

Appendices

Heart Rhythm Society Code of Ethics & Professionalism

September 2025

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 _____

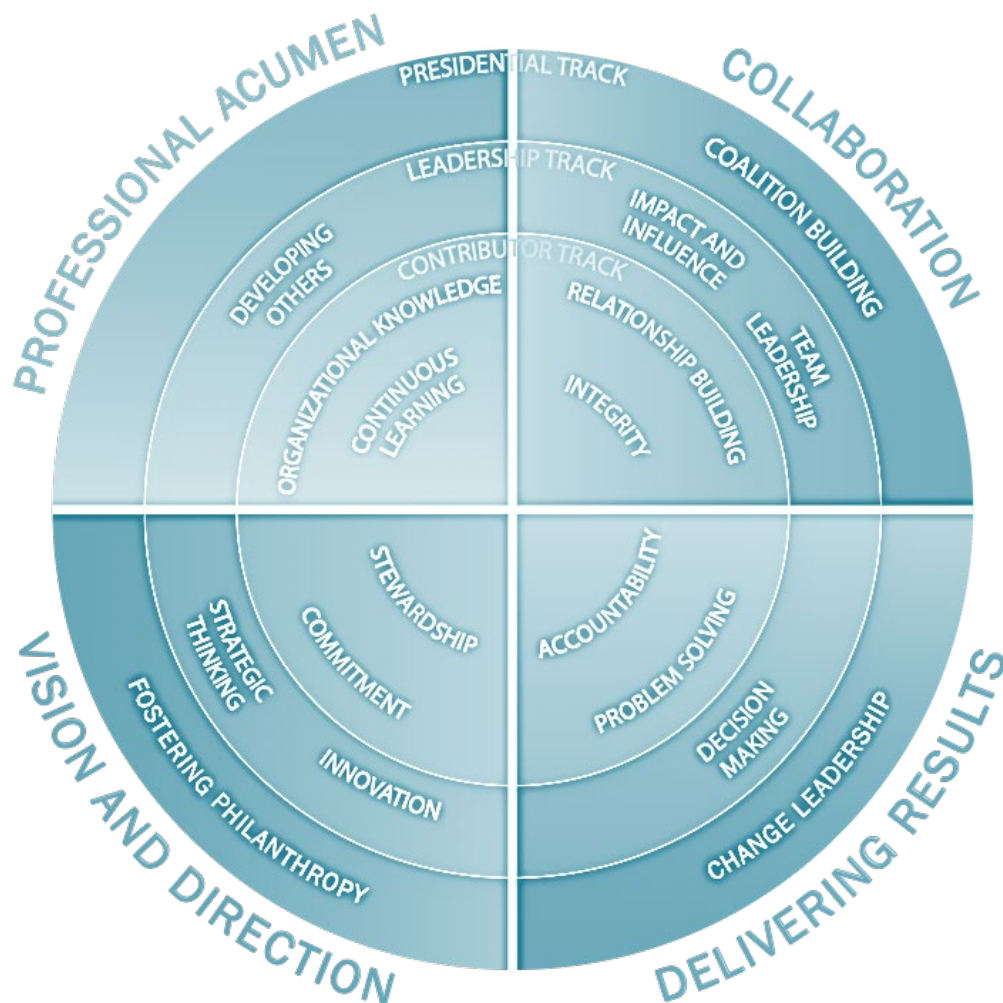
Signed _____ Date _____

Appendix B - Volunteer Competency Framework

This document provides an overview of the competencies and skills required for successful volunteer participation. Having volunteers with the right behaviors and skills is critical to the Society's continued success and will help ensure a positive volunteer experience.

A competency is a set of measurable behaviors that result in distinguished performance. Competence comes from one's experience, attitude, knowledge, and beliefs. The competencies below are grouped into four domains, with a summary definition provided for each domain.

As a volunteer progresses through the HRS Volunteer Tracks (Contributor, Leadership, Presidential), new competencies and skills evolve. Definitions of all competencies and skills, and the tracks in which there are both introduced, are provided.



Competency and Skills Definitions

Competencies

Domain 1: Professional Acumen

The three competencies within the Professional Acumen domain focus on the development and utilization of EP and organizational knowledge to support the mission of the Society.

Competency	Track	Definition
CONTINUOUS LEARNING	Contributor	Demonstrates a desire and drive to acquire necessary knowledge, skills, and competencies to best serve the needs of the Society, its members, and the field of EP. Demonstrates the ability to reflect on and learn from experiences.
ORGANIZATIONAL KNOWLEDGE	Contributor	Understands the mission and strategic objectives of the Society, the structure, and culture as well as the regulatory, industry, and economic issues affecting the organization.
DEVELOPING OTHERS	Leadership	Develops the ability of others to perform and contribute to the Society by providing ongoing feedback, coaching and opportunities to learn through formal and informal methods.

