

## Content Management Policy and Procedure

### For Exclusive Link– Adult Website

#### 1. Purpose

This Content Management Policy and Procedure outlines the standards, responsibilities, and workflows for creating, uploading, managing, and moderating adult content on Exclusive Link to ensure legal compliance, content quality, and user safety.

#### 2. Scope

This policy applies to all staff, contributors, content creators, moderators, and administrators involved in handling content on the platform.

#### 3. Definitions

- **Adult Content:** Any material containing nudity, sexual activity, or erotica.
  - **User-Generated Content (UGC):** Content uploaded by registered users or performers.
  - **Moderator:** A designated team member responsible for reviewing and approving/rejecting content.
  - **Content Violation:** Any content that breaches this policy or applicable laws.
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#### 4. Content Standards

##### 4.1 Legal Compliance

All content must:

- Comply with local, national, and international laws (e.g., 18 U.S.C. § 2257 in the U.S.).
- Include age verification process (ID, content creator agreement and model release) for every performer.
- Exclude any depiction of minors, even if simulated or digitally rendered.
- No content shall depict non-consensual acts, rape, violence, drug or alcohol use, racial slurs, bestiality, child exploitation, incest, or any other form of prohibited content being live, animated, real or implied.

##### 4.2 Consent & Documentation

- All performers must sign a legal release form and provide proof of age (18+).
- Additional Performers must affirm informed consent for any acts portrayed.



- All uploaded content must be traceable to a verified account with submitted documents.

### **4.3 Quality Standards**

- Content must be clear, well-lit, and free from unauthorized branding or watermarks.
  - Titles, tags, and descriptions must accurately represent the content.
  - No misleading thumbnails, miss selling or clickbait practices.
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## **5. User-Generated Content (UGC) Guidelines**

### **5.1 Account Verification**

- Users must verify identity before uploading content.
- two-step verification are enforced for content uploaders.

### **5.2 Review & Moderation**

- All content is subject to manual or automated review prior to publishing.
- AI and human moderation teams flag, reject, or escalate questionable content.
- Rejected content must be archived for audit purposes with a rejection reason noted.

### **5.3 Reporting & Takedown**

- Users may report content for violations.
  - Moderators must respond to takedown requests within 24 hours.
  - DMCA procedures are followed for copyright claims.
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## **6. Content Lifecycle Management**

### **6.1 Uploading**

- Content must be uploaded through secure channels.
- Video size has a maximum memory of 10mb
- Content must be upload with consent of all individuals

### **6.2 Storage & Security**

- Content is stored on encrypted servers.



- All data complies with GDPR, CCPA, and similar data protection regulations.
- Personal identifiable information (PII) is stored securely and access-restricted.

### 6.3 Archiving & Removal

- Content may be archived after a set period or by request.
- Deleted accounts are archived and stored only for record keeping

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## 7. Roles & Responsibilities

Role	Responsibility
Content Creators	Ensure all uploads comply with policy, agreement and legal standards
Moderators	Review content, enforce rules, respond to reports
Admins	Maintain documentation, manage takedowns, audit records
Director Team	Oversee regulatory compliance and external communications

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## 8. Enforcement & Sanctions

Violations may result in:

- Content removal
- Account suspension or banning
- Legal reporting to authorities (in severe cases)

Repeat offenders or those uploading illegal content will be permanently banned and reported.

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## 9. Policy Review

This policy is reviewed semi-annually or in response to changes in:

- Relevant laws or regulations
- Platform structure or content model
- Public safety and moderation standards



## 10. Contact

For questions about this policy, email: [info@exclusive-link.com](mailto:info@exclusive-link.com)

DMCA Takedown Requests: [info@exclusive-link.com](mailto:info@exclusive-link.com) subject: DMCA takedown request

