

## Information Technology (IT) Policy

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### IT Policy Statement

At ZEAQUEST, we are committed to maintaining a secure, efficient, and responsible information technology environment that supports our business objectives, protects our assets, and ensures compliance with relevant legal, regulatory, and contractual obligations. Our IT policy is an integral part of our broader management system, reflecting our dedication to quality, information security, environmental responsibility, and occupational health and safety. This policy applies to all ZEAQUEST personnel, including shore-based employees and vessel crew, wherever IT systems are used.

### Our IT operations and policies core principles:

- **Confidentiality, Integrity, and Availability (CIA):** Protecting information from unauthorized access, ensuring its accuracy and completeness, and making it accessible to authorized users when needed.
- **Compliance:** Adhering to all applicable laws, regulations, and industry standards.
- **Risk Management:** Proactively identifying, assessing, and mitigating IT-related risks.
- **Continuous Improvement:** Regularly reviewing and enhancing our IT systems, processes, and policies.
- **Accountability:** Defining clear roles and responsibilities for information security and IT management.
- **Sustainability:** Minimizing the environmental impact of our IT operations.
- **Health and Safety:** Ensuring a safe and healthy working environment related to IT infrastructure and usage.

### Employee Participation and Engagement

- **Information Security:** Employees are encouraged to promptly report any suspected security incidents, vulnerabilities, or policy breaches without fear of reprisal.
- **Use of Approved Software/Hardware:** Employees must only use IT software and hardware that has been officially approved, licensed, and provided by ZEAQUEST IT. Unauthorized installations or use for company work are prohibited to ensure compatibility, security, and quality standards are met.
- **Process Improvement:** Employees are actively involved in identifying opportunities to improve IT processes, systems, and services to enhance efficiency and user satisfaction.
- **Resource Efficiency:** Encouraging employees to adopt practices that reduce energy consumption and waste related to IT equipment (e.g., proper shutdown, responsible disposal).
- **Suggestion for Green IT:** Providing avenues for employees to suggest initiatives for more environmentally friendly IT solutions.
- **Feedback & Suggestions:** Providing channels for employees to offer suggestions for improving information security controls and practices.

This IT Policy will be reviewed periodically to ensure its continued suitability, adequacy, and effectiveness. All employees will be informed of this policy and any subsequent revisions, and it will be readily accessible to all personnel.



**Thitikul Nagadhana**  
Chief Executive Officer  
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