

## **ETHIC CODE**

The EC defines the rights, duties and responsibilities of each member based on the Constitution of ERO and according Swiss Civil Code by Articles 60 et seq.

The EC is the guide for members to respect the founding values of the association.

- General Principles which ERO inspires its action.
- Relative relationship rules between NDA and delegates and ERO, between Board and NDA.
- Approval, Dissemination and Update of the EC.
- Monitoring compliance with the EC, including conflicts of interest and relationships with sponsors.

**The Code of Ethics is the charter of rights and duties that defines the responsibility of each NDA. The Code directs NDA to respect the founding values of the ERO. membership of ERO implies compliance with the Constitution and Regulations of the ERO as well as with Code of Ethics hereby.**

## **General Principles**

- General principles to which ERO inspires its action.
- Rules of conduct relating to the relationship between the delegates and NDA, and the ERO, between the Bodies of the ERO within them.
- Relationship with sponsors and conflict of interest.
- Approval, Dissemination and Updating of the Code.
- Control of Compliance with the Code: competent procedures and bodies.

## **Obligations of National Dental Associations**

By registering with ERO, members acknowledge the principles set out in the Code of Ethics and undertake to comply with them.

The NDA must always behave towards other members in a manner inspired by mutual fairness, respect, and loyalty.

The NDA must comply with the resolutions adopted by the ERO's bodies and therefore may not engage in conduct or initiatives contrary to the collegial

decisions. The collegial resolutions or statements must not interfere unless if they are asked or needed with national laws or regulations of member state.

The acceptance of an office or assignment implies a commitment to carry out the mandate received in accordance with the principles of this Code.

### **Responsibilities of NDA**

The NDA:

- carries out its associative activities in compliance with the principles, aims, values and resolutions of the ERO, assuming a conduct based on the observance of the duties of dignity and decorum.
- undertakes to participate in the life of the association, providing its own contribution to the pursuit of the aims of the ERO.

### **Responsibilities of ERO**

The ERO:

- protects the autonomy of the association and undertakes to respect its democratic foundations, based on collegial decisions and the principle of majority voting.
- lives the associative commitment with responsibility and assumes the duty to confront and give an account of its work.

### **Obligations of the Members of the ERO Bodies**

The members of the Association's Bodies:

- undertake to respect, disseminate, enforce and control the application, within their competence, of the Code of Ethics.
- must be a guide and example for all Associates.
- must respect the resolutions taken and may not adopt or conduct initiatives contrary to collegial decisions.
- members of the ERO 's Bodies who renounce or forfeit their office undertake to return all the Association's documentation as soon as possible, at the request of the competent bodies.

- the Elected of the ERO's Bodies, in carrying out their function, place themselves at the service of the NDAs and act and deliberate in the exclusive interest of ERO.
- encourage a conscious and informed participation of members in collegial decisions.
- guarantee maximum transparency, reliability and integrity of the information concerning the ERO's accounting and income.
- the management of the ERO's financial resources must be carried out in strict compliance with the powers conferred, as well as any specific authorizations for the performance of particular operations.
- the ERO's Bodies pursue the correctness, transparency and truthfulness of the ERO's financial statements as essential and binding values that are also implemented through audits by the Board of Auditors and the auditing firm.

### **Generational Pact**

It is the moral commitment of the NDAs and ERO to promote access to the profession and the cultural and ethical formation of the new generations of colleagues. The NDAs and ERO undertake to behave with fairness towards their association members, encouraging their professional growth.

Membership in the ERO is a voluntary and conscious act that implies knowledge, sharing and respect for the association's goals and decisions.

The NDA's contribution is a characteristic of the ERO's identity, which is an open and intercultural experience.

The NDA retains its absolute discretion in adhering to services offered by ERO or similar services offered by others.

The behaviour of the NDAs and the activities of the ERO Bodies must not damage the image, good name and prestige of the ERO.

The name and image of the ERO may be used by the individual NDA only with the prior consent of the competent bodies.

### **Loyalty and confidentiality**

The NDA is required to act with loyalty towards ERO.

The NDAs and the ERO Bodies ensure the confidentiality of the information known during the operations carried out on behalf of the association, with a prohibition of disclosure if requested.

### **Fairness and Mutual Respect**

It is the NDA and ERO Bodies obligation to declare the truth whenever the Statute and or the ERO Regulations (Constitution) require self-certification.

Associative criticism is permitted, provided that it does not turn into profanity or offense to the decorum and reputation of other members and to ERO Image.

