



ORAL RECONSTRUCTION
FOUNDATION

Code of Ethics & Conduct.





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Each person within the Oral Reconstruction Foundation is required to act in an ethical and compliant manner. Everyone is personally responsible for respecting and supporting the Oral Reconstruction Foundation Code of Ethics and Conduct.

All Oral Reconstruction Foundation (ORF) employees and officers must adhere to the following:

- Be compliant with the Code of Ethics and Conduct and all applicable laws.
- Adhere to the principles of integrity and equal opportunity and respect the diversity of the people involved and the workforce.
- Avoid or disclose and report conflicts of interest in advance.
- Act to preserve ORF's assets and to minimize expenses, while maintaining quality.
- Avoid choices compromised by personal relationships, gifts, or other personal benefits.
- Deliver the most effective patient care according to the principles taught by the OR Foundation.
- Submit to ORF Executive Director any observed or suspected violations of the provisions of this Code of Ethics and Conduct.

1. General Information

1.1 Oral Reconstruction Foundation

The Oral Reconstruction Foundation (ORF), founded in 2006, is a Foundation (Stiftung) organized and existing under the laws of Switzerland and registered with the Commercial Register of the Canton of Basel-Stadt, Switzerland. ORF is a not-for-profit and tax exempt (from Swiss taxes) organization, which is supervised by the Supervisory Authority on foundations of the Cantons of Basel-Stadt and Basel-Landschaft, Switzerland. ORF is run by its Board of Trustees who has appointed an Executive Director. ORF's books are audited by an external auditor. ORF is a completely independent organization.

ORF promotes research projects, fundamental and applied research, education, and training in the field of implant dentistry and related fields, moreover the scientific exchange between universities and the industry with a specific focus on basic and applied clinical

research and science. ORF organizes, inter alia, global, international, and national symposia, seminars and lectures, education and hands-on courses and webinars. It funds high-level scientific projects mainly on the following fields: diagnostics and planning in implant dentistry, hard- and soft-tissue management in implant dentistry, sustainability in implant-supported prosthetics, physiological and pathophysiological aspects of implant dentistry and digital procedures in implant dentistry. The OR Foundation grants research and scholarships, elaborates, and publishes consensus reports, supports publications and awards research prizes.

Today, ORF fosters a worldwide network of dentists, dental hygienists, dental technicians, and other dental professionals.

1.2 Vision

ORF is a platform for dental professionals to elaborate and shape the latest developments in implant dentistry and oral tissue reconstruction.

1.3 Mission Statement

From education to research access and the world's most qualified and professional experts, ORF opens the doors in implant dentistry and oral tissue reconstruction.

1.4 Purpose of the Code of Ethics and Conduct

ORF's Code of Ethics and Conduct outlines the policies, procedures, and standards of behavior that apply to ORF employees and officers (non-employees in an official role for and on behalf of ORF).

1.5 Use of the Code of Ethics and Conduct

The Code of Ethics and Conduct defines the best standard of practice within ORF community, and towards ORF partners (i.e., sponsors, public authorities, hospitals, research institutes, universities, health care providers, suppliers, industry, etc.).

2. General ORF values and guiding principles

ORF is dedicated to its mission and vision to foster and expand its network through education, basic and clinical research, and instrumentation development to achieve the most effective patient care worldwide. This is done by promoting excellence in the management

and prevention of oral diseases focusing on teeth and tissue reconstruction or replacement.

The following values and guiding principles are intended to guarantee continuous improvement of patient care, and to maintain a fair balance between management and control within ORF, its network, and its partners. These values and guiding principles shall guide behavior, activities and decisions making of all ORF employees and officers:

2.1 Integrity

ORF employees and officers shall make their professional decisions in accordance with ORF principles and not for reasons of personal gain or preference.

2.2 Objectivity

Decisions made by ORF employees and officers shall be objective and without negative external or internal influences while avoiding or disclosing and reporting in advance conflicts of interest.

2.3 Confidentiality

Proprietary information and medical confidentiality - including personal health information - shall be strictly respected by ORF employees, officers, unless legal grounds for disclosure exist.

2.4 Responsibility

ORF employees and officers are committed to creating an atmosphere of trust, mutual understanding, and reliability amongst themselves and their partners. ORF aims to develop and to maintain qualified internal and external resources for research and development, clinical investigation, education, and knowledge transfer and management (e.g., symposia, workshops, forums, seminars, round tables, etc.) while meeting the highest standards of performance and responsibility in these activities. Furthermore, ORF employees and officers are responsible for the ethical use of human and animal subjects involved in approved research activities.

2.5 Performance

ORF performs efficiently as a professional, competency-based organization, assuming a leadership role.

2.6 Collaboration

ORF commits to promoting the philosophy and spirit of collaboration and cooperation in all its interactions. ORF supports the exchange and coordination of education and research and encourages interdisciplinary and innovative cooperation projects.

2.7 Innovation

ORF encourages innovations contributing to the best patient care worldwide.

2.8 Continuous improvement

ORF is committed to measuring its principles and achievements against appropriate benchmarks. It promotes best practice in all its fields of endeavor, clinical and non-clinical; this includes transparent reporting.

2.9 Commitment to society

ORF activities take into account societal and environmental concerns, animal welfare, and civic behavior. ORF upholds human rights in its actions. ORF endeavors to work in partnership with all its stakeholders, while regularly seeking and taking their views into account.

3. Personal and professional integrity

3.1 Data privacy

Any data pertaining to persons must be managed according to applicable data protection laws and ORF policies. Personal information shall be:

- Obtained and processed lawfully with the informed consent of the individual.
- Used for a necessary, fair, and lawful purpose, and is used or transferred in accordance with the applicable legal requirements.
- Retained under the necessary security measures, for no longer than needed.

