South African Translators' Institute

CODE OF ETHICS

FOR LANGUAGE OFFICE CORPORATE MEMBERS

All Language Office Corporate Members of the Institute agree:

- To ensure that the work produced in their office is always of the highest standard
- To ensure that they have adequate staff to undertake the services they offer without the staff being required to work under excessive pressure
- To provide the necessary training and to support continuing professional development for their staff
- To use only competent, experienced language workers qualified to carry out work assigned to them successfully
- Not to undertake any work that, in their opinion, is intended for unlawful or dishonest purposes or is contrary to the public interest
- To be fair in all their dealings with clients, subcontractors, employees, other language professionals, fellow members and the public in order to establish and maintain good working relationships.
- To ensure that staff members treat all material and/or information received in the course of business as highly confidential and do not use any such information for personal or financial gain
- If they use subcontractors, to treat such subcontractors fairly, enter into and observe service agreements with them, and state their expectations clearly prior to contracting them for any work
- Always to uphold the highest ethical and moral standards in their dealings with their clients, employees and subcontractors and in the exercise of the language practice occupation
- To be bound by an arbitration process established by SATI in the event of a dispute between themselves and any clients, employees, subcontractors or fellow members
- To take part in the activities of the Institute and always to conduct themselves in such a way that their conduct and the quality of their work will be to the credit of the Institute and language practice as an occupation

Mission Statement of the South African Translators' Institute

In the spirit of its motto, PER INTERPRETES PONS CONDITUR, the South African Translators' Institute is committed to playing its part in a changing world by helping to build bridges between people and groups and fostering in the community an awareness of the need for effective communication.

In pursuit of this goal the Institute endeavours to:

- Promote excellence in translation and related fields, as well as clarity of thought and expression
- Ensure high standards of professionalism among its members through accreditation and the adoption of a code of ethics
- Provide support for its members both in their occupational lives and as members of a multi-cultural and dynamic society