

- I. **As a Translator or Interpreter**, a bridge for ideas from one language to another and one culture to another, I commit myself to the highest standards of performance, ethical behavior, and business practices.
- A. I will endeavor to translate the original message faithfully, to satisfy the needs of the end user(s). I acknowledge that this level of excellence requires:
 - 1. mastery of the target language equivalent to that of an educated native speaker,
 - 2. up-to-date knowledge of the subject material and its terminology in both languages,
 - 3. access to information resources and reference materials, and knowledge of the tools of my profession,
 - 4. continuing efforts to improve, broaden, and deepen my skills and knowledge.
 - B. I will be truthful about my qualifications and will not accept any assignments for which I am not fully qualified.
 - C. I will safeguard the interests of my clients as my own and divulge no confidential information.
 - D. I will notify my clients of any unresolved difficulties. If we cannot resolve a dispute, we will seek arbitration.
 - E. I will use a client as a reference only if I am prepared to name a person to attest to the quality of my work.
 - F. I will respect and refrain from interfering with or supplanting any business relationship between my client and my client's client.
- II. **As an employer or contractor** of translators and/or interpreters, I will uphold the above standards in my business. I further commit myself to the following practices with translators and interpreters:
- A. I will put my contractual relationship with translators and interpreters in writing and state my expectations prior to work.
 - B. I will adhere to agreed terms, payment schedules, and agreed changes, and will not capriciously change job descriptions after work has begun.
 - C. I will deal directly with the translator or interpreter about any dispute. If we cannot resolve a dispute, we will seek arbitration.
 - D. I will not require translators or interpreters to do unpaid work for the prospect of a paid assignment.
 - E. I will not use translators' or interpreters' credentials in bidding or promoting my business without their consent or without the bona fide intention to use their services.
 - F. For translations for publication or performance over which I have direct control, I will give translators recognition traditionally given authors.