



Code of Conduct

March 2025

The Society for Cardiovascular Magnetic Resonance (SCMR) is dedicated to improving global cardiovascular health by leveraging the advantages of cardiovascular magnetic resonance (CMR) through innovation, education, advocacy, networking, research, and clinical excellence.

SCMR strives to comply with all US applicable laws and regulations that govern nonprofit organizations and their entities, SCMR policies and procedures, and is committed to conducting all SCMR's business operations and activities with the highest standards of ethics, professionalism, and respect. By promoting these values, SCMR aims to advance CMR in a professional, safe, supportive, and inclusive environment.

The SCMR core values are: Innovation and discovery; Multidisciplinary collaboration; Excellence in science, education, and patient care; and Diversity, equity, and inclusion.

1. Purpose

In line with good governance and operational procedures, the SCMR Code of Conduct sets forth the ethical standards and behavior expected from all members, volunteers, staff persons, attendees, speaker/faculty members (invited or otherwise), contractors, sponsors, exhibitors, partners, and stakeholders involved in SCMR activities. It reflects SCMR's commitment to fostering a respectful, inclusive, and collaborative environment that advances the field of cardiovascular magnetic resonance.

2. Scope

This Code applies to all members, volunteers, staff persons, attendees, speaker/faculty members (invited or otherwise), contractors, sponsors, exhibitors, partners, and stakeholders, and any individuals or organizations representing SCMR. It governs behavior within the SCMR Executive Committee, Board, committees, sections and Special Interest Groups (SIGS) and at SCMR live events, meetings, online forums, publications, and any SCMR-related communication, interaction, or educational activities.

3. Board of Trustees – Fiduciary Duties

Those in positions of responsibility and authority in the governance structure of an association have a fiduciary duty to the organization, including duties of care, loyalty, and obedience.

A. Duty of Care

Board members are expected to attend Board in-person and virtual meetings.

The law requires a Board member to act in good faith, with the care an ordinary prudent person in a like position would exercise under similar circumstances; and in a manner the Board member reasonably believes to be in the best interests of SCMR.

The Board makes the important policy decisions that guide and determine the activities of the non-profit and must rely on others to carry out the decisions.

B. Duty of Loyalty

This is a duty of faithfulness to SCMR. This means that Board members must give undivided allegiance to SCMR when making decisions affecting SCMR.

Board members cannot put personal interests above the interests of SCMR. Personal interests may include outside business, professional, or financial interests; interests arising from involvement in other organizations; and interests of family members, among others.

Full disclosure and refraining from discussion and voting are required when a Board member may be influenced by a private interest.

The duty of loyalty requires each Board member to refrain from public criticism of the Board or non-profit decisions even if opposed to them. The Board member will need to resign first.

C. Duty of Obedience

This duty requires Board members to act in accordance with the organization's articles of incorporation, bylaws, and other governing documents, as well as all applicable US state and federal laws.

4. All SCMR Committee Chairs, Vice-Chairs & Members – Core Principles

The core principles provide a foundation of ethical standards and behavioral expectations, fostering integrity, accountability, and respect to guide individuals and SCMR in their actions and decision-making.

3.1 Professionalism and Integrity

- Act with professionalism, honesty, integrity and transparency at all times and do not disseminate false or misleading information.
- Represent SCMR and the field of cardiovascular magnetic resonance in a manner that upholds public trust.
- Accurately report and document research, avoiding any fabrication, falsification, or plagiarism.
- Ensure all contractual dealings and financial transactions are conducted fairly and in compliance with the law.
- Promote a culture of responsibility in SCMR with the ultimate goal of fostering better healthcare outcomes.

3.2 Respect and Inclusivity

- Treat all individuals with respect and foster an inclusive environment free from discrimination or harassment based on race, gender, sexual orientation, disability, age, religion, nationality, or any

- other protected characteristic.
- Promote an atmosphere where diverse perspectives/opinions are welcomed and valued.

3.3 Confidentiality

- Protect confidential and proprietary information shared within SCMR, including research findings, personal data in respect to GDPR regulations, and sensitive discussions.
- Only disclose confidential information when authorized and necessary for professional purposes.

3.4 Adherence to Scientific Standards

- Uphold rigorous scientific standards, practicing responsible data management and reporting, and contributing to transparent and reproducible research.
- Support collaborative activities that enhance the credibility and reliability of research in cardiovascular magnetic resonance.

3.5 Conflict of Interest

- In compliance with the SCMR Declaration of Interest policy, demonstrate transparency in the decision-making process and disclose any potential and actual conflicts of interest that may or may be perceived to impact professional judgment or influence SCMR activities.
- Recuse oneself from decision-making or discussions where a conflict of interest exists or could be perceived to exist.

4. Commitment to Patient Welfare and Ethical Practice

- Prioritize the health, safety, and welfare of patients in all professional activities.
- Promote ethical research practices that comply with applicable regulations.
- Refrain from any actions or research practices that could compromise patient safety or ethical standards.

5. Collaboration and Knowledge Sharing

- Support a collaborative atmosphere within SCMR, contributing to the exchange of knowledge and skills for the advancement of cardiovascular magnetic resonance.
- Encourage openness in research, sharing results responsibly while respecting intellectual property rights, local regulations and governance, and patient privacy.
- Do not permit photography, recording, or reproduction of any kind without the explicit consent of any person and/or of the author/presenter/copyright-holder(s) of the material being photographed, recorded, or reproduced.

