

PENTORA GROUP  
**Malpractice Policy**

Policy 3 of 10 | Version 1.0 | April 2026

<b>Organisation</b> Pentora Group Inc.	<b>Jurisdiction</b> Toronto, Ontario, Canada	<b>Sector</b> Energy — Oil & Gas / CPD
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### 3.1 Purpose

Pentora Group is committed to maintaining the integrity and credibility of its CPD programmes. This policy defines malpractice, sets out the consequences, and outlines the procedure for managing suspected incidents.

### 3.2 Definition of Malpractice

Malpractice refers to any deliberate act or omission that undermines the integrity of the learning or assessment process. This includes but is not limited to:

- Submitting another person's work as one's own (plagiarism).
- Providing or receiving unauthorised assistance during assessments or quizzes.
- Falsifying attendance records or claiming CPD hours not legitimately earned.
- Impersonating another participant.
- Gaining unauthorised access to Zoom sessions or course materials.
- Sharing assessment questions or answers with others prior to or during a session.

### 3.3 Facilitator Responsibilities

Course facilitators are responsible for monitoring the integrity of all assessments, reporting suspected malpractice promptly, and maintaining secure records of all quiz submissions.

### 3.4 Procedure for Suspected Malpractice

1. The facilitator documents the suspected incident in writing.
2. The participant is notified and given the opportunity to respond within 5 business days.
3. A review panel (minimum two members of Pentora Group) considers the evidence.
4. Where malpractice is confirmed, appropriate action is taken — which may include withholding the certificate, removal from the course without refund, or referral to relevant professional bodies.

### 3.5 Appeals

Participants found to have committed malpractice may appeal the decision in accordance with the Appeals Policy.

<b>Approved by</b> Dr. Annick N. Adjei, PhD	<b>Date</b> April 2026
<b>Role</b> Founder & Director, Pentora Group Inc.	<b>Review Date</b> April 2027