
- Stop any conduct breaching the Code and report the conduct to [ethic@atlanticforwarding.com](mailto:ethic@atlanticforwarding.com).

### **Interpreting the Code**

The purpose of the Code is not to cover all circumstances or anticipate every situation that may arise. Instead, it sets forth the principles and policies for the conduct of Atlantic Forwarding's business in an ethical manner. When encountering situations not addressed specifically by this Code, Employees should maintain the highest ethical standards observed in the industry. Situations that are not covered in the Code must be referred to [ethic@atlanticforwarding.com](mailto:ethic@atlanticforwarding.com).

If an Employee is unsure whether his conduct would be contrary to the Code, he should ask himself some simple questions:

- Is this action lawful and in compliance with the Code?
- Would it be harmless to Atlantic Forwarding or to me if this conduct was known?
- Would I want my actions to be published on the front page of a newspaper?
- Would I want someone to act the same way towards me?

If the answer to any of these questions is "no", the action is deemed not compliant with the Code and should not be taken. If you are still unsure of the answer, then you should contact [ethic@atlanticforwarding.com](mailto:ethic@atlanticforwarding.com).



## **Reporting of Misconduct**

Misconduct includes, but is not limited to, corruption, malfeasance, bribery, theft or misuse of Atlantic Forwarding's property, fraud, coercion, intentional omission to perform a duty, or a violation of the Code or any Atlantic Forwarding's policy and procedure.

Any Misconduct shall be reported expeditiously. Employees are strongly encouraged to report any Misconduct to the dedicated reporting channel at [ethic@atlanticforwarding.com](mailto:ethic@atlanticforwarding.com).

When reporting Misconduct, Employees may choose to identify themselves, or to remain anonymous in accordance with applicable laws. There will be no retaliation against any Employee making a report in good faith.

Atlantic Forwarding takes alleged violations very seriously and will fairly investigate each allegation. Any failure to comply with the Code may lead to disciplinary actions up to and including termination of employment or any other contract, as well as possible civil or criminal penalties.

## **2. STANDARD OF CONDUCT**

Due to Atlantic Forwarding's consolidated and constantly growing international presence, all Employees must comply with all applicable laws, regulations and rules, official guidelines, codes of best practice, partnerships with governments, whenever relevant.

In addition, the Code sets forth the common standard of approved behavior, regardless of the location of the Employee. These standards supplement and may go well beyond compliance with laws and regulations in many countries where Atlantic Forwarding operates.

## **3. QUALITY, HEALTH, SAFETY AND ENVIRONMENT**

Atlantic Forwarding is committed to providing the highest quality services to our customers through quality fulfillment, to meet their expectations. A fundamental objective of our company is to take a leading position in the area in which we perform and, therefore, Atlantic Forwarding is committed to complying with the requirements of the current health, safety and environmental legislation, international standards, rules in industrial and occupational safety and environmental protection areas.

Atlantic Forwarding's top management is a guarantor of policy implementation in the fields of quality, health, safety and the environment, and is committed to providing efficient implementation processes and ensuring the efficient fulfillment of quality. One of the priorities of Atlantic Forwarding is to provide world-class quality service. Regardless of the size of a company, scope of work or mode of transport, customer focus is paramount, and customer satisfaction is vital. Through excessive monitoring and measuring, cost-effective transportation solutions, and requirements of legislation in the field of health, safety and the environment, Atlantic Forwarding ensures that the goals of the company are met.

Atlantic Forwarding's had in place dedicated policies in relation to health and safety. Such policies shall be understood, implemented and maintained at all levels of the organization, as well as being reviewed periodically for its continuing suitability and effectiveness. To this end, Atlantic Forwarding is committed to:

- Thoroughly understanding the requirements of our customers and providing requested Services professionally and promptly.
- Providing efficient, trouble-free and seamless transportation solutions.
- Identifying improvement opportunities through customer feedback and addressing the same.
- Embracing effective and safe use of tools and equipment, vehicles, materials and other consumed resources.
- Preventing injuries and ill health for employees by conducting training and annual medical examinations.
- Reducing the negative impact on the environment and implementing preventive measures to minimize pollution.
- Complying with all requirements of local legislation and international legislative acts, including acts on environmental protection and safety.



#### **4. HUMAN RIGHTS AND LABOUR STANDARDS**

Atlantic Forwarding supports and strives to continuously improve good corporate governance that contributes to social responsibility and broader sustainable development goals as intended by the international community. To achieve this, Atlantic Forwarding complies at a minimum with all applicable laws, rules and regulations of the countries of operation as well as applicable sector-specific regulatory frameworks, standards and requirements. Additionally, Atlantic Forwarding's commitment to promote responsible and fair business practices adheres to and draws upon internationally recognised human rights and labour principles and standards.

