



Internal Regulations for Dental Surgeons, Dental Hygienist and Internship Student

Introduction These regulations have been drafted to summarize, remind, and consolidate the principles and rules that every Dental Surgeon working at the Dental Center of Dr. V. Romano of Romano Francesco sas is required to respect as per the Contract. These rules not only ensure the correct execution of clinical activities but also the maintenance of ethical and professional standards of our facility, in line with our **Value Charter** (published on the Center's website).

1. Continuous Education and ECM Credits Each dental surgeon is required to stay updated on advancements in their discipline through continuous education. Completing the annual Continuing Education Credits (ECM) required by current regulations is mandatory and an essential prerequisite to continue practicing at our Center.

2. Professional Insurance Dental surgeons are required to keep their Professional Insurance policy active and updated, adjusting the coverage limit according to the types of services offered. Timely renewal is essential to ensure the protection of patients and the Center.

3. Respect for Assigned Schedules, Days, and Spaces It is essential to respect the schedules, working days, and rooms assigned to each professional to guarantee the efficiency of the Center's operations and to improve work organization.

4. Code of Ethics and Professional Guidelines All dental surgeons must adhere to the Code of Ethics of the Medical Association, strictly observing Good Practices and Guidelines specific to dentistry and its various specialties. Treatments must be appropriate, effective, and compliant with the quality standards set by major scientific societies.

5. Patient Confidentiality and Privacy Respecting patient privacy is a fundamental value. Compliance with the General Data Protection Regulation (GDPR 2016/679) is mandatory, and confidentiality of all information obtained in the course of professional activities must be maintained, even outside the Center. The handling of health information is strictly confidential.

6. Professional Conduct and Decorum Dental surgeons represent the values of our Center even outside the work environment. Professional conduct that is decorous and respectable is required, both in social life and on social media, avoiding behaviors that may compromise the image of our facility. Good manners and professionalism are indispensable requirements.



7. Communication with Patients Each dentist must ensure clear, direct, and respectful communication with patients to promote understanding of treatment plans and encourage informed therapeutic choices. Each treatment must be personalized, respecting the patient's needs, expectations, and preferences, based on updated scientific evidence.

8. Workplace Safety and Health It is fundamental to scrupulously adhere to all safety and hygiene standards provided to safeguard health in the workplace. The objective of our Center is to guarantee a safe environment, minimizing the risk of accidents, infections, and occupational diseases. Every professional is responsible for complying with preventive measures, in line with our **Value Charter**.

9. Sustainability and Environmental Resources Our Center promotes environmental sustainability, limiting waste and using water and natural resources responsibly. All dental surgeons are encouraged to contribute to these virtuous practices, including the conscious use of consumable materials.

10. Relationships with the Team and Professional Community Relationships with colleagues, Center staff, patients, and the medical-scientific community must be based on mutual respect, collaboration, and the sharing of our corporate values. Any self-centered or sterile complaints are discouraged. Instead, the Center values the active contribution of those who wish to improve the work environment and professional practices.

11. Union Activity and Association Membership Each dental surgeon is invited to be part of a category association or union that does not conflict with the values of our Center. Membership is voluntary, but active and constructive participation within the association is expected, to promote the improvement of working conditions for themselves and colleagues.

These guidelines have been drafted to remind all our professionals of the importance of working in an environment that values quality, ethics, respect, and patient care, in line with the founding principles of the Dental Center of Dr. V. Romano.

Palermo, October 30th, 2024