



Conflict of Interest & Disclosure

The purpose of the conflict of interest policy (set forth below) is to help inform members of the International Board of Heart Rhythm Examiners (IBHRE) Board of Directors, Test Writing Committees (hereafter referred to as ‘Volunteers’) employees or contractors (hereafter referred to as ‘Staff’) of what constitutes a conflict of interest, assist them in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary.

Policy

Volunteers and staff have a fiduciary duty to conduct themselves without conflict to the interests of IBHRE and its certification programs. In their respective capacities, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the organization.

All conflicts of interest are not necessarily prohibited or harmful to IBHRE. However, full disclosure of all actual and potential conflicts and a determination by disinterested volunteers and staff– with the interested volunteers and staff recused from participating in debates and/or voting on the matter – are required.

Definition of ‘Conflict of Interest’

A conflict of interest is a transaction or relationship which presents or may present a conflict between a volunteer’s obligations to the IBHRE and the volunteer or staff-person’s personal, business or other interests.

Relationships that Carry the Potential for Conflict of Interest

- Industry (e.g. grants, donations, sponsorships, promotions, research funding, consulting and advisory boards)
- Leadership positions in other professional societies could represent either a conflict of interest or a conflict of commitment
- Institutional obligations
- Family relationships with businesses, organizations or individuals with competing or overlapping interests
- Ownership of business interests or intellectual property that could represent a conflict of interest
- Investment authority or decision making responsibility for competing organizations or entities

Activities That Carry the Potential for Conflict of Interest

- Prospect of personal or family financial/commercial gain in situations where the IBHRE is involved or has an interest.
- Authority for decisions (e.g. fiscal responsibilities, purchasing decisions, co-ventures, policy statements and guidelines)
- Unfair advantage for self, family and colleagues such as non-merit based granting of certification
- Accepting gifts from vendors.

- Relationships that result in unfair treatment of employees or volunteers.
- Use of the IBHRE's confidential or proprietary information for personal gain or purposes that compromise the integrity of the IBHRE certification exams (See *Confidentiality Policy*)
- Remunerative relationships with high-level supporters or vendors
- Ownership of, or control over, intellectual property or products in which the IBHRE has an interest.
- Opportunity for personal gain or activities in conflict with the IBHRE's best interests.
- Demands of outside activities that distract from optimal job performance by staff members.

Disclosure Requirement

All actual and potential conflicts of interests shall be disclosed by volunteers to the Executive Director through the annual disclosure form and/or whenever a conflict arises. Disinterested volunteers shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). Volunteers shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.

On an annual basis, all volunteers and staff shall be provided with a copy of this policy and required to complete and sign an acknowledgment and disclosure form. All completed forms shall be provided to and reviewed by the Executive Director, as well as all other conflict information, if any, provided by volunteers.

Affiliated forms for Volunteer Authorization

- Conflict of Interest & Disclosure Form
- Volunteer Confidentiality Agreement

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