



ALBERTA COURT INTERPRETERS ASSOCIATION
P.O. Box 331 Station M, Calgary, Ab. T2P 2H9
www.acia-alberta.org info@acia-alberta.org

Code of Ethics & Professional Conduct

As a member of the ACIA, I shall abide by the following rules when providing interpretation services to the court and during interaction with the public, peers, colleagues and ACIA's Board of Directors inside and outside the Court.

General Conduct

- 1 I acknowledge the authority of ACIA's Board of Directors to act as the ultimate arbiter in matters concerning the professional conduct of members belonging to the Association and to be the sole communication channel between ACIA's members and the Court Administration.
- 2 I agree to address any concerns related to court interpretation with the Court Administration and the Judiciary solely through ACIA's Board of Directors and pledge not to contact the Court Administration, its agencies, or the Judiciary directly or indirectly about any issues dealing with these matters.
- 3 I shall abide by the Bylaws and Code of Ethics and Professional Conduct of the Association as well as follow the directives of ACIA's Board of Directors to maintain professional conduct strictly in compliance with the said Bylaws and Code of Ethics and Professional Conduct, and shall be answerable to ACIA for any breach thereof.
- 4 I shall conduct myself with courtesy, discretion and decorum inside and outside the Court and provide quality services to the best of my skill and ability to the Court.
- 5 I should only take assignments when I am qualified for and in a position to assume the task, which includes being able to remain in Court until the assignment is concluded. At no time shall I withdraw from or leave a Court proceeding without the knowledge and approval of the Court.

Competence

- 6 I shall refrain from making misleading statements regarding my level of competence or my certification. I shall only undertake to provide interpretation in the languages for which I have the required professional competence or accreditation. I shall display a mastery and full literacy of both the source and the target language. I shall not only be required to speak fluently but also be able to read and write in the language used by the person I am interpreting for. I shall not take assignments when unable to meet all these conditions.
- 7 If at any time I were to believe that I am not in a position to competently interpret or sight translate what is stated from the source language into the target language, I shall inform the Court without delay and comply with the Court's directions.

Care, Skill, Diligence and Efficiency

- 8 I shall take all reasonable care to faithfully and accurately interpret or translate what is stated from the source language into the target language, with emphasis on meaning and on style, without any paraphrasing, embellishment, omission, explanation or expression of opinion, using the same person as in the source language and the closest natural equivalent of the source language.



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Impartiality and Avoidance of Conflict of Interest

- 9 I shall be and shall appear to be objective and impartial when engaged in any matter for which I provide services to the Court.
- 10 I shall avoid any real, potential or apparent conflicts of interest in relation to any matters for which I provide services to the Court. Where these conflicts of interest arise, I shall disclose them to the Court without delay and follow the Court's directions.
- 11 I shall not use my professional role to perform functions that lie beyond the scope of a Court Interpreter, such as advocacy, counselling or improper disclosure of information. In particular, when providing services to the Court, I shall not give advice to or discuss any aspect of a case with any of the participants in the proceedings.

Professional Enforcement

- 12 I shall not divulge privileged information gained in the course of providing services to the Court as I am deemed to be bound by a pledge in confidentiality.
- 13 I shall not engage in arguments or discussions with officers of the Court or the parties I am interpreting for while performing my duties in Court, regardless of the circumstances.
- 14 I shall never undermine the authority of the Judiciary, the Court Administration, ACIA's Board of Directors and Membership at large. And I shall never undermine ACIA's integrity by making public any issues related to the Association.
- 15 I shall refrain from engaging in any corrupt practices or delivering any favours which may compromise my professional relationship with the Court.
- 16 I shall not accept any compensation or gift from any other party in matters for which I have been contracted by the Court.
- 17 I shall dress appropriately in business attire and be punctual when appearing in Court.
- 18 I shall refrain from engaging in unfair tactics in the practice of my profession.
- 19 I shall act towards colleagues in a spirit of mutual cooperation, as well as assist and encourage beginners in the profession.
- 20 I understand that Alberta Court Interpreters Association reserves the right to suspend or revoke my membership should I be found in contravention of this Code of Ethics and Professional Conduct.



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Language Proficiency

21 I am fluent in the following language(s):

Languages:

Spoken:

Written:

Read:

- | | | |
|----------|----------|----------|
| 1) _____ | 1) _____ | 1) _____ |
| 2) _____ | 2) _____ | 2) _____ |
| 3) _____ | 3) _____ | 3) _____ |

22 I am Certified or accredited in the following language(s):

Attached proof of Certification or Accreditation:

	Language(s)	Certificate/Diploma	Institution	Date
1 st .				
2 nd .				
3 rd .				

Printed Name: _____

Signature: _____

Date: _____