

ITI CODE OF CONDUCT

ITI International Team for Implantology

ITI Foundation
ITI Headquarters
Peter Merian-Weg 10
4002 Basel, Switzerland

Version 6.2
April 2021

Dear ITI Community

Value-based behavior is a key factor of our social contribution. By acting responsibly and sustainably, we set standards and thus strengthen the trust that the ITI community places in us.

This Code of Conduct sets out our principles and the expectations we have of the ITI governing bodies, and the entire ITI community. Its individual points are our guiding principles and confirm us in our decisions. It is about more than simply complying with laws and regulations. Our guiding principles define how we act, and we consistently align our actions and decisions to them. In this way, we contribute to the success of the ITI and acknowledge our part in it.

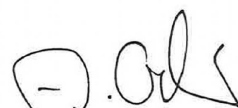
Take personal responsibility for helping to make the Code of Conduct a lived standard throughout the ITI. Talk to your colleagues about our purpose, mission, and values, and speak up if you see they are not being observed. The ITI governing bodies are there to offer you advice.

Together we will care actively for the ITI and act responsibly and sustainably.

We thank you sincerely for your support.



Dr. Charlotte Stilwell
President ITI



Dr. Alexander Ochsner
CEO ITI

1. General Principles

- 1.1. This Code of Conduct applies to all those who are part of the ITI community, in every position or function within the ITI – in particular the ITI Board of Directors, ITI Committee and ITI Leadership Team Members as well as ITI Headquarters employees.
- 1.2. We aim to meet the highest standards of ethics, integrity, and professionalism. To this end, this Code of Conduct serves (1) to emphasize the ITI's commitment to ethical conduct and compliance with the law; (2) to set forth basic standards of ethical and legal behavior; (3) to provide reporting mechanisms for known or suspected ethical or legal violations; and (4) to help prevent and detect wrongdoing.
- 1.3. This Code of Conduct cannot cover every individual situation in which questions of ethics and integrity may arise when carrying out ITI business. If no specific answer can be found in this Code of Conduct, everyone should be guided by its more general principles. Where there is uncertainty or a need for further assistance, the persons listed at the end of this Code of Conduct may be contacted.
- 1.4. This Code of Conduct supplements other, in particular more specific ITI policies and regulations; it does not replace them. In order to meet the demands of new developments and challenges, the ITI Board of Directors may revise these regulations from time to time.

2. Ethical Standards

- 2.1. **Acting on behalf of and within the ITI:** We act on behalf of the ITI with diligence and professionalism, complying with the highest standards of ethics and integrity. This includes, but is not limited to, being respectful of the rights of others and forthright in all dealings with members of the ITI community as well as third parties. We should not place our personal interests above the best interests of the ITI. We respect the personal dignity, privacy, and rights of each individual. We believe diversity enriches our workplace. We work together without regard to ethnic origin, culture, religion, age, disability, skin color, gender, sexual identity and orientation, or worldview.
- 2.2. **Compliance with laws and regulations:** Obeying the law is the foundation on which the ITI's ethical standards are built. We comply with the applicable laws and regulations of the countries in which the ITI operates and ensure the implementation of all the ITI's guidelines, processes, and controls.
- 2.3. **Conflict of interest:** All decisions and actions of the ITI community are to be made in the best interests of the ITI and the public good. A conflict of interest exists when a party's direct or indirect personal interests are inconsistent with or interfere with the best interests of the ITI. The [ITI Conflict of Interest Policy](#) sets forth in detail the standards and procedures to be followed when dealing with situations that may present a conflict of interest. ITI Representatives who are required to sign an ITI Conflict of Interest Statement will be notified individually.
- 2.4. **Protection and proper use of ITI assets:** Proprietary information (e.g., intellectual property rights such as trademarks and patents, personal data) and other assets (e.g., facilities and equipment) that we have access to in the course of acting for the ITI may not

be used for personal benefit. We may not use ITI proprietary information and other assets or our position within the ITI for improper personal gain and/or non-ITI business.

- 2.5. **Fair dealing:** We act on the ITI's behalf and, regardless of whether we are dealing with colleagues within the ITI or third parties, we are required to act honestly, in good faith, and with professionalism. We may not take unfair advantage of another person through harassment, manipulation, abuse of privileged information, misinterpretation of material facts, or any other unfair practice.
- 2.6. **Confidentiality:** We must maintain the confidentiality of confidential information entrusted to us, except when disclosure is authorized by an appropriate officer of the ITI or required by law. Confidential information includes all information marked 'confidential' non-public information or which, due to its character and nature, may reasonably be assumed to be confidential. Such obligation to preserve confidential information continues even after the term of office or employment with ITI. The [ITI Confidentiality Agreement](#) sets forth the standards and procedures in respect of confidentiality in more detail. ITI Representatives who are required to sign an ITI Confidentiality Agreement will be notified individually.
- 2.7. **Filings and public disclosures:** All of us who are involved in the preparation of financial and other reports and documents to be filed with or submitted to any authority by the ITI are required to file these accurately, in full and in a timely manner. The same standards apply to other public communications made by the ITI.
- 2.8. **Financial integrity:** All of us who are involved, in particular those directly involved in financial matters shall ensure that timely, accurate and complete financial information is provided to the appropriate persons and bodies. Effective controls shall be maintained over financial reporting to ensure a complete and accurate record of our financial transactions.

3. Implementation and Procedures

- 3.1. **Ethics Advisory Group:** Within the ITI, an ITI Ethics Advisory Group exists that is composed of the last ITI Presidents. The past-President shall be excluded as long as he/she is a member of the ITI Board.
- 3.2. **Responsibilities:** The ITI Ethics Advisory Group shall be responsible for ethical matters and the implementation of this Code of Conduct. It shall ensure that risks and issues, together with appropriate recommendations, are reported to the ITI Board of Directors. ITI Headquarters is responsible for developing and maintaining the Code of Conduct, reviewing reports on compliance, and providing support and guidance.
- 3.3. **Accountability and assistance:** We are personally accountable for adhering to this Code of Conduct as well as to all ITI policies, guidelines, and applicable laws. Where there is uncertainty or any need of further assistance, past Presidents David Cochrane, Daniel Buser and/or Stephen Chen can be contacted.
- 3.4. **Breaches:** Breaches of this Code of Conduct as well as of all ITI policies, guidelines, and applicable laws will result in remedial, corrective, or disciplinary actions. Additionally, the ITI may notify the relevant authorities. We all are obliged to report actual or suspected misconduct to the ITI Ethics Advisory Group. The ITI guarantees non-retaliation and confidentiality, to the extent legally possible, for good-faith reports of such breaches as well as for assisting or providing information during an investigation.