

Multicultural NSW Code of Ethics for Interpreters and Translators

Interpreters and translators are expected to:

- Act in accordance with standards of conduct appropriate to a professional, including being polite and courteous at all times and refraining from behaviour that would reasonably be regarded as unprofessional or dishonourable.
- Maintain confidentiality and not disclose information acquired in the course of their assignments.
- Only undertake work that they are competent to perform.
- Remain impartial and neutral in all situations and not allow personal opinion to influence their performance.
- Take reasonable care to be accurate.
- Take full responsibility for the quality of their work.
- Complete interpreting and translating assignments they have accepted and acknowledge and promptly rectify their own mistakes.
- Continually strive to maintain, upgrade and update their level of professional knowledge and skills.
- Ensure they do not take personal advantage of any information obtained in the course of their work nor accept or solicit any present, gift or other consideration, benefit or advantage.
- Frankly disclose any possible conflicts of interest.
- Be punctual at all times and remain until the assignment is completed. Adhere to deadlines. In emergencies, advise clients promptly.
- Respect and support their fellow professionals.
- Ensure they do not seek to solicit work directly from a client.
- Ensure they do not canvass or advertise their services in a private capacity in any matter which would tend to lower the status of, or bring discredit on, the profession.
- Ascertain beforehand what will be required of them and make the necessary preparations for all interpreting and translating assignments.
- It shall be a breach of this code if an interpreter is found guilty of infamous conduct in a professional respect (as defined in the courts of law) or be convicted of a felony or other crime punishable by imprisonment.