Domain 2: Collaboration

The five competencies within the Collaboration domain support the building and strengthening of trusting relationships with volunteers, members, staff, and other key stakeholders and allow the Society to successfully achieve organizational goals and priorities.

Competency	Track	Definition
INTEGRITY	Contributor	Earns others' trust by behaving in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
RELATIONSHIP BUILDING	Contributor	Works collaboratively with others to develop positive working relationships to achieve the shared goals of the Society.
IMPACT AND INFLUENCE	Leadership	Gains support and buy-in and motivates others to act in the best interest of the Society.
TEAM LEADERSHIP	Leadership	Effectively manages and guides group efforts, and provides an appropriate level of feedback concerning group progress.
COALITION BUILDING	Presidential	Builds strategic relationships internally and with key external stakeholders to achieve common goals.

Domain 3: Delivering Results

Proficiency in the competencies within the Delivering Results domain promotes action and results in an ever-changing environment. These competencies reflect the ability to solve challenging problems and make rational and deliberate decisions.

Competency	Track	Definition
ACCOUNTABILITY	Contributor	Accepts full responsibility in meeting expectations.
PROBLEM SOLVING	Contributor	Identifies and analyzes problems and evaluates alternate solutions and makes recommendations in the best interest of the Society.
DECISION MAKING	Leadership	Evaluates available information and resources to develop effective and viable solutions that meet the goals of the committee and Society at large, often with limited information and under tight deadlines.
CHANGE LEADERSHIP	Presidential	Leads and manages change within the organization to meet the strategic goals of the Society. Establishes a vision for the organization in an ever-changing environment.

Domain 4: Vision and Direction

Proficiency in the five competencies within the Vision and Direction domain results in the ability to be future thinking, committed, and creative in developing and implementing a vision for the Society.

Competency	Track	Definition
STEWARDSHIP	Contributor	Efficiently utilizes the resources of the Society to make informed decisions. Communicates decisions in an effective manner to stakeholders.
COMMITMENT	Contributor	Serves the needs of the Society and the EP profession. Ensures that actions meet the needs of key stakeholders and aligns activities to meet these needs.
INNOVATION	Leadership	Addresses the future needs of the Society and stakeholders through creative problem solving, informed risk-taking, and fostering new ideas.
STRATEGIC THINKING	Leadership	Formulates objectives and priorities and implements plans that support the long-term interests of the Society. Takes advantage of opportunities and manages risks.
FOSTERING PHILANTHROPY	Presidential	Articulates and champions a culture of giving in support of the Society.

Skills

Contributor Track

Attention to Detail	Accomplishes a task thoroughly. Monitors and checks work and plans and organizes time and resources efficiently.
Subject Matter Expertise	Applies in-depth specialized knowledge, skills and judgment to accomplish the goals of the committee and/or the Society.
Willingness to Serve	Demonstrates a strong commitment, interest, and desire to serve the Society. Makes the time to actively contribute and participate.

Leadership Track

Coaching	Possesses the ability and desire to coach others in interpersonal skills, HRS processes, and issue management.
Communication	Demonstrates strong verbal and written skills. Understands, complies with, and appropriately communicates relevant HRS policies and processes.
Conflict Resolution	Uses a variety of approaches to manage and resolve concerns, disagreement, and conflict.
Consensus Building	Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all parties.
Financial Acumen	Maintains and applies a broad understanding of financial management principals to ensure decisions are fiscally sound and responsible.
Group Dynamics	Enables cooperative and productive group interactions.
Networking	Actively expands professional networks; leverages networks for HRS support.
Professional Stature	Maintains broad-based clinical knowledge and experience. Holds strong professional credibility and reputation within or outside of HRS.

Presidential Track

Executive and Board Assessment Experience

Develops and accesses performance of CEO and Board members. Partners with CEO on executive level succession planning needs.

Governance Experience

Has served on a Board, committees and task forces.

Institutional Knowledge

Possesses in-depth understanding of HRS history, policies and processes.

International Positioning

Actively expands international networks; leverages networks to support HRS financially, strategically and collaboratively.

Mentoring

Actively engages in identifying emerging leaders and is personally involved in their development. Fosters a mentoring environment with senior leaders.

Visibility

Is recognized as a leader in the U.S. and/or internationally. Articulates and champions the best interests of the Society.

