



E-mail: [messageSITA@gmail.com](mailto:messageSITA@gmail.com)

Website: [www.si-ta.yolasite.com](http://www.si-ta.yolasite.com)

## CODE OF CONDUCT FOR INDIVIDUAL MEMBERS

The Code of Conduct set out below is intended to regulate and monitor the professional conduct of all members of SITA (Scottish Interpreters and Translators Association), in order to preserve the integrity of the translation & interpreting profession, enhance the status of the profession and ensure high quality standards to all language service users.

### 1. DEFINITIONS

Unless otherwise stated, throughout this Code of Conduct:

- 1.1 **SITA** means the Scottish Interpreters and Translators Association.
- 1.2 **Code** means the Code of Conduct of SITA, the Scottish Interpreters and Translators Association.
- 1.3 **Member** is any person admitted to SITA membership, in any given category.
- 1.4 **Principal** means any organisation, body or individual from whom a member accepts work.
- 1.5 **Work** means translation, interpreting, proofreading, editing, subtitling, voice-over, and transcription work, as well as other relevant activities, such as the teaching of translation and interpreting.

### 2. CORE PRINCIPLES & STANDARDS OF CONDUCT

- 2.1 Members shall be of good character and act professionally and with integrity in all cases, in accordance with the high standards appropriate to the Translation and Interpreting profession.
- 2.2 Members shall not act in any way that may damage or discredit SITA and its members. Members shall not divulge any information to third parties which may disadvantage or harm SITA and its members.
- 2.3 Members shall support their fellow members, through mutual assistance and any other practicable means, and shall always display a professional and loyal conduct towards SITA and its members. Members shall not engage in public criticism addressed to the integrity and competence of fellow members or of members of a relevant professional body.
- 2.4 Members shall maintain confidentiality at all times and shall not seek to gain advantage from privileged information acquired in the course and/or as a result of their work. Members shall not divulge privileged information acquired during their work unless otherwise instructed by a relevant authority.
- 2.5 Where disclosure of information is required by law, the duty of confidentiality set forth in 2.4 shall not apply.
- 2.6 In their communications with the Principal, or if making public statements, or in any other circumstance where members may be perceived as being SITA's representatives, members shall not make claims purporting to represent SITA without prior written consent of the Committee.

### 3. STANDARDS OF WORK

- 3.1 Members shall only accept work which falls within their competence. Any work that is knowingly beyond their competence, whether this is due to lack of linguistic competence or lack of specialised knowledge, shall be duly refused by members, who may wish to suggest another member who is competent in the given language or field.
- 3.2 Members shall not delegate, sub-commission or sub-contract work without prior consent of the Principal.
- 3.3 Members shall remain impartial at all time, and alert the Principal to any factor that may jeopardise their impartiality.
- 3.4 Members shall endeavour to provide high standards of work at all times, and shall alert the Principal to any factor that may hinder the quality of their services.
- 3.5 Members shall translate exclusively from those languages in which they can demonstrate the necessary skills and shall translate exclusively into their native language or into the language of habitual use.
- 3.6 Members shall interpret exclusively between those languages for which they can demonstrate the necessary skills and in the fields in which they are competent.
- 3.7 Members shall interpret impartially, without omissions or additions, everything that is uttered by the parties. Members shall endeavour to ensure effective communication between the parties. Members shall not give their advice, express their opinions or enter into discussion with any of the parties involved. They shall not disrupt the communication between the parties unless their intervention is intended to ask for necessary clarifications or to prevent misunderstanding.

### 4. AMENDMENTS TO THE CODE

This Code will remain in force until amended or abrogated by the SITA Committee. Any amendment to this Code as approved by the Committee will be duly notified to all SITA members and will come into effect after one month from approval. Amendments to the Code may be requested by any member, provided that a request is made in writing with due notice and that the amendments are approved by a majority of SITA members.

### 5. DISCIPLINARY ACTIONS

Failure by any member to abide by the provisions of the Code of Conduct, as well as any allegation of misconduct or dishonourable behaviour shall be investigated by the SITA Committee or by a suitable panel appointed by the Committee, and may result in the removal of any member concerned from the list of SITA members.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_