

## Training Violations Policy & Procedure

### 1. PURPOSE:

- This Policy and Procedure is established to facilitate the development of controls that will help in the detection and prevention of fraud against Gates Training Program.
- Gates has developed this policy to support ethical conduct amongst the members of Gates community.
- The goal of this policy and procedure is to strengthen Gates community by emphasizing shared responsibility for ethical conduct, both as individuals and as members of groups. Each member of Gates has a role to play in maintaining a dignified and respectful educational and professional environment.

### 2. SCOPE OF APPLICATION

The 'policy and procedure' document is applicable to all training programs that are presented and/or managed by GATES Group.

### 3. DEFINITIONS AND ABBREVIATIONS:

- TDM: Training and Development Manager
- PED: Professional Education Director
- CEO: Chief Executive Officer

### 4. RESPONSIBILITIES

- 4.1. The PED is responsible for the proper implementation of this process.
- 4.2. The TDM, Graphic Designer, and Finance and Strategy Director are responsible for the proper application of this process.
- 4.3. Members of the Gates Training Department are expected to:
  - Maintain a high level of personal and academic integrity
  - Value the unique nature of their fellows

- Respect differences in personal characteristics and worldview
- Behave courteously in everyday interactions and activities
- Treat others with impartiality, avoiding favoritism or negative bias
- Act in good faith and assume that others will do the same
- Communicate respectfully, both verbally and in writing
- Respect the property of the Gates and of others
- Adhere to Gates policies and procedures
- Comply with applicable laws and regulation
- Refrain from abusing authority or power over others
- Initiate action to correct behavior inconsistent with the principles when it occurs

## 5. POLICY

- 5.1. Gates is deeply committed to ethical standards which are consistent with the institution's founding values and ongoing mission. Gates' mission acknowledges the crucial importance of freedom of thought and expression to the pursuit of excellence in education, research, and service. Academic freedom is a precondition for the vibrant intellectual debates and exchanges involved in knowledge creation and transmission.
- 5.2. Gates training courses are considered intellectual property and as such are protected by copyright laws.
- 5.3. Gates do not tolerate activities that aim to diminish the value of the exams, training courses, and credentials including those that constitute fraudulent or criminal practices. Gates shall take actions to eliminate any activities that hamper the ethical pursuit of Gates credentials.
- 5.4. If irregularities are discovered, Gates shall take steps for resolution including suspension of exam activities or decertification if warranted. To further defend the professionalism and the integrity of Gates credentials, all the participants are required to adhere to the Gates Code of Ethics.

- 5.5. Gates maintains the right to recall or nullify the certificate in the event any certificate holder has violated program requirements or policies.

## 6. Procedure:

- 6.1. Misconduct that is clearly non-academic falls under the jurisdiction of Gates Executive council will take the necessary action. For participants who Misrepresent their identity or eligibility Status:
  - 6.1.1. The TDM assesses their situation and informs the PED about them.
  - 6.1.2. The PED consults Gates executive council to take the appropriate action that may reach expelling them from the program.
- 6.2. The immediate responsibility for dealing with instances of cheating, plagiarism, and other academic violations rests with the TDM. If the TDM has good reason to believe that a student has violated academic standards, it is his or her responsibility to discipline the student expeditiously. The TDM must give a zero on the exam or assignment where the violation occurred, and to report the incident. Disciplinary actions of a more severe nature are recommended by the TDM to the Students Affairs Committee which is authorized to impose either suspension or expulsion from the program.
- 6.3. The immediate responsibility for dealing with in-class disruption or dishonesty rests with the trainer. It is his or her responsibility to ask the participant to leave the classroom (online / onsite) and to report the incident.
- 6.4. The TDM conducts an investigation regarding the issue.
- 6.5. If a participant is determined to have breached the Participant Code of Conduct or other training policies as a result of this inquiry, the TDM determines the severity of the matter.
  - 6.5.1. For minor matters, the TDM sends by email to the participant a written notice of the intended Disciplinary Action, including:
    - A concise statement outlining the reasons for the Disciplinary Action
    - A description of the intended Disciplinary Action

- A statement outlining the participant's chance to discuss with the TDM the full process.
- 6.5.2. If after receiving the notice, the participant requests a meeting with the TDM within five working days, the TDM meets the participant to explain the evidence against him/her and allows him/her to respond to the charges.
- 6.5.3. Either during the meeting, or within five days of the meeting, the TDM notifies the participant whether the proposed discipline will be implemented, modified, or not implemented.
- 6.5.4. In case of severe matters, the TDM reports it to the PED, informing him/her of the nature of the incident and the initial action already taken by the program member. The letter will be forwarded to:
  - The Student Affairs Committee for review and further action as necessary
  - The programs' partner.A copy of the letter will be kept in the student's file.
- 6.6. The Student Affairs Committee reviews the case and either endorses the Program member's action (Trainer or TDM) as is or recommends additional disciplinary actions. Its recommendations and justifications are documented and forwarded to the CEO for approval and implementation.
- 6.7. The CEO approves the Students Affairs Committee's recommendations for those students that are enrolled in that program. He/she communicates the action recommended by that committee to the TDM for his/her implementation.
- 6.8. Recommendations for disciplinary actions up to and including the "2nd Warning" may be approved and implemented by the TDM. Serious cases which in the opinion of the Student Affairs Committee may require suspension or expulsion will be referred to by that CEO for further review and recommendation.
- 6.9. The participant may request a review of the Disciplinary Action. The participant files a request for a disciplinary review, which includes two steps:

- Meeting the students' affairs committee to defend his case.
  - The Students' Affairs Committee makes the final decision that is approved by the CEO and sent to the participant.
  - After discussing the facts of the meeting, the Students' Affairs Committee issues a final decision that will be approved and signed by the CEO.
  - The TDM keeps a record of the Committee's report and final decision and handles the documents in accordance with the Confidentiality and Information Management P&P.
  - Any other Disciplinary Action will be recorded in the participant's file.
- 6.10. For Participants who claim, state, or imply that the certificate is a professional certification or that its purpose and scope are beyond that specified by Gates, an official email will be sent to them by the TDM and is considered as an official request to cease these claims.
- 6.11. If these participants continue with their claims, Gates will:
- Suspend their certificates.
  - Notify any requesting party in the Certificate Verification Process on the certificate non-validity.
  - Prevent them from the participation in the ongoing development through maintenance programs (if applicable)