Appendix C – Competitive Organizations

HRS leadership positions carry significant responsibility. Dual fiduciary authority in competitive organizations is not appropriate.

The **fiduciary authority** of a board is a legal and ethical obligation to act in the best interest of the organization. It requires a commitment to higher ethical standards—doing what is right, not just what is required. Fiduciary duty means prioritizing the organization's interests over personal gain, based on a relationship of trust and integrity. For HRS, this duty binds Officers and Trustees to protect and advance the Society, regardless of their own interests.

The **Board of Trustees, Finance Committee, and Audit Committee** are considered fiduciary bodies of HRS. Individuals in the Presidential Track and all members of the Board of Trustees may not hold equivalent positions in competing organizations. This restriction may be extended to other roles or organizations at the discretion of the Ethics Committee.

Competitive Organizations

American College of Cardiology (ACC)
American Heart Association (AHA)
Society for Cardiovascular Angiography and Interventions (SCAI)
Africa Heart Rhythm Association (AFHRA)
Asia Pacific HRS (APHRS)
Canadian HRS (CHRS)
Chinese HRS (CHRS)
Chinese Society of Pacing and EP (CSPE)
Chinese Society of Arrhythmias (CSA)
European Cardiac Arrhythmia Society (ECAS)
European Heart Rhythm Association (EHRA)
European Society of Cardiology (ESC)
Indian HRS (IHRS)
International Society for Holter and Noninvasive Electrophysiology (ISHNE)
Japanese HRS (JHRS)
Korean HRS (KRHS)
Latin American HRS (LAHRS)
Middle East & Northern Africa (MENA)
Sociedade Brasileira de Arritmias Cardíacas (SOBRAC)
Taiwan Heart Rhythm Society (THRS)
World Society of Arrhythmias (WSA)

Appendix D - Guidance for Writing Committee/Groups

1. Disclosure Requirements

Members of the Society-documents writing committee/ groups have a special obligation for full disclosure of relationships with industry (RWIs) due to the impact of actual or perceived conflicts of interest on the integrity of the organization. All disclosures will need to be updated at the commencement of document development and reviewed by the Oversight Committee¹ prior to appointment to a writing group. Disclosures used to determine a group member's RWI status are those that are active at the start of the kickoff call.

The Ethics Committee will be consulted when potential writing committee member's disclosures may suggest a conflict that would preclude participation. Writing committee members are discouraged from establishing or engaging in new RWIs during document development and prior to publication. If new relationships are added, or being considered, this information must be verbally disclosed during any conference calls or meetings, and may lead to dismissal from the writing group, or recusal of voting for affected recommendations.

Disclosures should be updated on completion of the document. Author (Peer Reviewer/Advisor) Disclosure Tables will list all RWI and denote which ones are relevant to the document topic(s) but will not include dollar amounts.

2. Definition of Relationships Relevant to Document/Topic

At the commencement of document development, the Oversight Committee Chair and staff will determine which relationships with industry are relevant to the document. Disclosures will not include financial information, and therefore, the relevancy of an RWI will be based on the relationship and company regardless of the dollar amount.

- A relevant relationship or interest relates to the same or similar subject matter, intellectual property or asset, topic, or issue addressed in the document; or
- The company/entity (with whom the relationship exists) makes a drug, drug class, or device addressed in the document, or makes a competing drug or device addressed in the document; or
- The person or a member of the person's immediate family or household has a reasonable potential for financial, professional, or other personal gain or loss as a result of the issues/content addressed in the document.

¹ *The Oversight Committee is the one indicated in the charge of the relevant committee*

3. Oversight of Document Development

The Oversight Committee and staff are responsible for reviewing all potential writing committee member disclosure statements for relevance to the assigned document topic. The Oversight Committee may seek additional review by the Ethics Committee as needed.

The Oversight Committee will ensure that disclosures are reported for each document and will provide oversight to make sure that the RWI policies are enforced.

The role and responsibilities of the Ethics Committee are set forth in the Code of Ethics and Professionalism.

4. Restrictions

4.1 Chair and Vice-Chair(s)

The Chair and one of the Vice-Chairs, of any Society document are prohibited from having relevant RWIs as determined by the Society. (See Table 1 and Table 2 for specific details and definitions.)

For Society documents, the Chair and Vice-Chairs (and their immediate family members) should not own stock, or stock options, or have ownership, royalty income, partnership, licensing, or principal interests in a heart-rhythm related enterprise (including a start-up company), in consultation with the Ethics Committee, excluding mutual funds that may hold such stock in its portfolio, or have the potential to profit financially from the recommendations of the document.

