

## **Praxis 2000 Pty Ltd t/a A. B. Dental Code of Conduct**

For the purpose of this document Praxis 2000 Pty Ltd t/a A. B. Dental will be known as A. B. Dental

### **What is a Code of Conduct?**

A.B. Dental's Code of Conduct provides guidance on acceptable standards of behaviour and how you are to conduct your duties while working towards fulfilling A. B. Dental's mission.

### **Why Have a Code of Conduct?**

A. B. Dental expects that all staff will behave professionally and with respect and consideration for others, including management, colleagues, A. B. Dental's clients and anyone they may encounter while contracted to A. B. Dental.

A. B. Dental recognises the importance of staff contributions to its workings and the impact that staff have on the working environment. Following the ethical principles outlined in the Code of Conduct encourages an environment that makes A. B. Dental employer of choice.

All individuals who are covered by this Code of Conduct should be aware that A. B. Dental's policies and procedures apply as part of their employment.

### **Who is covered by the Code at A. B. Dental?**

All employees and people acting on the behalf of the A. B. Dental including:

- Temporary employees
- Individual contractors
- Permanent employees

Individuals acting in a voluntary capacity are also encouraged to conduct their duties according to the Code.

### **What happens if I don't work within the Code?**

While the Code's purpose is educative, it also acts to regulate behaviour. Staff whose conduct falls below the standards outlined in the Code will be counseled in accordance with the appropriate A. B. Dental policy. Significant departures from the standards of conduct in the Code may amount to misconduct on the part of the staff member and A. B. Dental may discipline you in accordance with the A. B. Dental's disciplinary procedures.

### **How do I address breaches of the Code by others?**

Staff are encouraged to discuss breaches of the application of the Code with management. Suspected breaches of the Code will be investigated and appropriate action taken.

### **Where do I get information about the Code?**

We are there for you to discuss any issues you have concerning the Code and its contents. Please do not hesitate to approach us to discuss any concerns you may have.

If you feel that there is a conflict between the A. B. Dental Code of Conduct and your professional Code of Conduct, then discuss this issue with us.

The Code document also has some examples of behaviour. The examples are intended to demonstrate the principles of the Code, however, they are not exhaustive and have limitations. If you are not sure about an issue, discuss it with us.

### What can I do if I'm concerned about how the Code is being applied to my situation?

If you are concerned about the way in which the Code is being applied by others you may seek clarification or remedial action through the relevant grievance procedure.

### Structure of the Code

The content has been organised under the headings below:

- Working with Others
- Working with Integrity
- Working with Diligence
- Working with A. B. Dental and Client Resources

### Working With Others

You will:	You will not:
<p>Be responsive and courteous when communicating and dealing with management, colleges, clients and all staff members of clients</p> <p>Be fair when dealing with others and making decisions</p> <p>Treat all persons justly, irrespective of gender, sexual orientation, race, disability, religion, marital status, age, political conviction or other grounds</p> <p>Avoid patronage or favoritism</p> <p>Protect the privacy of others and maintain appropriate confidentiality regarding personal matters.</p>	<p>Engage in behaviour that could be considered bullying, such as behaviour which is intimidating, insulting, offensive, degrading, or humiliating to others</p> <p>Harass others or discriminate against them</p> <p>Disregard A. B. Dental's policies and procedures regarding relationships between individuals</p>

### Working with Integrity

Staff are placed in a position of trust. This principle asks that staff maintain and enhance public confidence in the integrity of A. B. Dental and advance the A. B. Dental's common good. It also requests that any conflict that may arise between staff's personal interest and official duty is resolved in favour of public interest.

You will:	You will not:
<p>Declare potential conflicts of interest between your private interests and your responsibilities to A. B. Dental</p> <p>Declare your relationship when participating in decisions affecting another person with whom you have a personal relationship</p> <p>Be honest, impartial and conscientious when carrying</p>	<p>Accept any gifts or benefits in connection with the performance of your duties except for the occasional gift of up to \$100 in value</p> <p>Claim others' work as your own</p>

<p>out your duties</p> <p>Observe procedural fairness (natural justice) in all decision making</p> <p>Report genuinely suspected fraud, corrupt conduct or mal-administration to A. B. Dental</p> <p>Utilise internal procedures in the first instance when pursuing issues that require resolution</p> <p>Inform your management of any offer of gift or benefit</p>	
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### Working with Diligence

This principle requires staff to recognise that they have a duty to perform their duties to the best of their ability and to carry out duties in a professional manner

You will:	You will not:
<p>Seek to achieve high standards in clinical and administration service</p> <p>Actively consider the health and safety of yourself and others when carrying out your duties</p> <p>Act honestly and in good faith</p>	<p>Act in an irresponsible and disruptive manner towards others</p> <p>Cause harassment or other reprisals if someone discloses fraud or other corrupt conduct</p> <p>Allow alcohol or drugs to affect your performance whilst acting in an official capacity</p>

### Working with A. B. Dental and Client Resources

This principle asks staff while they are performing their duties to ensure that resources are not wasted, abused, used improperly or extravagantly.

You will:	You will not:
<p>Ensure that the resources are managed effectively, efficiently, and used for legitimate purposes</p> <p>Only utilise A. B. Dental and Client resources for work-related purposes, unless prior approval has been given. Even with approval, non work-related usage will be kept to a minimum.</p> <p>Secure A. B. Dental and Client resources against theft or misuse</p>	<p>Use resources in a manner that may harm the community or the environment</p> <p>Willfully waste, lose or mistreat A. B. Dental or it's Clients resources</p>