

Admin/Ops Terms

Version 3

PropatyHub Internal Admin & Operations Terms (Nigeria)

Last updated: 2 February 2026 Jurisdiction: Federal Republic of Nigeria

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- Purpose & Scope

These Internal Admin & Operations Terms ("Admin Terms") govern access to and use of PropatyHub's internal systems, tools, and privileges by: -?Employees -?Contractors -?Consultants -?Moderators -?Reviewers -?Administrators -?Operations and support staff

(collectively, "Internal Users").

These Terms apply in addition to: -?PropatyHub Master Terms -?Acceptable Use Policy -?Employment contracts or contractor agreements

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- Role-Based Access & Authority

Internal Users are granted role-based access only.

You may: -?Perform actions strictly within your assigned role -?Access data required to perform your duties

You may not: -?Exceed your authorised permissions -?Access user data out of curiosity or personal interest -?Override safeguards without documented approval

All actions are logged and auditable.

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- Confidentiality & Data Protection

You acknowledge that you will have access to: -?Personal data (PII) -?Property data -?Internal moderation notes -?Security, legal, and operational information

You agree to: -?Keep all such information strictly confidential -?Use data only for legitimate business purposes -?Comply with applicable data protection laws (including NDPR)

Unauthorised disclosure is grounds for immediate termination.

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- Moderation, Review & Discretion

Internal Users may be authorised to: -?Review listings and media -?Approve, reject, or suspend listings -?Flag suspicious behaviour -?Apply policy enforcement actions

All decisions must be: -?Made in good faith -?Based on documented policies -?Free from bias, discrimination, or personal interest

PropatyHub retains full discretion over final decisions.

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- No Personal Use or Exploitation

You must not: -?Use internal access for personal gain -?Contact users outside approved workflows -?Exploit privileged information -?Facilitate off-platform deals

Any attempt to do so is considered gross misconduct.

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- Security Obligations

You are responsible for: -?Securing your credentials -?Using strong passwords and MFA where required -?Reporting suspected breaches immediately

You must not: -?Share credentials -?Circumvent security controls -?Install unauthorised software on company systems

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- Legal Documents & Policy Management

Only authorised Internal Users may: -?Draft, edit, or publish legal documents -?Change document status (draft ? published ? archived) -?Configure jurisdictional applicability

All legal changes must: -?Follow internal approval processes -?Be auditable and versioned -?Be implemented with effective dates

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- Communications & Conduct

Internal Users must: -?Act professionally and respectfully -?Avoid harassment or discrimination -?Communicate clearly and honestly with users

You must not: -?Make guarantees on behalf of PropatyHub -?Provide legal, financial, or regulatory advice -?Represent personal opinions as company policy

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- Incident Handling & Escalation

Internal Users must: -?Escalate safety, fraud, or legal risks promptly -?Document incidents accurately -?Follow incident response procedures

Failure to escalate may expose PropatyHub to risk and is a breach of duty.

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- Monitoring & Audit

PropatyHub may: -?Monitor internal activity -?Audit logs and decisions -?Review communications and access patterns

There is no expectation of privacy when using internal systems.

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- Suspension & Termination of Access

Access may be suspended or terminated immediately if: -?These Terms are breached -?Security risks are identified -?Employment or contract ends

Termination of access may occur without notice where required to protect the Platform.

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- Limitation of Liability

To the maximum extent permitted by law: -?PropatyHub is not liable for errors made in good faith -?Internal Users are protected when acting within authorised scope

However, this does not cover: -?Fraud -?Wilful misconduct -?Gross negligence -?Criminal acts

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- Indemnity

Internal Users agree to indemnify PropatyHub for losses arising from: -?Unauthorised actions -?Policy breaches -?Misuse of internal systems -?Disclosure of confidential information

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- Changes to These Terms

PropatyHub may update these Admin Terms at any time.

Continued internal access constitutes acceptance of updated Terms.

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- Governing Law & Jurisdiction

These Terms are governed by the laws of the Federal Republic of Nigeria.

Any disputes shall be resolved under Nigerian jurisdiction.

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- Internal Contact

Legal & Compliance: legal@propatyhub.com Security: security@propatyhub.com Operations: ops@propatyhub.com

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