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This a sample "code business conduct" for dental practices is provided on an "as-is" basis.

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PROFESSIONAL CODE OF BUSINESS CONDUCT

Our dental practice pursues all its activities with a commitment to the basic values and principles of ethical behaviour; the founding cornerstone of which is integrity.

Our dental practice's reputation for integrity is based on adherence to the highest of ethical standards, embracing open and honest relations between employees, patients, suppliers, communities, government and regulatory organizations.

To maintain this reputation, our dental practice expects all its dentists, hygienists and employees to act ethically with the highest standards of integrity and abide by the principles of lawful conduct in all their **business dealings**. This Code of Business Conduct applies to everyone who works in or is employed by our dental practice.

It is not possible in a document of this nature to cover the full range of possible employee activities. Nor is it possible to enforce ethical behaviour with a set of rules. Upholding a high standard of business conduct is the responsibility of our dental practice and each individual employee.

Often answering such simple questions as “Is this course of action good for the Practice?” or referring to the basic guiding principle, “Am I doing what is right?” will provide guidance.

RESPONSIBILITIES TO OUR DENTAL PRACTICE

Any employee who violates this Code of Business Conduct will be subject to appropriate disciplinary measures; including dismissal and/or legal action.

Our dental practice expects employees to commit their best efforts to the Practice’s success, to act prudently in their use of Practice property and other resources, and to attempt in every way to uphold our Practices’ good name in all day-to-day dealings.

MISAPPROPRIATION OF PRACTICE ASSETS

Employees are not permitted to borrow, remove or make use of the Practice’s funds at any time.

Employees are not permitted to borrow other assets, including electronic devices and services, such as computer-related equipment, products and services, for their personal gain or economic benefit except as part of an authorized employee compensation or benefit program.

CONFIDENTIAL AND PROPRIETARY INFORMATION

Every employee is required to protect the Practice's confidential and proprietary information from unauthorized disclosure and use.

This also applies to information about patients and fellow employees as well as proprietary information about the Practice's own affairs, operations and services.

Employees may not use confidential information gained by their employment with our dental practice for personal gain or for any purpose other than the performance by the employee of his or her duties.

REPORTING OF FRAUDULENT ACTIVITY

Any employee who becomes aware of fraudulent or potentially fraudulent activity affecting the Practice must, within 24 hours of becoming aware of the relevant facts, report the information to the employer.

"Fraud" means an intentional act by one or more individuals, involving the use of deception to obtain an unjust or illegal advantage. Fraud is intentional and usually involves deliberate attempt at concealment of the facts.

Examples of fraud include but are not limited to: theft Practice funds, assets or property; intentional misstatement of financial results; and alteration or forgery of documents or dental claims.

CONFLICT OF INTEREST

Employees are always required to act in the best interests of the Practice.

The term "conflict of interest" describes a circumstance where an employee may not act with objectivity and loyalty to our dental practice.

A conflict occurs when an employee's personal interest interferes with their obligations to the Practice.

There is no finite list of the conflicts that could possibly arise. The general rule is that employees must avoid directly or indirectly through family members or others, any activity that compromises, or could be seen to compromise, their judgment, causes them to show favouritism to any party or causes them to receive a benefit of some kind.

The responsibility to avoid conflicts of interest or the perception of conflicts of interest arising from outside activities lies with the individual employee.

If in doubt, it is the responsibility of the employee to discuss the situation with the employer to determine whether there is a conflict of interest and what steps, if any, may be required to address the situation.

REBATES AND GIFTS

Employees must not accept rebates, gifts or favours, other than of nominal value, from patients or suppliers or prospective patients or suppliers.

Employees must not use their status with the Practice to obtain personal gain, directly or indirectly, from those doing or seeking to do business with the Practice.

The Practice has established these guidelines in connection with the receipt of rebates and gifts, as follows:

- i) Employees are not entitled to receive rebates or discounts for products or services purchased by the Practice.
- ii) No gifts should be received at the personal residence or any location other than the workplace of an employee.
- iii) Employees may attend one event (e.g., sporting event, theatre, dinner) per supplier each year provided they attend with the supplier extending the invitation. Any tickets/passes to events received by employees where attendance does not involve the supplier should be paid for by the employee. Employees may wish to keep a record of items purchased in this fashion.

- iv) If an employee obtains tickets to an event for use by other individuals (internal or external), the Practice should pay for these tickets.
- v) **Some may receive various gifts during the Christmas/holiday season (baskets, wine, etc.). Employees may keep gifts of minimal value (i.e. \$50 or less). All other gifts should be pooled and designated as charitable donations. Employees who receive gifts that are ultimately donated should communicate with the suppliers indicating how their gift was handled and the charities that benefited.**
- vi) Employees must ensure that no obligation could be, or be perceived to be, expected in connection with any gift. If an employee believes in a particular circumstance that a departure from the above guidelines is justified, or if there is any doubt about a gift or invitation, the employee must seek advice and approval of the employer.

EMPLOYEE ACKNOWLEDGEMENT

I have been given a copy of the Practice Code of Business Conduct.

I agree to abide by these provisions and further understand that this Professional Code of Business Conduct may be revised from time to time and that I will be made aware of the changes.

Date: _____

Signature: _____

Name: _____

(Please print)