

Code of Conduct for Translators and Interpreters

Thank you for being part of our community of language enthusiasts.

This Code of Conduct sets out the personal and professional standards that we expect from everyone in the community to meet. You must read it, understand it, and agree to it before you can work for us. If you don't follow the Code of Conduct, you might not be able to work with us again.

As a translator or interpreter with TWB/Tarjimly/CLEAR Global, you agree that you will act legally, fairly, and honestly, apply high professional standards, and understand the context that we work in. You are confirming that you do not have any criminal record that is preventing you from working with children or vulnerable populations, nor been dismissed or resigned following allegations of improper or unprofessional conduct.

You will act legally, fairly and honestly in all of your work with us. By that, we mean:

- comply with all relevant laws,
- treat people with courtesy, dignity, and respect, and
- show sensitivity and respect to source and target cultures.

You will apply high professional standards. By that we mean:

- transfer the tone and spirit of source texts accurately and thoroughly to any target text that you produce for us,
- accept responsibility for the quality of the work you deliver,
- respect delivery dates and let us know if you can't complete a task on time,
- work only in languages and areas in which you are competent,
- treat all content from TWB and its partners as confidential, which means you may never outsource, reassign or share with others any materials, content, or information that you access through your work with us, and
- tell us about any potential or actual conflicts of interest.

You will understand the context in which we work. By that, we mean:

- maintain a high level of knowledge and skills in areas and languages relevant to the tasks you do for us,
- understand and apply the principles in the [Universal Declaration of Human Rights](#), including the rights of women and children,
- understand and apply the [principles to prevent sexual exploitation and abuse](#),
- understand and abide by the [Health Insurance Portability and Accountability Act \(HIPPA\)](#), and
- understand and help TWB to uphold the [Code of Conduct for The International Red Cross and Red Movement and NGOs in Disaster Relief](#).

If you have any questions or comments about this Code of Conduct, we'd be happy to hear from you. You can email us at translators@translatorswithoutborders.org