##### **Non-Discrimination**

Atlantic Forwarding is firmly committed to support equal employment opportunities by ensuring that all aspects of hiring and employment practices are based on the grounds of merit and work-related abilities.

Atlantic Forwarding respects each person's individuality and does not tolerate any discrimination based on any ground, such as sex, race, color, religion, language, national or ethnic origin, age, disability, political or ideological affiliation, trade union membership, marital status or family responsibilities, sexual orientation or gender identity. Special attention is paid to vulnerable categories of workers as intended by the international community.

Atlantic Forwarding strictly complies with applicable national laws, local requirements and/or relevant prevailing local industry standards, whichever is higher, that respect and guarantee, at least at a minimum, its employees' rights in all aspects of employment. These include applications for employment, promotions, rewards, wages, overtime, working hours, leave, benefits, access to training, job assignment, social benefits, corrective and disciplinary actions, termination of employment or retirement.

##### **Mutual Respect and Fair Treatment**

Atlantic Forwarding believes that each person, including customers, business partners and all stakeholders with whom we interact, deserves to be treated with respect, fairness and dignity.

This responsibility lies with every Employee.

##### **Diversity**

The variety of Employees represents one of Atlantic Forwarding greatest assets and contributes to its continued success.

Atlantic Forwarding expects its Employees to value the unique abilities, strengths and skills of each person and to support one another while embracing and respecting cultural diversity and local traditions.

##### **Harassment and Other Abusive Conduct**

Atlantic Forwarding does not tolerate any form of harassment or abusive conduct, including verbal or mental coercion, corporal punishment and sexual harassment.

Harassment and abusive conduct can include acts or threats of violence to another person (including gestures, bullying, "jokes" or intimidation, language and physical contact) as well as the intentional damaging of Atlantic Forwarding's property or the property of another person, or any other behaviour that causes others to feel unsafe in the workplace.

##### **Freedom of Association**

Atlantic Forwarding recognizes the freedom of association of all Employees. All Employees shall have the right to join or not to join and form trade unions and to bargain collectively on their behalf, without fear of intimidation or reprisal, in compliance with applicable laws and regulations.

##### **Forced Labour and Modern Slavery**

Atlantic Forwarding is committed to ensuring the respect of the fundamental human dignity of all its Employees.

To this end, regardless of the person's age, whether an adult or a child, Atlantic Forwarding prohibits a person's economic and social exploitation by another for personal and/or commercial gain, forced and compulsory / involuntary labour as defined in the ILO Convention C029, the use of prison labour and any forms of slavery or servitude, including bondage labour and human trafficking.





### **Child Labour & Protection of Young Workers**

Atlantic Forwarding strictly prohibits the use of child labour and adheres to relevant international standards related to children's rights, such as the ILO Convention C0138 concerning Minimum Age for Admission and Employment the ILO Convention C0182 on the Worst Forms of Child Labour and the United Nations Convention on the Rights of the Child.

### **Community and Stakeholders Engagement**

With a view to contribute to inclusive positive social and economic impacts on the long-term, Atlantic Forwarding is strongly committed to conduct a responsible business that respects the fundamental rights of local communities, including those of vulnerable and disadvantaged groups as intended by the international community.

## **5. ANTI-BRIBERY**

While conducting business anywhere in the world, Atlantic Forwarding is committed to undertake business fairly and to uphold all applicable anti-bribery laws, including, the Swiss Penal Code, and where applicable, the U.S. Foreign Corrupt Practices Act and the UK Bribery Act 2010.

Atlantic Forwarding strictly prohibits all Corruption, Passive and Active Bribery, and Facilitation Payments. Under most legislations, such conduct can lead to imprisonment for individuals and heavy fines for individuals and entities. Atlantic Forwarding reserves the right to take disciplinary action towards any Employee engaged in such conduct. Employees must not engage a third-party agent, consultant or supplier if there is reason to believe that the agent, consultant or supplier may attempt to breach Atlantic Forwarding's anti-bribery policies.

Should Employees be asked to participate in Facilitation Payments they must actively refuse the payment and immediately report to [ethic@atlanticforwarding.com](mailto:ethic@atlanticforwarding.com). The fact that the payment was first proposed by the other party does not make the conduct lawful. Atlantic Forwarding has a zero-tolerance policy regarding Facilitation Payments, except when the health and safety of an Employee is at stake.

While Gifts provided to Government Officials are permitted, it is very easy to cross the line from modest value Gifts and Corporate Hospitality to Corruption. Modest value Gifts, which are allowed under Atlantic Forwarding's policy, include any Atlantic Forwarding promotional Gift. Atlantic Forwarding will not tolerate the payment of bribes to Government Official, including those disguised as Gifts. Employees shall comply with Atlantic Forwarding's Anti-bribery policy.