4.2 Writing Committee Members

The inclusion of experts on writing committees strengthens the writing effort and the final published document. Experts may have RWIs, adhering to the Society's disclosure policy, but these relationships must be transparent and properly managed.

Writing committee members shall not own stock, or stock options, or have ownership, royalty income, partnership, or principal interests in a heart-rhythm related enterprise (including a start-up company), excluding mutual funds that may hold such stock in its portfolio, or have the potential to profit financially from the recommendations of the document.

Disclosures used to determine a group member's RWI status are those that are active once the assignment commences.

Any member who has divested relevant stocks, or stock options, ownership, royalty income, partnership, licensing, or principal interests in a heart rhythm-related enterprise (including a start-up company) prior to the initial meeting of the writing committee is eligible to participate.

4.3 Advisory Group/Forum

For advice and expertise, an Industry Advisory Group or Forum can be established.

The use of Industry Advisory Groups or Forums should be disclosed in the document, and the purpose and participants of the group/forum should be detailed in the appropriate section of the document.

4.4 Demographics

In keeping with HRS values, the Oversight Committees strive to maintain balance among potential biases that may stem from academic versus nonacademic physicians, race, sex, geographic location, intellectual bias/perspectives, and organizational relationships potentially competitive with the Society. The Oversight Committee and the Executive Committee must approve each writing group before the group begins its work.

5. Management of Relationships with Industry

5.1 Impact on Consensus Development

- HRS values the expertise of all writing committee members and allows open discussion to inform the writing committee's final deliberation on document content.
- The document chairs are expected to manage discussions during meetings or conference calls to prevent one or more individuals from unduly influencing the outcome of the discussion, whether they have a relevant relationship with industry related to the topic under discussion or other bias related to the discussion.

5.2 Managing Conflicts of Interest

The potential for a conflict of interest exists with any writing committee member, independent of his/her financial compensation.

- The Oversight Committee, with oversight from the Ethics Committee, shall determine whether there is an actual, potential, or perceived conflict of interest and which actions, policies, or processes can be implemented to resolve, mitigate, or manage the conflict on a case-by-case basis. The writing committee chair must review all official recommendation votes to ensure accurate recusal by all writing committee members.

- Any member of the writing committee may report a potential violation of the Society's Code of Ethics, confidentiality, or Conflict of Interest policies to the writing committee chair, the Oversight Committee staff, or the Ethics Committee. All potential violations are reviewed by the Oversight Committee and, if necessary, presented to the Ethics Committee for further action.
- If a member of the writing committee is dissatisfied with the response by the Oversight Committee, he or she may submit this concern directly to the Ethics Committee. The Ethics Committee has the authority to set and enforce all decisions. An appeals process is provided via a three-person independent appeals panel, appointed by the Ethics Committee. A written request for an appeal must be within 30 days of the date on the notification of the Ethics Committee's determination. The appeals panel's decision on sanctions is final. All disclosed intellectual property will be reviewed by the Oversight Committee and, if necessary, by the Ethics Committee.

6. External Peer Review

There are no restrictions on participation for peer reviewers; however, all reviewers must update their disclosures. (Table 1). This promotes the opportunity for comment on the document from a variety of constituencies/viewpoints to inform final document content. RWI information provided by the potential reviewer will be reviewed by the Oversight Committee. If the Oversight Committee determines that there are significant conflicts that could compromise an objective review, an alternate reviewer may be considered.

7. HRS Endorsement of Documents

Endorsement decisions for all internal or external documents are made by the appropriate Oversight Committee. A vote of two-thirds of a quorum is required for HRS endorsement.

For external documents, in order to be considered for endorsement, there must be a written policy established by the developing organization to collect and publish RWIs for all document authors.

Exceptions to this rule will be considered on a case-by-case basis and approved by the Oversight Committee and shared with the HRS Board

8. Public Disclosure of Relationships with Industry

The HRS disclosure policy is cited in the published document and all RWIs of writing committee members, peer reviewers, and Advisors are published in a document appendix, indicating which RWIs are relevant to the document topic(s), but will not include financial information.

Appendix E - Research

The Heart Rhythm Society promotes the responsible conduct of research and encourages compliance with ethical standards and government regulations governing research. HRS members engaged in research activities are expected to protect the integrity of their scientific data and meet accepted ethical standards for conducting research and publishing scientific data. The Society's policy applies to all members, including physicians, scientists, students, and postdoctoral fellows, whether performing research funded by HRS or by other organizations.

Scientific Misconduct

Members involved in research activities shall comply with guidelines dealing with scientific misconduct and are expected to adhere to accepted standards and government regulations related to scientific misconduct. Scientific misconduct or misconduct in science is defined as "fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data."

