



NEW ZEALAND SOCIETY OF
**TRANSLATORS &
INTERPRETERS**
*Te Ropu Kaiwhakamaōri
a-waha, a-tuhi o Aotearoa*

CODE OF ETHICS

BY-LAWS GOVERNING THE PROFESSIONAL CONDUCT OF MEMBERS OF THE NEW ZEALAND SOCIETY OF TRANSLATORS AND INTERPRETERS (INC.)

1 General Conduct

Members of the Society shall, in the exercise of their profession as translators or interpreters, act at all times in accordance with the high standards of conduct and decorum appropriate to membership in a professional body, and in accordance with the aims and purposes, the Constitution, the By-laws and the resolutions of the Society, and they shall do all they can to uphold the status of the profession.

2 Competence

Members of the Society shall undertake only such translation or interpretation work as they know to be within their competence.

Where this requirement cannot be met (owing to the non-availability of a translator or interpreter fully qualified in a given language - such non-availability having been confirmed following consultation of the Society's official list of translators and interpreters) such work shall be accepted only following clear notification of the circumstances to the party or parties concerned.

3 Confidentiality

Members of the Society shall treat any material, knowledge or information they receive in the course of their work as confidential and not to be communicated to any third party without the client's agreement.

4 Exploitation of knowledge acquired

Members of the Society shall not take improper advantage, particularly financial advantage, or enable any third party to take advantage, of any material, knowledge or information they may receive in the course of their work. This does not apply to knowledge of a purely linguistic nature which may benefit their own translating or interpreting capability.

5 Sub-Contracting

Members accepting work from clients may have it carried out by sub-contractors but this should be done with their clients' prior knowledge and consent.

Sub-translators shall, in the event of the identity of their principals' clients becoming known to them, in no way take advantage of their knowledge of this identity, and they shall not communicate directly with such clients, except in connection with the work entrusted to them and with the agreement of their principals.

6 Mutual assistance

Members of the Society shall co-operate with and assist each other and the Society in every practicable way and shall conduct themselves loyally and fairly towards their fellow members and towards the Society.

7 Arbitration

Members of the Society shall agree to refer disputes between themselves and other members to a mutually agreed arbitrator within the Society. Any appeal from the ruling of the arbitrator shall be to the Council of the Society, whose final decision shall be binding on all parties concerned.

With regard to disputes between members of the Society and non-members (for example, clients of a translator or interpreter), such disputes should be dealt with through normal legal channels, involving, if appropriate, any mutually agreed arbitrator.

8 Advertising

All advertising shall be of a serious and dignified nature and shall contain no reference whatever to competitors, and nothing that would tend to affect adversely the repute of the Society or the profession.