CODE OF PRACTICE

1 INTRODUCTION
Community Interpreters whose details are listed on the B.I.G. Register are expected to abide by this Code of Practice, to which they are signatories. The Code sets a framework for interpreting for providers in the public service and voluntary sectors. The objective of the Code of Practice is to make sure that communication across language and culture is carried out consistently, competently and impartially, and that all those involved in the process have clear expectations.

2 COMPETENCE
Interpreters included on the Register are expected to:

a) be competent speakers of both languages, including a command where appropriate of any specialist terminology
b) possess the ability to interpret accurately, fluently and appropriately between both languages using the correct techniques
c) understand the relevant procedures of the particular context in which they are working
d) have written competence in both languages where required in the interpreting context
e) maintain and develop their spoken and written command of English and the other language
f) be familiar with the cultural backgrounds of both parties.

3 PROCEDURE
Interpreters will:

a) interpret truly and faithfully what is said, without anything being added, omitted or changed; if both parties specifically request, a summary may be given in exceptional circumstances
b) disclose any difficulties encountered with dialects or technical terminology and, if these cannot be satisfactorily resolved, offer to withdraw from the assignment
c) not enter into the discussion, give advice or express opinions or reactions to any of the parties;
d) intervene only:
   o to ask for clarification
   o to point out that a party may not have understood something
   o to alert the parties to a possible missed cultural inference
   o to ask for accommodation for the interpreting process and inform all parties present of the reason for the intervention
e) not delegate work, nor accept delegated work, without the consent of the client
f) be reliable and punctual at all times
g) declare any prior involvement in any previous meetings relating to the same case

4 ETHICAL AND PROFESSIONAL ISSUES
Interpreters will:

a) respect confidentiality at all times and not seek to take advantage of any information disclosed
b) act in an impartial and professional manner
c) not discriminate against parties, either directly or indirectly, on the grounds of race, colour, ethnic origin, age, nationality, religion, gender, sexuality or disability
d) disclose any information, including any criminal record, which may make them unsuitable in any particular case
e) disclose immediately if the interviewee or immediate family is known or related to them
f) disclose any business, financial, family or other interest which they might have in a case
g) not accept any form of reward, cash or otherwise, for interpreting work other than payment by the employer
h) not engage in any behaviour likely to discredit B.I.G. (including impairment through drugs or alcohol, sexual misconduct, violence, intimidation or abusive behaviour)
i) safeguard professional standards and offer assistance to other interpreters and translators whenever reasonable, practical and appropriate
j) abide by the terms of the agreed BIG range of interpreting fees and expenses when accepting an assignment, remembering that they are working in a freelance capacity under the auspices of the Group and thus retain responsibility for their own tax affairs

Please return this signed slip and keep the above copy of the Code of Practice for your own reference

I hereby agree to abide by the Bournemouth Interpreters’ Group Code of Practice.

Signed: ..............................................   Name: ..............................................
Date: ..............................................