

Information Classification Policy

Conducting professional business in a competitive and regulated environment, it is critical for Bower Offshore AS to set the standard for the protection of information assets from unauthorized access and compromise or disclosure. Accordingly, Bower Offshore AS has adopted this information classification policy to help manage and protect its information assets. All employees share the responsibility for ensuring that the company information assets receive an appropriate level of protection by observing this Information Classification Policy.

Information Category	Description	Items
Confidential	Information collected and used by Bower Offshore in the conduct of its business to employ people, to log and fulfill client orders, and to manage all aspects of corporate finance. Access to this information is very restricted within the company. The highest possible levels of integrity, confidentiality, and restricted availability are vital.	• Salaries and personal information • Accounting data and internal financial reports • Confidential customer business data and contracts • Non-disclosure agreements with clients/vendors and related information • Company business plans
Internal	Information and documents which are only available for employees in Bower Offshore.	• Passwords and information regarding IT systems • Standard operating procedures used in all parts of business • Internal information bulletins
Public	Documents that are not sensitive and there is no issue with release to the general public.	• Web site • Information brochures • Financial reports required by regulatory authorities

Responsibility and accountability

The Chief Executive Officer is obliged to enact this policy under the directive of the Board of Directors

Management at all levels is obligated to secure the success of the Policy by ensuring the necessary resources are both supplied and readily available at all levels of the organization.

This policy applies to all Bower Offshore units and is to be displayed on all vessels and shore facilities under the management of Bower Offshore.



Karl-Johan Bakken
Chief Executive Officer