6. Anti-Harassment and Discrimination Policy

- SCMR is dedicated to maintaining a safe and harassment-free environment. Harassment, discrimination, or any form of abusive behavior will not be tolerated.
- Refrain from making offensive remarks, sexual or emotional harassment, racism or discriminatory language or behavior, intimidation, or verbal abuse in all SCMR settings, including meetings, conferences, and online forums.

7. Reporting Misconduct and Whistleblower Protection

- SCMR encourages the reporting of suspected violations of this Code and will protect the confidentiality of individuals who report in good faith.
- Individuals found to have violated this Code will be subject to sanction, which may include revocation of membership, exclusion from SCMR events, or other consequences as deemed appropriate by the SCMR leadership.

8. Compliance and Consequences

Compliance with this Code is mandatory for all members, volunteers, staff persons, attendees, speaker/faculty members (invited or otherwise), contractors, sponsors, exhibitors, partners, and stakeholders involved in SCMR activities.

SCMR will apply due diligence to investigate and confirm the violation of the SCMR Code of Conduct in a fair, timely, and confidential manner before action is taken. Appropriate corrective actions will be taken by the SCMR Executive Committee and/or Board of Trustees as needed, which may include removing the party from the event, activity, organization, role, membership, or revoking an SCMR award, etc. without any refund of fees paid.

The party will be notified in writing of the action taken by SCMR.

9. Instructions for confidentially reporting on alleged violations to SCMR

While we believe that professional behavior is generally practiced and respected by the members of SCMR, we recognize there may be occasions when real or perceived incidents of unprofessional behavior could occur. In these circumstances, SCMR is committed to establishing the facts through a fair process, which respects, to the extent possible, the privacy of the involved parties.

To provide all members, volunteers, staff persons, attendees, speaker/faculty members (invited or otherwise), contractors, sponsors, exhibitors, partners, and stakeholders involved in SCMR activities with an impartial initial point of contact, SCMR has designated the SCMR Executive Director to serve as a confidential point of contact. The SCMR Executive Director will disclose information to the SCMR Executive Committee only with the complainant's consent, except in cases where there is a risk of harm to the affected individual or others. The SCMR Executive Director's role ensures that all concerns within the SCMR community are handled impartially and confidentially, promoting a safe and respectful environment for all involved with SCMR.

10. Description of how SCMR will assess allegations and the consequences for those who are found to violate the expectations of behavior

- A. Inquiry into a violation of the standards of conduct committed by any individual, should be initiated by written complaint and filed as soon as possible, typically within 30 days from when the alleged incident occurred. A delay in filing may be grounds for rejection of a complaint.
- B. The complaint must be detailed and specific, and accompanied by appropriate documentation, if available.

- C. After receipt of a properly documented complaint, which has been made in good faith, the SCMR Executive Director will submit the allegations to the Executive Committee and SCMR CEO to determine the appropriate path of resolution. The Executive Committee will act as the investigation team. Available options include: (a) dismissing the case when insufficient information exists to move forward or when the alleged misconduct – even if substantiated – would not be a violation of our policy; (b) resolving the case through any other ongoing, related disciplinary matters; or (c) investigating and resolving as detailed below.
- D. If the complaint is not dismissed or resolved through another ongoing matter, the SCMR CEO shall inform the respondent of the nature of the charges. The SCMR CEO will also remind the respondent about the non-retaliation policy of SCMR.
- E. If the complaint is against an SCMR member, then this individual will be recused from the investigation. The investigation will typically be initiated within two weeks of receiving the complaint, and the complainant and respondent will be notified that the investigation has been initiated. The Executive Committee shall also make every effort to protect the identities of both complainant and respondent, with respect to the larger SCMR community.
- F. The Executive Committee shall undertake a thorough examination of the charges. Whenever possible, interviews will be conducted with the complainant and respondent. Interviews may also be conducted with others having information regarding the allegations, if the committee deems it necessary. When appearing before the committee, the respondent and the complainant may each be accompanied by a non-attorney adviser who is not a family member. Except in unusual cases, the respondent and the complainant will not appear before the committee at the same time.
- G. Following the completion of the investigation, the Executive Committee shall submit a report of findings to the SCMR CEO. This report shall describe the policies and procedures under which the investigation was conducted, how and from whom information was obtained, the findings, and the basis of the findings, and texts or summaries of the interviews conducted. This report shall ordinarily be submitted to the SCMR CEO within 60 days of the receipt of the complaint. The complainant and respondent shall be permitted to make a written reply to the SCMR CEO within 15 calendar days of receipt of the report. Such replies shall be incorporated as appendices to the report. The entire investigation process shall typically be completed within 90 calendar days of its initiation, unless circumstances warrant a delay. In such cases, the reasons for a delay shall be documented.
- H. Consequences may include suspension from any SCMR participation, including serving on leadership and committees and attending future meetings.

11. Acknowledgment and Agreement

All SCMR members and participants in SCMR events must acknowledge and agree to comply with this Code of Conduct.

SCMR reserves the right to modify or update this Code as needed.

The Code of Conduct will be posted on the SCMR website. Members are responsible for staying informed of any changes.

12. Contact Information for Reporting and Enquiries

For enquiries or to report potential violations of this, please contact the SCMR Executive Director, Mrs. Sophie Squarta, at s.squarta@scmr.org.

Adopted on: 11 March 2025

Approved by: SCMR Board of Trustees