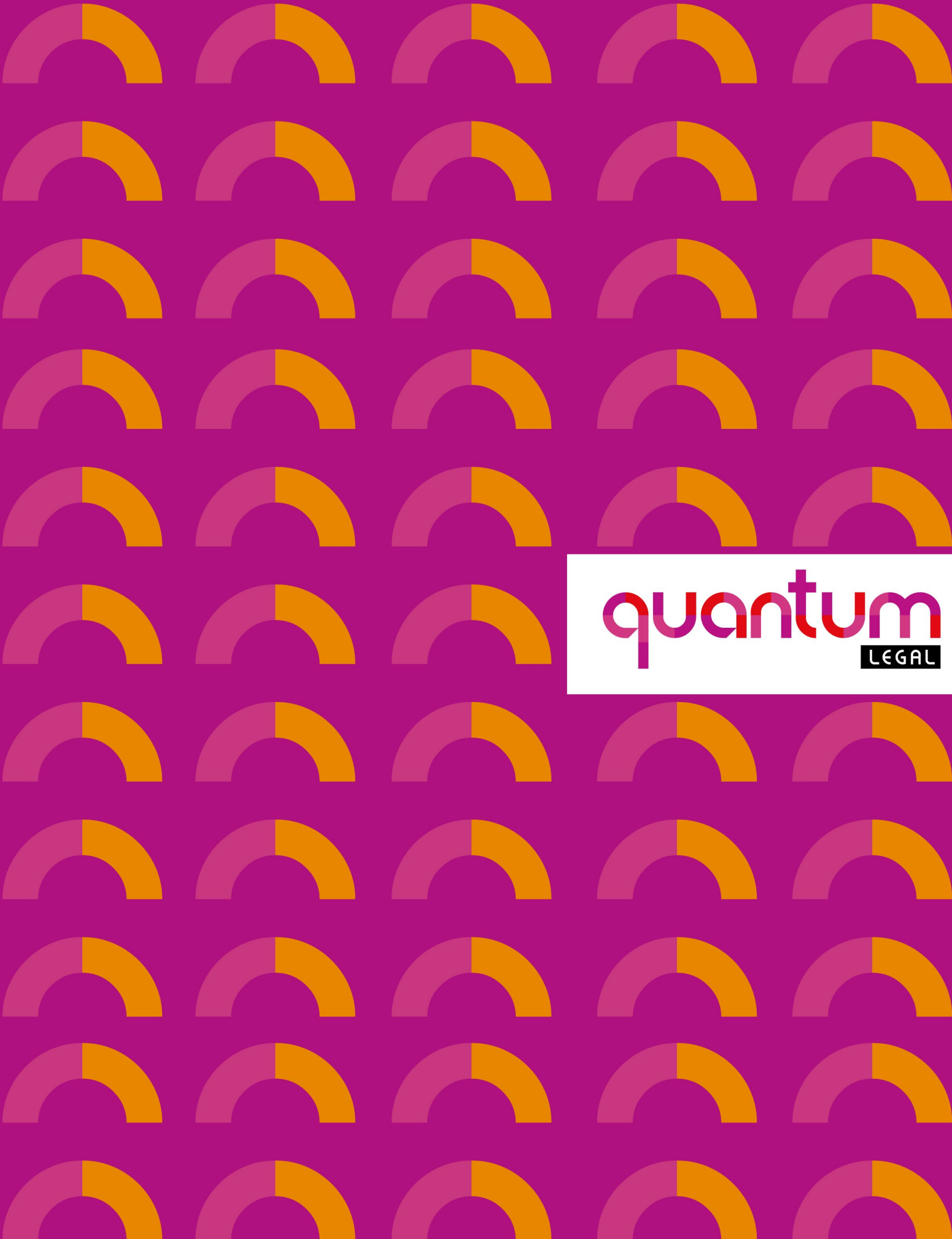




quantum
LEGAL



PRINCES COURT
15-17 Keate Street
Port of Spain, 100808
Trinidad and Tobago W.I.