### **Conflict of Interest**

Any activity, whether of the NDA or the ERO, must be always conducted in the absence of conflict of interest with the ERO itself and/or with the other NDAs. Each member of NDA or ERO Bodies undertakes to communicate, in advance, to the competent association body any possible situations of conflict of interest in which he/she has the doubt to find him-/herself. There is also a conflict of interest when the NDA member exploits the ERO's information to benefit itself or third parties. (See Annex 1)

## **RULES OF CONDUCT**

The behaviour of the NDA or of the ERO Bodies that commit acts contrary to the image of the ERO constitutes an infringement of the rule.

Under no circumstances can any conduct of the NDA or of the individual member not complying with the provisions of this Code and respect for the rights of the members be justified.

The ERO NDA actively combats all abusive practices of the profession.

In advertising its activities, ERO must adhere to the principles of fairness, transparency and truth, while respecting the decorum and dignity of the profession.

ERO is always responsible for advertising, even if it is carried out by others to whom it has entrusted the task through agreements.

It is contrary to the Code of Ethics to advertise one's offices and associative positions to boast excellence in one's professional activity.

### **Respect for the dignity of the person and of the profession**

The Association Member Delegate undertakes:

- to maintain a decent and dignified behaviour even in the performance of their professional activity, so as not to compromise the image of the ERO and the Profession.
- not to use the personal and confidential information of members for any reason, nor to adopt denigrating and provocative attitudes against other associations.

### **The following are contrary to the Code of Ethics:**

- agreements or conventions for advertising purposes aimed at the sale of dental services.
- agreements or conventions which have been concluded and are aimed at hoarding patients.
- agreements or conventions or sponsorships that are detrimental to the dignity of the ERO and the Dental Profession.
- agreements or conventions that contravene the official policy of the ERO.

### **APPROVAL, DISSEMINATION AND UPDATING**

The adoption of this Code of Ethics is approved by the ERO Plenary.

This Code is published in plain text on the ERO website. A copy of the Code is provided to the NDA at the time of registration with the ERO.

All the associative bodies have the right to propose amendments and additions to this Code to the ERO Plenary.

These proposals will be submitted to the ERO Board for its opinion, and if a positive opinion is expressed, it will set up a special Ethics Commission for their drafting.

Amendments and additions to the Code of Ethics, in order to become effective, must be submitted to the approval of the ERO Plenary.

## **ANNEX 1**

### **Guidelines for dealing with sponsoring, donations and gift in ERO**

#### **Principles**

- The tasks of ERO are mainly financed by membership fees.
- Sponsorship is therefore only considered in exceptional and additionally circumstances.
- The following principles must be observed to sponsor ERO:
  1. Safeguarding the integrity and reputation of ERO.
  2. Avoidance of any appearance of external influence in the performance of tasks.
  3. Complete transparency in fund recruitment and use of it.
  4. Prevention of any form of corruption and undue influence.

#### **Admissibility**

Sponsoring is allowed if:

- The neutrality of ERO is maintained.
- Legal provisions or the public good are not violated.
- The reputation and interests of the ERO are not impaired.
- The proper and impartial fulfilment of tasks is guaranteed.
- Competition is not restricted.

Sponsoring is excluded if the appearance could arise that the action of Board or WGs of ERO or its members would be influenced by sponsorship. Any interference with the ERO Mission Tasks is prohibited.

#### **Procedure**

The selection of sponsorship service must be objective and neutral and be based on appropriate and comprehensible considerations.

The acceptance of offered or solicited sponsorship requires the consent of ERO Board.

The sponsorship measures must be documented in the sponsorship agreement or by means of documentation of the sponsorship agreement in full and conclusively on record.

## **Design and sponsoring measures**

Sponsoring measures must be distinctly labelled and, in particular, designed and applied in a such a way that are clearly and recognizably separated from the services financed by official membership fees by the nature of their design and scope, and that the appearance of interference is avoided. The Sponsors should be named.

## **Sponsorship ERO and NDA Events**

Sponsorship or Donations of ERO towards NDA or events organized on behalf of ERO by NDA, including the use of ERO logo must be allowed by ERO Board and requested in due time and preferably at the approval of the year budget. In any case and at any time the use of ERO Logo must be approved by ERO Board.

## **Sponsorship Report**

As part of the annual financial statements ERO shall prepare an annual sponsorship report, in which all services with a value of € 250,00 or more are to be presented individually.

The sponsorship contract or the sponsorship agreement must contain an express consent of the sponsor:

1. To the identification of the sponsorship and naming of the sponsor.
2. To the inclusion of the sponsor's performance in the sponsorship report.

## **Code Violation**

Violations of the articles of this Code and Annex will be presented by NDA or Board to ERO Plenary with a specific point on the agenda, which will take a decision on the matter, according Art VII and Art XII point h) of ERO Constitution and Art 65 Swiss Civil Code.

## **Entry into force**

This Ethic Code shall enter into force on the date of the adoption by the ERO Plenary according Swiss Civil Code by Articles 60 et seq.