



SOMERSET INTERPRETING AND TRANSLATION SERVICE

Code of Practice for Interpreters

1. To interpret truly and faithfully what is said, without anything being added, omitted or changed.
2. Not to add to the discussion, give advice or express opinions or reactions to any of the parties.
3. To disclose any difficulties encountered with dialects or technical terms, and if these cannot be satisfactorily remedied, withdraw from the assignment.
4. To intervene only to ask for clarification, to point out that a party may not have understood something or to alert the parties to a possible cultural misunderstanding.
5. To respect confidentiality at all times.
6. To be reliable and punctual at all times.
7. Not to discriminate against parties on the grounds of race, age, nationality, ethnic origin, religion, disability, sexual orientation etc.
8. To act in an impartial and professional manner at all times.
9. To disclose any business, family, financial or other interest which you have in the assignment.
10. To have all Time Sheets signed and fully completed.
11. Not to accept any form of reward for interpreting work, whether in cash or otherwise, other than SITS payment.
12. To send or email all Time Sheets for interpreting within 7 working days of the assignment together with an invoice.
13. To be responsible for paying tax and National Insurance contribution that are due as a result of assignments.

Interpreter's name _____

Signature _____

Date _____

Please sign the form and send it to Somerset Racial Equality Council, Somerset Interpreting and Translation Service, P O Box 75, Somerton, Somerset, TA11 9AR

Charity No: 1119244, Company No: 5819457