

GHANA ASSOCIATION OF TRANSLATORS AND INTERPRETERS

PROPOSED CODE OF ETHICS

PURPOSE AND SCOPE

This code of ethics is intended to be a set of standards, which all members of the Ghana Association of Translators and Interpreters (GATI) shall adhere to in order to enhance professionalism in their work as interpreters and translators.

Individuals aspiring to become members of the Association shall be encouraged to buy into these standards.

The Association shall, from time to time, monitor adherence to these standards and recommend actions, which are deemed necessary.

QUALIFICATION AND EXPERIENCE

As a Translator and/or Conference Interpreter, I understand that I am a communicator and a bridge for ideas from one language to another and one culture to another. I therefore commit myself to the highest standards of performance, ethical behaviour, and good business practices.

- A. I will endeavour to translate the original message faithfully, to satisfy the needs of end users. 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 matter and its terminology in both languages;
 3. access to information resources and reference materials, and knowledge of the tools of my profession;
 4. I undertake that I must have the necessary training and qualification as a translator and/or a Conference Interpreter. And that I shall endeavour to continue efforts to improve, broaden and deepen my skill and knowledge.
 5. I will be truthful about my competence and shall not accept any assignments for which I am not qualified;

WORKING CONDITIONS

- **Confidentiality**

I understand that I may come in contact with confidential information during the course of my work as a Translator and/or Conference Interpreter. I hereby undertake to keep in strict confidence any information regarding my client, documents translated and conferences covered or about any other organization that comes to my attention during the course of negotiations.

I also agree to never remove any confidential material of any kind from the Conferences or documents I worked on unless authorized to do so by the client.

- **Professionalism**

As a member of GATI, I undertake to always exhibit professionalism in all my dealings with clients and colleagues.

I further understand that my clients' image is key in promoting their businesses. I shall therefore endeavour not to do anything to put my clients into disrepute. In doing so, I undertake to respect the following:

- Respect deadlines for translation assignments. Call clients to renegotiate deadlines if need be;
- Not to take assignments for which I am not competent;

- Avoid reporting late for conferences and working in the booth alone and without the appropriate language combination;
- That I shall propose colleagues, acceptable to clients to replace me in case of any justified impediment and be responsible for any additional cost incurred;
- That my dress code shall not be at odds with that of conference organisers/ participants;
- I shall adequately prepare for every assignment.
- I shall frankly disclose any possible case of conflict of interest in the performance of my duty.

Professional Fees

As a member of GATI, I undertake to comply fully with the professional fee structure for translation and interpretation services, as agreed by the General Assembly. I further understand that taxes and commissions (Agency fees) shall not be charged on interpreters/translators' net professional fees but on the gross and this shall not exceed 15%.

PROFESSIONAL MISCONDUCT

- **Breach of the Code**

I understand that any breach of this Code of Ethics will constitute an act of professional misconduct and I may be subject to discipline by the Disciplinary Committee of the Association.

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 Disciplinary Committee of the Association, which shall deal with complaints in accordance with the procedures set out in the GATI Articles of Association.

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

- **Member's Statement:**

I, _____,

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

Signature:

Date.....