

# High Quality Translation Services

## Translators Code of Ethics

Translators Code of Ethics defines what it means to be an outstanding translator. "Every translation shall be faithful and render exactly the idea and form of the original – this fidelity constitutes both a moral and legal obligation for the translator." – International Federation of Translators (FIT).

### **Professional Practice**

Translators should endeavour to provide service of the highest quality in their professional practice.

### **Accuracy**

The translator must translate accurately. By accurate translation we understand a translation that preserves the meaning, style and register of the source document.

### **Confidentiality**

The translator must respect, under all circumstances, confidentiality and privacy of the information contained in all documentation provided by the client for the purpose of translation, unless otherwise required by law. All information submitted shall be confidential and may not be reproduced, disclosed or divulged.

### **Impartiality and Conflict of Interest**

In order to maintain professionalism, the translator must remain impartial and declare any potential conflict of interest (including personal or ethical values and opinions) that may affect his/her performance while translating a document.

### **Limitation of practice**

The translator must know his/her linguistic limitations and decline assignments that go beyond his/her skills and competence.

The translator must only accept assignments that he/she can complete and deliver in a timely manner (by the due date).

The translator must accept documents that he/she can translate. No work should be subcontracted to colleagues without prior written permission.

The translator should possess sound knowledge of the source language and be an expert in the target language.

The translator should accept translations only for fields or subject matters where he/she has knowledge and experience.

### **Accountability**

The translator is accountable for his/her work and must recognize and acknowledge translation mistakes and try to rectify them even when the translation has been completed, in order to avoid potential liability and risk issues.

### **Professional Development**

#### **The Translator**

- Must seek professional development courses to maintain, improve and expand translation skills and general knowledge through self-teaching, formal and informal continuing education.
- Must acquire the proper terminology and enhance his/her knowledge by creating and updating terminology files.
- Must seek evaluative feedback and practice self-evaluation concerning performance.

#### **Respect for all parties**

- The translator must show respect for all parties involved in the translation assignment, including respect for self, the agency and to its clients.
- The translator must respect copy rights and intellectual property. Translated documents remain the client's exclusive property.
- Translators Code of Ethics is in accordance to national and international Code of Ethics