Vertebrate Animal Research

The Society supports research involving vertebrate animals and encourages the humane treatment of laboratory animals. Members of the Society are expected to adhere to accepted standards and governmental regulations on the humane care and use of laboratory animals and to comply with the requirements of their institutions concerning animals used in research. In cases where research by a member or HRS postdoctoral fellow is supported by the Society, failure to adhere to this policy may mean the suspension of HRS funding.

Human Subject Research

The Society encourages members to develop new knowledge and participate in clinical research. Members conducting clinical research are expected to be transparent in all dealings with clinical trial subjects, and to work to enroll individuals of underrepresented groups.

The Society recognizes that, as investigators, members have two primary obligations:

- a) to conduct the study according to protocol, and
- b) b) to comply with legal and ethical responsibilities toward a subject who has given consent. Therefore, members must be familiar with both the experimental therapy to be tested and the guiding principles of human subject research.

It is the position of the Society that an investigator's obligation to a sponsor is superseded by his or her obligation to act on behalf of the subject independently from the sponsor, and that rules of engagement are needed to maintain appropriate independence while participating in a partnership with industry.

In cases where research by a member or HRS postdoctoral fellow is supported by the Society, failure to adhere to this policy may lead to suspension of HRS funding.

Informed Consent

Members conducting research with human subjects are expected to obtain Institutional Review Board's (IRB) approval prior to initiation of research, and informed consent should be obtained from subjects when applicable and/or if deemed necessary by the IRB review.

Data Analysis and Publication

HRS supports publication of results regardless of outcome, including having a contractual arrangement for publication in place at outset of the trial to avoid the potential for undue delay or obstruction by the sponsor.

While the preferred mechanism is publication in a peer-reviewed journal, posting on public website or other public access is allowed. In multicenter trials, the study's steering/executive committee should have a formal mechanism to oversee publication established by contract prior to start of study to prevent control of the process by the sponsor, investigator, or "renegade" publication.

The Society promotes the responsible conduct of research and encourages compliance with ethical standards and government regulations governing research. HRS members engaged in research activities are expected to protect the integrity of their scientific data and meet accepted ethical standards for conducting research and publishing scientific data.

Appendix F - Expert Witness

The Society recognizes two general categories which a member may be involved in as an expert witness, including providing opinions as well as testimony at deposition or trial, depending on the nature of the litigation, and who is employing the member as a consultant.

1. Expert witness consulting on behalf of a commercial entity (e.g., a CRM Company). This type of consulting may involve, for example, allegations of product liability, class action litigation or patent cases involving pharmaceutical or medical device industries. The Member is employed as a consultant by a commercial entity. It is considered equivalent to any other type of consulting on behalf of a commercial entity and must be disclosed according to the Society's guidelines, above.
2. Expert witness consulting in medicolegal litigation. This type of consulting involves consulting in relation to potential or actual lawsuits involving allegations of medical malpractice, wrongful death, etc. Consulting is on behalf of plaintiffs and their attorneys, or defendant medical professionals or institutions and their attorneys. This type of expert witness testimony is considered to be a form of the practice of medicine rather than a relationship with industry, and thus does not need to be disclosed. Testimony should be provided in an objective manner using medical knowledge to form expert medical opinions. The Society believes it is appropriate for members to act as expert witnesses only within their area of expertise.

Expectations for Professional Conduct as an Expert Witness

Before agreeing to serve as an expert witness, members should assess the merits of the case and give an honest opinion to the requesting attorney. Members should understand that their role is to assist the judge and jury in understanding the medical facts of the case. Members should testify impartially. Members should give medical testimony that is clearly stated, concise, and understandable. They should be fair, thorough, and objective, and not exclude any relevant information with a bearing on the case. Members should be willing to submit transcripts of prior and current depositions and courtroom testimony for peer review.

Qualifications

1. Witnesses should have expertise in the relevant area. The Member should be actively and primarily engaged in the practice of the specialty or subspecialty under consideration, including electrophysiology and interventional cardiology. The Member should also be knowledgeable of, and qualified in, the area of testimony, and familiar with commonly accepted clinical practice standards.

2. The Member should have a current, valid, and unrestricted license in his or her area of professional practice, and be Board-certified in cardiovascular disease, or equivalent certification in pediatric cardiology, cardiovascular surgery, or allied professional practice.

3. Compensation for expert testimony should be reasonable and commensurate with the time and effort expended. An expert witness shall not accept compensation that is contingent upon the outcome of litigation.