



## **CODE OF ETHICS FOR TRANSLATORS AND INTERPRETERS**

Bristol City Council's Translation and Interpreting Service is committed to providing a professional translation and interpreting service. As an employee, you are expected to abide by its Code of Practice and Code of Ethics, together known as the **CODE OF CONDUCT**.

1. Interpreters and translators shall treat any information that may come to them in the course of their work as confidential. Exceptionally, an interpreter may be required by law to divulge information held. S/he should seek advice beforehand from the line management, to whom they are accountable, and legal advice should be obtained before responding.
2. Interpreters shall interpret truly and faithfully to the best of their ability between the parties without anything being added or omitted.
3. Interpreters and translators shall only undertake an assignment that they are competent to accomplish in a satisfactory way in their approved language(s). In rare cases and emergencies, they may accept an assignment in their second best language, with the consent of both parties, only if no other interpreter/translator approved in the required language is available.
4. Interpreters shall observe impartiality while interpreting.
5. Interpreters and translators shall not take personal advantage of any information obtained in the course of their work.
6. Interpreters and translators shall not accept any form of reward for interpreting work other than payment from the employer.
7. Interpreters and translators shall not delegate work to another interpreter/translator, nor may they accept delegated work without the consent of both the client and the Translation and Interpreting officer.
8. Interpreters and translators shall take every reasonable opportunity of training to sustain and improve their knowledge and competence as it relates to the fulfilment of their work. The Translation and Interpreting Service will provide specific training as appropriate.
9. Interpreters and translators shall promote and safeguard the well-being of service users and ensure that by no action or omission on their part is the safety of the service user put at risk.
10. Interpreters and translators shall have due regard to the customs, values and spiritual beliefs of the clients, as well as complying with the laws of the country and having due regard for the customs, practice and policies of Bristol City Council.

11. They shall, at all times, carry out their work within the context of the Council's Integrated Equalities Policy (available on request).
12. They shall be responsible to the Translation and Interpreting officer(s) for their work and refer to them any difficulties that may arise.
13. The members of Bristol City Council's register of translators and interpreters shall always safeguard the professional standards of the Translation and Interpreting Service in every practical way, and shall offer each other any reasonable assistance.
14. Any member of the register who brings the Translation and Interpreting Service into disrepute shall be subject to disciplinary measures, following a full investigation of any complaints and/or practices that may not be in accordance with published Codes of Good Practice.

BCC Translation and Interpreting Service - April 2006

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### **Agreement to comply with the Code of Ethics for Translators and Interpreters**

Please sign both copies of the BCC TIS Code of Ethics for interpreters, to show that you have read and agree to comply with the Code. You should keep one copy and return the second signed copy.

Interpreter's name(s) \_\_\_\_\_

Interpreter's signature \_\_\_\_\_ Date \_\_\_\_\_