

By-laws of the Association of Translators and Interpreters of Ontario

Appendix 1

**THE ASSOCIATION OF
TRANSLATORS AND INTERPRETERS OF ONTARIO**

CODE OF ETHICS

Adopted by the Annual General Meeting on April 25, 2009

Object

This Code of Ethics sets out ethical principles and standards of professional conduct, the objects of which are to ensure professional accountability and quality of service, protect members of the public, promote the profession and foster a spirit of solidarity and co-operation among members of the Association. All members of the Association are required to abide by the Code of Ethics.

1.0 Professional Accountability

1.1 Professional Conduct

1.1.1 Members shall conduct themselves in a professional and ethical manner at all times. They shall not knowingly take any action that is detrimental to the Association, its members and/or the profession.

1.2 Scope of Practice

1.2.1 Members shall not accept work that they know to be beyond their competence and/or qualifications. In accepting work, the member provides a moral guarantee that the service provided will meet the highest standards of quality.

1.2.2 Members will remove themselves from work when they realize an inability to provide quality service and shall refer the client to a qualified member of the Association.

1.3 Use of Reserved Titles

1.3.1 No member shall hold himself or herself out as a certified member of the Association unless he or she has been duly certified by the Association.

1.3.2 Members shall not use a reserved title that has not been conferred upon them by the Association, whether in correspondence, advertising of their services or otherwise. Nor shall members use a reserved title in association with a language combination in which they are not qualified.

1.4 Conflict of Interest

1.4.1 Members shall make every effort to avoid situations that constitute a real or perceived conflict of interest or situations in which their professional independence could be questioned.

- 1.4.2 Members will ensure that there is full disclosure to clients should their personal interests constitute a real or perceived conflict of interest.

2.0 Quality of Service

2.1 Professional Competence

- 2.1.1 Members must provide the highest quality of service in all aspects of their professional practice.

2.2 Faithfulness and Accuracy

- 2.2.1 Members shall faithfully and accurately reproduce in the target language the closest natural equivalent of the source language message without embellishment, omission or explanation.

2.3 Responsibility

- 2.3.1 Members will accept full responsibility for the quality of their own work.
- 2.3.2 Members who use the services of other language practitioners shall call on professionals with equivalent qualifications in the required category.

2.4 Non-Discrimination

- 2.4.1 Members shall approach professional services with respect and cultural sensitivity towards their clients.
- 2.4.2 Members shall not discriminate in the services which they provide on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

3.0 Protection of the Public

3.1 Integrity

- 3.1.1 Members shall practise their profession with honesty and integrity, respecting the rights and interests of their clients and/or employers.
- 3.1.2 Members shall respect the difference between professional and social interactions. They will establish and maintain appropriate boundaries between themselves and their clients.

3.2 Advertising

- 3.2.1 Members shall act with integrity in advertising their services and qualifications. They shall refrain from making inaccurate statements regarding their competence, education, experience or certification.

3.3 Confidentiality

3.3.1 Members will respect the privacy of their clients and/or employers and hold in confidence all information obtained in the course of professional service.

3.3.2 Members shall observe and respect copyrights and any other intellectual property rights.

3.4 Fees for Services

3.4.1 Members shall set fair and reasonable fees for their services. They shall inform the client in advance of the approximate foreseeable cost of their services, including copyright fees applicable to broadcasting or publication of their work, unless they have reason to believe that the client has already been informed of these fees.

3.4.2 Members will bill clients only for services provided unless otherwise stipulated between the parties.

4.0 Promoting the Profession

4.1 Image

4.1.1 Members shall promote a positive image of their profession and endeavour to make it more widely known, through their actions and the quality of the services they provide.

4.1.2 Members shall refrain from any activity that could tarnish the image of their profession or the Association.

4.2 Professional Relationships

4.2.1 Members will act toward colleagues in a spirit of cooperation, treating them with respect, courtesy, fairness and good faith.

4.2.2 Members shall foster the development of their profession by sharing their knowledge with colleagues in a spirit of mutual assistance.

4.2.3 Members shall endeavour to assist students and beginners in their profession by providing them with the benefit of their knowledge and experience.

4.2.4 Members shall not abuse the good faith of colleagues or be guilty of a breach of trust or the use of unfair tactics.

5.0 Professional Misconduct

5.1 Breach of the Code

5.1.1 Any breach of this Code of Ethics will constitute an act of professional misconduct and members may be subject to discipline by the Discipline Committee of the Association.

5.1.2 Complaints with respect to members who contravene this Code of Ethics or in any way damage the reputation of language professionals may be submitted to the Discipline Committee of the Association, which shall deal with complaints in accordance with the procedure set out in Appendix 2 of the Association's *By-laws*.

Candidates for certification must also abide by the rules contained in this Code of Ethics

Member's Statement:

I, _____,
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hereby state that I have read and understood the Code of Ethics of The Association of Translators and Interpreters of Ontario, and I agree to abide by all of the rules contained herein.

Signature: