

Appendices

Heart Rhythm Society Code of Ethics and Professionalism

May 2020

APPENDIX A: HRS MEMBER CODE OF CONDUCT

As a member of the Heart Rhythm Society, I am committed to the Society's goal which is to end death and suffering due to heart rhythm disorders. I understand that my obligations as a member 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 declare conflicts of interest and conduct myself in a manner attuned to the highest ideals of the profession.
- 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 Professionalism 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 members and staff, an obligation to safeguard the integrity of the Society, and I will report ethical misconduct to the appropriate individuals.
- I will participate in the Society's bias training prior to any committee or other formal assignment, will participate in updates to the training as requested by HRS Leadership, and will adhere to its principles throughout my service.
- I understand the importance of acting within the scope of my authority as specified in the job descriptions for all roles that I am assigned (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 and does not represent the views of the Society. I will exercise care in political or lobbying activities to avoid jeopardizing the Society's tax-exempt status or otherwise harming the reputation of the Society.
- I understand the importance of conducting one's self in a professional, respectful, courteous, non-confrontational manner on electronic communications and social media, including emails, websites, mobile applications and platforms that publicly share content. This conduct ensures that all participants' opinions are welcome, valued and treated with dignity.

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.
- During my participation in meetings of committees, task forces, etc. and through electronic communications, I will strive to maintain a collegial, professional and nonconfrontational manner, so that everyone participating will feel welcome, safe and able to participate without fear of unwelcome conduct.
- I will honor the confidentiality of all Board, committee, subcommittee, task force or other 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 member 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 appointees and elected officials for leadership assignments are limited and highly valued. If circumstances prevent me from contributing as expected, I will discuss this with the HRS President or Chair as appropriate, and will be willing to resign the role, allowing the appointment of another member.

I acknowledge that by signing this document, 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 leadership activities.

Printed Name _____

Signed _____ Date _____