



# **MALPRACTICE POLICY**

Policy	
1: Policy Statement	3
1.1 Aim	3
1.2 Overview	3
1.3 Principles	3
1.4 Review	4
2: Definitions	
2.1 Malpractice	4
2.2 Maladministration	
3: Prevention	4
4: Reporting and Investigation	5
5: Disciplinary Measures	5
6: Continuous Improvement	5
7: Transparency and Communication	6

# 1. Policy Statement

The Global Make-Up Hair and Productions Academy (GMUA) is committed to upholding the highest standards of professionalism and integrity in all aspects of its operations. As a leading institution in the field of make-up, hair, and productions, GMUA recognizes the importance of maintaining an environment that promotes fairness, transparency, and ethical conduct. In line with this commitment, GMUA has developed the following Malpractice/Maladministration Policy to address any instances of malpractice or maladministration that may occur within the organization.

## 1.1 Aim:

The aim of the Malpractice/Maladministration Policy is to establish a framework that promotes fairness, transparency, and ethical conduct within the Global Make-Up Hair and Productions Academy (GMUA). This policy sets out guidelines to prevent, detect, and address instances of malpractice or maladministration, ensuring the highest standards of professionalism and integrity are upheld.

## 1.2 Overview:

GMUA recognizes the importance of maintaining an environment that fosters trust, accountability, and ethical behaviour. This policy outlines the procedures and measures to prevent, identify, and address instances of malpractice or maladministration within the organization. It applies to all students, staff, and stakeholders associated with GMUA.

## 1.3 Principles:

The following principles guide the implementation of this policy:

- a) Upholding Ethical Standards: GMUA is committed to adhering to ethical principles and standards, promoting integrity, and ensuring fairness in all aspects of its operations.
- b) Transparency and Accountability: GMUA fosters a culture of transparency and accountability, where all actions and decisions are open to scrutiny and review.
- c) Prevention and Continuous Improvement: GMUA aims to prevent instances of malpractice and maladministration through robust policies, procedures, and training.

Continuous improvement efforts are undertaken to enhance ethical practices and administration.

d) **Prompt Investigation and Resolution:** Reports of suspected malpractice or maladministration are promptly investigated in a fair, impartial, and confidential manner. Actions are taken to address any substantiated incidents.

e) **Communication and Support:** GMUA ensures open communication channels for reporting concerns related to malpractice or maladministration. Support is provided to individuals involved in reporting or investigations, promoting a safe and inclusive environment.

## 1.4 Policy Overview:

This policy provides guidelines and procedures to address malpractice and maladministration within GMUA, covering areas such as assessments, examinations, placements, and administration. It outlines the steps for reporting, investigating, and taking appropriate disciplinary measures. Regular reviews and evaluations are conducted to identify areas for improvement, and staff are provided with ongoing training and development opportunities to enhance their understanding of ethical practices and administration.

GMUA is committed to upholding the principles outlined in this policy and will ensure its effective implementation and enforcement. This policy will be communicated to all students, staff, and stakeholders, and any revisions or updates will be communicated in a timely manner.

By adhering to this Malpractice/Maladministration Policy, GMUA aims to foster an environment of trust, fairness, and professionalism, ensuring the highest standards of integrity and ethical conduct in all its operations.

## 2: Definitions

**2.1 Malpractice:** Any deliberate or negligent action that goes against the ethical principles and standards set by GMUA, resulting in unfair advantage or detriment to individuals or the organization.

**2.2 Maladministration:** Any administrative error, oversight, or failure to follow established procedures by GMUA staff, leading to unfair treatment, inconsistency, or potential harm to individuals or the organization.

### 3: Prevention

GMUA will establish clear policies, procedures, and guidelines for all operations and activities, including assessments, examinations, placements, and administration.

GMUA will provide comprehensive training and support to staff, ensuring they are aware of their responsibilities and understand the importance of maintaining high standards and ethical conduct. c) GMUA will maintain an open and transparent communication channel for students and staff to report any concerns related to malpractice or maladministration.

### 4: Reporting and Investigation

Any suspected cases of malpractice or maladministration should be reported promptly to the designated authority at GMUA.

GMUA will ensure that all reports are treated confidentially and impartially.

An investigation will be conducted promptly by competent personnel appointed by GMUA, ensuring fairness, objectivity, and due process.

The investigation process will involve gathering evidence, conducting interviews, and consulting relevant parties as necessary.

### 5: Disciplinary Measures

If malpractice or maladministration is substantiated, appropriate disciplinary action will be taken based on the severity and impact of the incident.

Disciplinary actions may include, but are not limited to, warnings, suspension, expulsion, termination of employment, legal actions, or referral to external authorities when applicable.

The decision regarding disciplinary measures will be communicated to the individuals involved, ensuring their right to appeal if deemed appropriate.

### 6: Continuous Improvement

GMUA will conduct regular reviews and evaluations of its policies, procedures, and practices to identify areas for improvement and to prevent recurrence of malpractice or maladministration.

Feedback from students, staff, and relevant stakeholders will be sought and taken into consideration during these reviews.

GMUA will provide ongoing training and development opportunities to staff, enhancing their knowledge and skills in ethical practices and administration.

## 7: Transparency and Communication

GMUA will maintain transparency by communicating this policy to all students, staff, and relevant stakeholders, making it easily accessible on the official website and other appropriate platforms.

GMUA will ensure that all concerns related to malpractice or maladministration are addressed promptly, with clear communication regarding the investigation process and outcomes.

GMUA will encourage an open and supportive environment where individuals feel comfortable reporting any concerns without fear of reprisal.

This Malpractice/Maladministration Policy will serve as a framework to ensure the highest standards of ethical conduct and fair administration within the Global Make-Up Hair and Productions Academy. It reflects GMUA's commitment to maintaining integrity, protecting the interests of its stakeholders, and continuously improving its practices.

<b>Reviewed by</b>	Compliance & Quality Assurance Administrator
<b>Reviewed</b>	Annually, before start of a new academic year
<b>Last Review</b>	05/06/2025
<b>Review Date</b>	30/08/2026

**Reviewed: Signed:** B Levy..... **Date:** 05/06/25

**Benjamin Levy**  
**Compliance & Quality Assurance Administrator**