

## HRS VOLUNTEER CODE OF CONDUCT

As a volunteer of the Heart Rhythm Society, I am committed to the Society's primary purpose, which is to end death and suffering from heart rhythm disorders. My obligations as a volunteer include the following:

### *General Conduct*

- I will serve the Society's mission and always strive to act in the organization's best interest.
- I will actively promote the Society and work in partnership with its professional staff.
- I will honor the ethical values of the Society in all of my interactions related to the organization. This means that I have a personal responsibility to comply with the Society's code of ethics and conflict of interest procedures. I will update my disclosure form at least annually, and whenever material changes in my circumstances require. I will also protect the confidentiality of the Society's proprietary or privileged information, including its intellectual property, business plans, personnel information, member lists and the identity of donors who choose to remain anonymous. I recognize that I have, together with all HRS volunteers and staff, an obligation to safeguard the integrity of the Society, and I will report ethical misconduct to the appropriate individuals.
- I understand the importance of acting within the scope of my authority as specified in my volunteer job description (as well as in accordance with the organization's bylaws, policies, committee charges and other formal governing documents). I will make only those commitments I am authorized to make, or that the Society can reasonably keep, without violating established practices and policies.
- I recognize that my professional stature carries weight with others. I will make statements on organizational positions only if the Society has taken an official position and I have been authorized to speak for the organization. If I have not been authorized to speak for the Society to the media or in public testimony, I will clearly state that my opinion is personal or professional, not organizational. I will also exercise care in lobbying and political activities to avoid jeopardizing the Society's tax exempt status or otherwise harming the reputation of the Society.

### *Conduct Related to Assignments*

- I understand that the Society depends on my professionalism and integrity, and I will strive to meet its expectations. This means that I will adhere to the charge and work plan of the committee, subcommittee, task force or other entity to which I am assigned. I will prepare for and participate in meetings in a full and timely manner, and I will respond in a timely manner to communications from HRS staff. If I accept specific responsibilities, such as developing written materials or obtaining information to aid in future deliberations, I will meet my obligation or make alternate arrangements acceptable to the Chair.

- I will honor the confidentiality of all Board, committee, subcommittee and/or task force deliberations, privileged discussions and information. I will not reproduce or communicate any material without the Chair's prior consent, or until the Society has issued a public statement, posted information on the HRS website, or submitted a comment letter to a federal agency.
- I understand that every volunteer must be a steward of the Society's limited resources. I will respect and comply with the Society's travel and reimbursement policies.
- I recognize that HRS volunteer assignments are limited and highly valued. If circumstances prevent me from contributing as expected, I will discuss my standing aside with the President or Chair as appropriate.

I acknowledge that by accepting the position on this committee/council I am taking personal responsibility for upholding its provisions, and that my failure to do so could result in my removal from assignments and/or exclusion from future participation in HRS volunteer activities.