## **6. CONFLICT OF INTEREST**

A Conflict of Interest may arise, for example, when an Employee engages in a business transaction with a third party (including, but not limited to a vendor, a customer or a competitor), in which the Employee or family member has a financial or personal interest (for example, as an owner, shareholder, board member, officer, employee or agent).

No Employee should become involved in any activity that would conflict or alter his judgement in performing his duties.

All Employees are requested to disclose any potential or actual Conflict of Interest in accordance with relevant disclosure procedures. Employees are responsible for updating the information disclosed to ensure such disclosure is accurate and true at all times.

Whenever circumstances give rise to such a Conflict of Interest, or even the appearance thereof, such Employee should obtain specific written authorization before participating in business where his impartiality is likely to be questioned.

## **7. SANCTIONS REGULATIONS**

Sanctions are prohibitions against engaging in specified international transactions involving certain individuals, entities, cargos, countries or vessels to achieve a national security / political objective.

Atlantic Forwarding complies with all sanction's laws and regulations, applicable to it, in its business dealings worldwide, including Swiss and European Union sanctions. All Employees must comply with all sanctions applicable to Atlantic Forwarding, regardless of the trade or the commodity transported.



## **8. MONEY LAUNDERING**

Money laundering occurs when a person carries out an act that is aimed at frustrating the identification of the origin, the tracing or the forfeiture of assets which he knows or must assume originate from a crime.

Employees are strictly forbidden from participating in or facilitating a money laundering transaction.

Employees shall only conduct legitimate business activities and shall not accept or handle cash or other assets that they have reason to suspect are the proceeds of a crime.

## **9. ANTITRUST LAWS**

Atlantic Forwarding has a strict policy of complying with the applicable competition regulations (also known as "Antitrust Laws") at any time, regardless of the location. Antitrust Laws must be followed by all Employees.

Violations of Antitrust Laws are strictly penalized by law, including in many countries by criminal sanctions.

Employees receiving a request for information from a public authority, including government investigations and audits, must immediately inform the Atlantic Forwarding's management and report to [competition@atlanticforwarding.com](mailto:competition@atlanticforwarding.com).

In case of a "dawn raid" or unannounced inspection initiated by a competition authority, the Atlantic Forwarding's management must be immediately informed and it shall be reported to [competition@atlanticforwarding.com](mailto:competition@atlanticforwarding.com).

A key area of illegal conduct is agreements with other competitors whose purpose is to restrain competition ("collusion"). These include, for example, collusion with a competitor concerning:

- Agreements regarding any element of the price, for example rates, discounts, surcharges, terms of payment, known as "**price fixing**";
- Agreements affecting the way either party deploys its capacity, including rationalization agreements, caps on utilization, agreements to keep vessels idle, known as "**capacity restrictions**";
- Agreements to divide or allocate customers, suppliers or territories among competitors, known as "**market sharing**".

Exchanging Commercially Sensitive Information with competitors for example prices, costs, charges, business plans, volumes, market share data is illegal and strictly prohibited.

However, Employees shall not exchange with Atlantic Forwarding or Atlantic Forwarding's competitors any Commercially Sensitive Information related to other competitors. Such exchange of information may increase the level of market transparency between undertakings through access to sensitive information on competitors or by facilitating monitor pricing.

A breach of Antitrust Laws may also arise from the abuse of a dominant position. A dominant position is legal and exists where a company has such a strong market presence that it can behave independently of competitors and customers. Abuse of a dominant position is illegal and arises from the use of this position to exploit customers or exclude competitors. However, Atlantic Forwarding faces enough competition that these issues would not arise. For instance, under European Union law, it is very unlikely that a company will be considered as dominant if its market shares on the trade are below 40%.

## **10. BUSINESS AND FINANCIAL RECORDS**

The accuracy and maintenance of Atlantic Forwarding's business and financial records is crucial and must be ensured.

In this regard, all Employees must:

- Always record and classify transactions in the proper accounting period and in the appropriate account and department;
- Not distort the true nature of any transaction;
- Not falsify any document;
- Not enable another person's efforts to evade taxes, launder money, or violate other laws;
- Always support estimates and accruals with appropriate documentation;
- Maintain records for the minimum period of 10 (ten) years or higher if required by local law;
- Maintain the requested documents and not dispose, alter, delete, or destroy any information or document that may be relevant to an investigation and/or subject to a litigation hold.