+1 868 235 5498



quantumtt.org
legal@quantumtt.org



Quantum Legal

POL-022: External Communications Protocol

Effective Date: 2026.05.01



Table of Contents

Purpose	4
Scope of Application	4
Governing Principles.....	4
Categories of External Communications	4
Permitted Communications (Subject to Approval)	4
Restricted Communications	4
Media and Public Relations.....	5
Communications with Victims, Witnesses, and Families	5
Inter-Agency Communications	5
Digital and Written Communications	5
Court-Related Communications.....	5
Breach and Escalation	6
Breach of Policy.....	6
Effective Date	6
Review and Updates.....	6
Employee Acknowledgement and Confirmation	6

Purpose

This External Communications Protocol establishes a clear, consistent, and legally sound framework governing how all external communications are handled in. The Protocol is designed to protect the integrity of proceedings, safeguard client and institutional interests, comply with legal and ethical obligations, and manage reputational risk.

Scope of Application

This Protocol applies to:

- All matters handled by the firm or consortium
- All attorneys, clerks, paralegals, and support personnel involved in all matters
- All external communications with third parties in relation to prosecution matters

Governing Principles

All external communications must adhere to the following principles:

- **Legality:** Compliance with all applicable laws, procedural rules, court directives, and statutory restrictions
- **Confidentiality:** Protection of confidential, privileged, and sensitive information at all times
- **Integrity of Proceedings:** Avoidance of any communication that may prejudice investigations, trials, or appeals
- **Accuracy:** Communications must be factual, precise, and capable of verification
- **Authority & Accountability:** Only authorised individuals may issue external communications

Categories of External Communications

Permitted Communications (Subject to Approval)

- Procedural updates provided to courts or statutory bodies
- Formal correspondence with law enforcement agencies
- Communications required by law or court order
- Fact-based responses authorised by senior attorney

Restricted Communications

The following are strictly restricted unless expressly authorised in writing:

- Media statements or interviews
- Public commentary on ongoing investigations or trials
- Statements on guilt, credibility of witnesses, or anticipated outcomes
- Disclosure of evidence, witness identities, or investigative material

Media and Public Relations

- All media inquiries must be immediately referred to the Managing Attorney or Managing Partner
- Staff must not engage informally with journalists or commentators
- Any approved media statement must be:
 - Written
 - Reviewed for legal, ethical, and reputational compliance
 - Limited strictly to confirmed facts and procedural posture

Communications with Victims, Witnesses, and Families

- Communications must be handled with sensitivity, clarity, and professionalism
- Information provided must be limited to what is legally permissible
- No guarantees, predictions, or assurances regarding case outcomes may be given
- All material interactions must be documented in the matter file

Inter-Agency Communications

- Communications with law enforcement, regulatory, or prosecutorial agencies must:
 - Follow formal written channels where possible
 - Be accurately recorded
 - Remain within the scope of lawful cooperation

Digital and Written Communications

- All emails, letters, notices, and electronic communications are deemed official records
- Matter-related communications must be conducted through approved systems only
- Personal devices and informal messaging platforms must not be used

Court-Related Communications

- Only filings, submissions, and representations made in accordance with court rules are permitted
- No public or third-party commentary may be made in relation to active court proceedings
- Sub judice principles must be strictly observed

Breach and Escalation

Any suspected or actual breach of this Protocol must be reported immediately to:

- Managing Attorney
- Managing Partner

Breaches may result in disciplinary action, up to and including termination and referral to regulatory bodies.

Breach of Policy

Failure to comply with this policy may result in corrective action in accordance with firm procedures, up to and including disciplinary measures.

Effective Date

This Policy takes effect on the date of formal approval and remains in force until amended or revoked.

Review and Updates

This policy will be reviewed periodically to ensure it remains aligned with operational needs, regulatory requirements, and best practices in client care.

Employee Acknowledgement and Confirmation

I, _____, acknowledge that I have received, read, and understood the contents of the **External Communications Protocol Policy**.

I confirm that:

- I understand my obligations under this Policy and the standards expected of me;
- I agree to comply with the requirements set out herein and any related procedures, guidelines, or standard operating documents;
- I understand that failure to comply with this Policy may result in corrective or disciplinary action in accordance with organisational policies;
- I undertake to seek clarification where any aspect of the Policy is unclear.

I further acknowledge that this signed confirmation forms part of my official HR and compliance record in accordance with organisational requirements.

Employee Name: _____

Signature: _____

Date: _____

Position: _____