

Social Media Policy



Remfry & Sagor

Social Media Policy

Social Media Policy

This policy is intended to cover content of professional nature posted by you on any Social Media platform.

Be mindful of what you post! There is a thin line between social media communication and actions that are public and private, personal and professional and we need to be prudent and cautious in managing our presence on various social media platforms. Social media may be optimally used to spread awareness of activities/conferences Remfry & Sagar is involved in without appearing to solicit work. You are required to use your best judgment while adhering to these guidelines; however whenever there is any doubt, consult the media team before posting anything relating to the Firm, its activities, or personnel.

Kindly ensure that your use of social media **does not** in any manner:

- (a) appear to offer legal advice;
- (b) appear to respond on behalf of the Firm;
- (c) contain content that is inappropriate, threatening, dishonourable, derogatory or that infringes on the intellectual property rights or privacy of another;
- (d) disclose a client's name or any other details/particulars;
- (e) discuss actual cases handled by the Firm;
- (f) make use of any intellectual property of the Firm without prior authorisation;
- (g) identify a personal post/blog as affiliated with or endorsed by the Firm (you are required to inform the Firm management at RemfryMedia@remfry.com of any personal blog operated by you);
- (h) share any sensitive or confidential information of the Firm or personnel;
- (i) post content/information related to the Firm or its activities without prior authorization; and
- (j) use hash tags incorporating the Firm's name or part of its name without prior authorization.

Social media **should not** be used in derogation of this Policy. Remfry prides itself on its reputation and has zero tolerance for any act which could bring disrepute to the Firm.