3.2 Patient protection

During research and development activities, the well-being of participating patients is paramount. Obtaining free and informed consent is mandatory and the patient has the right to withdraw at any given point of time. As a rule, and without exception, all studies involving patients participating in research, funded, or supported by ORF will need formal approval from a competent Ethics of Research Committee in accordance with applicable legislation and ethical guidance as determined by the Declaration of Helsinki.

ORF ensures that all collected patient-related information or data used, shared, or accessed are deidentified. The participating patients' research and personal data may only be collected, used, shared, or accessed in exceptional cases after formal approval by the OR Foundation Board (ORFB).

3.3 Conflict of interest

Under no circumstances should conflict of interest of any nature (i.e., personal, social, or financial) prevail upon the interests of ORF. Situations that presume a conflict of interest shall be resolved by preserving the interest of ORF's mission, policies, or processes. It is the responsibility of all ORF's employees and officers to disclose and report in advance and to avoid conflict of interest situations and to resolve these issues in a mutually acceptable way.

3.4 Allocation of funds

All evaluations and decisions must be unbiased:

- Board, commission and committee members must disclose to their chair <any relationship or involvement with applying entities/individuals.
- Board, commission and committee members listed as applicants (either as principal investigator or as co-investigator), are deemed as involved members.
- The involved member must abstain and be excluded from the entire review and funding decision-making process pertaining to the application of applying entities/individuals to which he/she has a close relation or in which he/she is a listed investigator. He/she must not have sight of any documentation or reviews pertaining to the study, unless in his/her role as a listed investigator. He/she may not be present when the application is discussed.
- No involved member shall communicate or publicly comment on the decision process or on the final decision to anyone outside of the deciding board, commission, or committee. This information is communicated by the chair of that body.

3.5 Hiring relatives, friends, etc.

The recruitment of relatives, friends, etc. of ORF employees and officers is considered sensitive and critical.

Standard principles and guidelines on the recruitment of relatives, friends, etc. follow the same process and quality standards as for other candidates.

3.6 Conflict of interest while dealing with friends

ORF is committed to fair and equal treatment of collaborators, partners, related organizations, and individuals and therefore priority or exceptional treatment due to personal relationships is prohibited.

3.7 Anti-corruption policy

ORF is continuously expanding on a global scale. The diversity of the countries where ORF's network exists, or may be established, could represent a significant risk of corruption and bribery. ORF does not allow corruption or bribery under any circumstances. To avoid such harmful behavior, and to sustain ORF's core principle of transparency, any form of corruption involving ORF employees, partners, including questionable internal or external practices, is prohibited. ORF forbids accepting, giving, promising to give, demanding, or receiving directly or indirectly a bribe (monetary or otherwise), or any other form of payment including gifts, transfers of anything of value or advantages, regardless of the intention. In effect, these practices could influence decisions related to ORF or its activities in a manner that would violate anti-corruption laws. Emphasis is placed on insuring that public and government officials are not provided with any unfair or inappropriate advantages.

All agreements signed by ORF should contain a provision for compliance with all the applicable laws and should comply with ORF's anti-corruption policies.

3.8 Gifts and entertainment

ORF employees or officers may occasionally receive or give inexpensive, branded, or non-branded items as gifts or presents. This is acceptable if they are modest in value and in accordance with the national and local laws, regulations, and professional codes of conduct of the country.

Gifts must either be beneficial to business practice, be beneficial to patient care, or serve a genuine educational function. Gifts in the form of cash or cash equivalents are prohibited.

Entertainment events scheduled immediately before or after an official ORF activity in a suitable location may qualify for reimbursement by ORF, provided they are not stand-alone entertainment events. Such events must be secondary in both duration and emphasis compared to the main session. Financially, costs may not exceed a reasonable amount per participant.

3.9 Fair compensation

ORF is committed to compliance with legal and industry standards in its financial practices. This com-

mitment also extends to ensuring that remuneration/salaries for each ORF officer/employee are determined based on their respective duties, authority, experience, and performance. These remunerations and salaries are reviewed at regular intervals, maintaining both an arm's-length and independent approach along the process.

3.10 Anti-competitive behavior

It is inevitable that ORF employees and officers deal with industrial sponsors and partners. ORF employees and officers must take the utmost care not to be involved in anti-competitive behavior and must avoid situations that may give rise to such a perception. ORF employees and officers shall refrain from directly or indirectly engaging in deliberations or activities that constitute anti-competitive behavior or that violate anti-trust provisions.

3.11 Non-discrimination

ORF operates worldwide. It values its extensive global network in numerous countries, with people coming from diverse cultural backgrounds. All internal and external partners are treated fairly and equally, avoiding unconditional and absolute priority to any one of them. Therefore, ORF is committed to diversity, equity and inclusion and proscribes discrimination based on ethnicity, religion, language, race, citizenship, age, disability, gender, and sexual orientation. All forms of discrimination, violation of personal dignity, sexual harassment, bullying, or creation of an unpleasant and divisive atmosphere are not tolerated by ORF.

3.12 Confidential information

ORF is or may be a holder of trade secrets, patents, know-how, and information related to research and development along with clinical, medical, and personal or stakeholder data. Therefore, ORF manages internal as well as external information under strict confidentiality control and secures this information from unauthorized and illegal divulgence. Confidentiality agreements are commonly signed prior to any access to third-party confidential information.

3.13 Intellectual property rights

Protecting ORF's intellectual property is essential to its staying competitive in its field. The means of protecting ORF's intellectual property without infringing and violating third-party intellectual property, especially plagiarism, are a key responsibility.

3.14 Records management

All data and records managed by ORF need to be accurately stored and protected.

Madrid, June 30, 2024

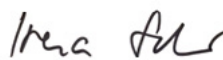
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