

Malpractice and Maladministration Policy

Purpose

WHARTON SUSTAINABLE SOLUTIONS are committed to ensuring the integrity, objectivity and credibility in the provision of its training, assessment and certification services. This Policy describes how the Company prevents, detects and manages malpractice and maladministration within all aspects of its activities.

Scope

This Policy applies to all employees, trainers, assessors, internal quality personnel, Learners and contractors business partners or any parties involved in training assessment or certification activities done by WHARTON SUSTAINABLE SOLUTIONS.

Policy

WHARTON SUSTAINABLE SOLUTIONS is committed to eliminating malpractice or maladministration that might compromise the quality, fairness or integrity of its services.

All persons must behave honestly, professionally and in accordance with Company policies and procedures (and the appropriate requirement of any awarding body, where applicable)

Any case of malpractice or maladministration suspected or confirmed shall be notified immediately, investigated fairly and appropriate corrective action shall be taken.

Examples of Malpractice and Maladministration

- Fraud, forgery or falsification of records or certificates.
- Plagiarism, cheating or collusion during assessments.
- Unauthorised access to or disclosure of confidential assessment materials.
- Providing false or misleading information during registration, assessment or certification.
- Failure to follow approved assessment, quality assurance or certification procedures.
- Deliberate misuse of reasonable adjustment or special consideration arrangements.
- Any act that may compromise the integrity, impartiality or credibility of training or assessment activities.

Reporting and Investigation

It is the individual responsibility of every employee, learner or other stakeholder to report any incident or suspicion of alleged malpractice or maladministration that comes in their notice, and this should be done without delay by informing the Quality & Compliance function or Management.

All reported cases will be assessed objectively, properly investigated and treated confidentially in accordance with Company policy. If applicable, the Company shall communicate with and cooperate with the relevant awarding body or regulatory authority



Responsibilities

- **Employees and Learners** shall comply with this Policy and report suspected malpractice or maladministration.
- **Managers, Trainers and Assessors** shall promote good practices and support investigations.
- **Quality & Compliance** shall investigate reported cases, maintain records and recommend appropriate corrective actions.
- **Management** shall ensure this Policy is implemented effectively and appropriate action is taken where violations are confirmed.

Review

This Policy shall be reviewed annually or earlier if required due to changes in business operations, applicable laws, regulatory requirements or awarding body requirements.

Signed by **CEO/MD**


Shadab Ahmed Ghazaly

