



Malpractice Policy Statement

“Our commitment to fairness and authentic learning”

The purpose of this Malpractice Policy is to safeguard the integrity of training programmes that we offer, ensuring that all assessments and qualifications reflect learners' genuine abilities. This policy applies to all staff, associates, tutors, learners, and any other stakeholders involved in the training, assessment, and administration of our courses.

Definitions

Malpractice includes, but is not limited to:

- **Cheating:** Use of unauthorised resources or assistance in assessments.
- **Plagiarism:** Presenting someone else's work as one's own without proper attribution.
- **Collusion:** Collaboration with others to deceive or compromise the integrity of assessments.
- **Fabrication:** Falsification of data, research, or results in any part of the learning or assessment process.
- **Misrepresentation:** Providing false information regarding identity or qualifications.
- **Other Misconduct:** Any other action intended to gain unfair advantage or to compromise the assessment process.

Responsibilities

- **Business Operations Director:** Implements and maintains this policy within HSQE Ltd.
- **Training Coordinators / Dashboard Users:** Maintain integrity, avoid any form of malpractice and notify HSQE Ltd of any suspected malpractice.
- **Learners:** Maintain integrity, avoid any form of malpractice and notify HSQE Ltd of any suspected malpractice.

Implementation

- **Prevention and Detection:** Systems are in place to detect potential malpractice performed by Dashboard Users and Learners.

- **Reporting:** Cases of malpractice and suspected malpractice are reported to the Business Operations Director for initial review.
- **Investigation:** The Business Operations Director arranges for information to be gathered and impartial initial findings to be presented to the Managing Director and Professional Head and will notify the appropriate stakeholders. Information gathering may include relevant assessment materials and testimonies, interviews, documents and software reviews.
- **Risk Assessment:** When appropriate, a risk assessment is performed as part of the investigation to determine if malpractice is likely to have been conducted.
- **Decision Making:** Upon completion of the investigation, a determination will be made by the Business Operations Director, and appropriate action taken if malpractice is confirmed.
- **Sanctions:** Depending on the severity of the case, sanctions may include:
 - **Training Coordinators / Dashboard Users**
 - Termination of access to the Dashboard with no refund.
 - **Learners:**
 - Disqualification from the course or module.
 - Requirement to retake assessments.
 - Termination of enrolment with no refund.
 - **HSQE Staff or Representatives:**
 - Reprimand or additional training.
 - Suspension or termination of employment
- **Right of Appeal:** Training Coordinators / Dashboard Users, Learners, and HSQE Ltd staff or representatives have a right to appeal any decisions made regarding malpractice. Appeals must be made in writing within 10 working days of receiving the decision. Appeals will be reviewed by an independent panel, and a final decision will be communicated within 15 working days.



Original Signed

Date: 24 February 2026

John Constable
Chairman & Professional Head
MIoD CMIOASH MCQI CQP MIEMA CEnv FCMI MIIRSM