



**HOPES SAFETY**  
**CONSULTANCY LLC SPC**

# PLAGIARISM POLICY

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## 1. Introduction

**Hopes Safety Consultancy LLC SPC** is committed to maintaining the highest standards of academic and professional integrity. Plagiarism undermines the credibility of qualifications, training, and assessments. This policy outlines our approach to preventing, detecting, and addressing plagiarism in all our operations.

## 2. Purpose

The purpose of this policy is to:

- Define plagiarism and its implications.
- Promote originality and proper attribution of ideas and work.
- Ensure fairness and integrity in assessments and learning outcomes.
- Establish procedures for addressing instances of plagiarism.

## 3. Scope

This policy applies to:

- All learners, employees, trainers, and assessors involved in the organization's programs.
- Written assessments, projects, reports, and any submitted work.
- All courses and qualifications offered by **Hopes Safety Consultancy LLC SPC**.

## 4. Definition of Plagiarism

Plagiarism is the act of presenting someone else's work, ideas, or intellectual property as one's own without proper acknowledgment. Examples include:

- Copying text, data, or ideas without citation.
- Submitting another individual's work as your own.
- Paraphrasing without appropriate attribution.
- Using unauthorized sources or assistance in completing work.

## 5. Responsibilities

- **Learners:**
  - Submit original work and properly cite all sources used.
  - Understand and follow the principles of academic integrity.
- **Trainers and Assessors:**
  - Provide guidance on proper referencing and citation techniques.
  - Detect and report instances of plagiarism in assessments.
- **Quality Assurance Team:**
  - Monitor adherence to this policy.
  - Investigate and address cases of suspected plagiarism.

## 6. Preventative Measures

- **Education:**
  - Deliver training sessions on plagiarism awareness and referencing techniques.
  - Provide learners with resources on avoiding plagiarism and proper citation practices.
- **Assessment Design:**
  - Develop assessments that encourage originality and critical thinking.
  - Include opportunities for formative feedback to reduce reliance on external sources.
- **Technology Use:**
  - Utilize plagiarism detection tools to review submitted work.

## 7. Detection and Investigation

- **Detection:**
  - Trainers and assessors will review submitted work for originality.
  - Use plagiarism detection software to identify potential instances of copied material.
- **Investigation:**
  - When plagiarism is suspected, the work will be reviewed by the Quality Assurance Team.
  - A formal investigation will be conducted, including discussions with the learner or staff involved.

## 8. Consequences of Plagiarism

Depending on the severity and intent, consequences for plagiarism may include:

- **For Learners:**
  - Requirement to resubmit the work with proper citation.
  - Reduction of marks or failure of the assessment.
  - Suspension or disqualification from the course.
- **For Staff:**
  - Formal warning or disciplinary action.
  - Requirement to undergo additional training on academic integrity.
- **For the Organization:**
  - Review and revision of internal processes to prevent recurrence.

## 9. Appeals Process

Learners or staff who wish to appeal a decision related to plagiarism may do so in writing to the designated Appeals Officer. Appeals will be reviewed in accordance with the organization's grievance procedures.

## 10. Monitoring and Review

This policy will be reviewed annually or as required to ensure effectiveness and compliance with best practices. Updates will be communicated to all stakeholders.

**Director**  
**Hopes Safety Consultancy LLC SPC**