## **11. CONFIDENTIAL INFORMATION, DATA PROTECTION AND PRIVACY, AND ELECTRONIC DEVICES**

### **Confidential Information**

All Employees must safeguard all Confidential Information as well as any Confidential Information received from Atlantic Forwarding's customers, suppliers and any other third parties.

Failure to do so could result in a breach of obligations arising under contracts or laws protecting business secrets, data protection, and privacy.

Confidential Information must not in any case be disclosed to anyone outside of Atlantic Forwarding, including to family and friends, except if legally required.

Confidential Information must not be shared with others inside Atlantic Forwarding except on a "need to know" basis. All Employees are obliged to protect Confidential Information, even after employment or business ends.

### **Data Protection and Privacy**

Atlantic Forwarding respects and protects the privacy of its Employees, customers, and business partners, processing the Personal Data in accordance with the requirements established by applicable data protection laws and regulations. It notably ensures the effectiveness of the data protection rights of the persons whom the Personal Data are processed.

Personal Data shall be processed fairly and lawfully and for specified and legitimate purposes. Atlantic Forwarding has adopted appropriate technical and organizational security measures to protect the Personal Data it processes and stores and takes precautions to prevent unauthorized disclosure.

Atlantic Forwarding regularly raises awareness among its Employees on data protection issues.

Employees shall be aware of their duties with respect to Personal Data and confidentiality, and must comply with Atlantic Forwarding's data protection compliance program, including but not limited to, the collection, use and management of Personal Data. Agencies or Employees becoming aware of a breach of the applicable data protection laws and regulations shall report it immediately to [GlobalHR@atlanticforwarding.com](mailto:GlobalHR@atlanticforwarding.com).

### **Electronic Devices**

Atlantic Forwarding may provide their Employees with Electronic Devices for professional purposes. Employees must only use such devices for their intended purposes and shall restrain themselves from using them for a personal goal. Electronic Devices must be used in accordance with Atlantic Forwarding's policies, and instructions.

Atlantic Forwarding is entitled to monitor from time to time the use of Electronic Devices within the limits of the law, which include any data, information, Confidential Information and Personal Data stored on such devices.

## **12. SOCIAL MEDIA AND PUBLIC SPEAKING**

### **Business Use of Social Media**

Atlantic Forwarding encourages all Employees to participate responsibly and professionally in Atlantic Forwarding's Social Media as a means of generating interest in Atlantic Forwarding's services and creating business opportunities. Atlantic Forwarding encourages Employees to use the official Atlantic Forwarding pages on Social Media. Every Employee can share and comment on any posts made on the official Atlantic Forwarding pages on Social Media.

An Employee's work duties require them to speak on behalf of Atlantic Forwarding in a Social Media environment, the Employee must seek approval for the contents of such communication and shall contact [communications@atlanticforwarding.com](mailto:communications@atlanticforwarding.com). In cases where this is to be frequent, said Employee may be asked to undertake training or guidance on Social Media for business use. The Employee must not respond themselves without prior written approval to do so.

When using Atlantic Forwarding Social Media, Employees should not post, or express a viewpoint on another's post, such as by "liking" a Facebook post, anything that Atlantic Forwarding or Atlantic Forwarding's business partners would find offensive, including racism, ethnic slurs, sexist comments, discriminatory comments, profanity, abusive language or obscenity, or statements that are maliciously false.

Employees having questions about their responsibilities relating to the use of Social Media shall contact [communications@atlanticforwarding.com](mailto:communications@atlanticforwarding.com).



### **Public speaking and media engagement**

Atlantic Forwarding recognizes that Employees from time to time may wish to take part in public-speaking events or talking to journalists and that these activities can help build relations with external parties and promote Atlantic Forwarding and its services. Delivering a speech at a conference, or conducting a media interview, also fall within skillsets that some Employees are encouraged to develop.

Any speech at a public event where an Employee identifies as Atlantic Forwarding and any comment to the media can be construed as a representation of Atlantic Forwarding. Therefore, Atlantic Forwarding needs to ensure that only appropriate information is disclosed in the public domain and that such representations are made to a standard which benefits the Atlantic Forwarding brand and in a coordinated way across our global business.

Employees are therefore required to request an approval from an Atlantic Forwarding's Board of Directors' member of any public-speaking or media engagement opportunity, prior to accepting. These requests are reviewed and either validated, queried or rejected. In some cases, fact-checking or training and preparation is required before the green light to proceed is given.

Like many other organizations, Atlantic Forwarding operates a press contact through which Atlantic Forwarding interacts with the media via individuals who are experienced in understanding journalists' interests and needs. Employees who are engaged unexpectedly by journalists, or who consider proactively to engage with the media, can send an email to [communications@atlanticforwarding.com](mailto:communications@atlanticforwarding.com).