

November 2012

AUSIT Code of Ethics and Code of Conduct

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Introduction

The AUSIT Code of Ethics was first drafted as a by-law in the early 1990s. It was then endorsed in expanded form at the National Annual General Meeting in 1995, and for the next 15 years served AUSIT and the wider profession well. A number of overseas educational institutions and professional bodies used it as a reference or as a model for their own codes.

But changes in the translation and interpreting industry mean the requirements of a code of ethics have also changed. In late 2010 AUSIT accepted a proposal from Monash University to set up a joint AUSIT/Monash working group to review the Code of Ethics, with funding for Dr Uldis Ozolins as its leader. After twelve months, when the funding was exhausted, Christian Schmidt took over the reins to bring the project to completion.. At some point during the review process feedback was sought from all AUSIT members and from representatives of all areas of the T&I industry.

The members of the working group, in alphabetical order, are::

Dr Meredith Bartlett, educator and deaf sign interpreter, former Chair of ASLIA Vic, currently Chair of AUSIT's VicTas Branch

Vesna Boglev, AUSIT member, Manager of Sessional Interpreters, Research and Training at the Health Language Services, South Western Sydney Local Health District

Adolfo Gentile, practitioner and founder member of AUSIT, who was Australia's first home-grown full professor in T&I (Deakin University); former President of FIT and former Chair of the Board of NAATI

Eva Hussain, former AUSIT Vice President and former Chair of AUSIT VicTas Branch; an interpreter and translator who runs her own language services company

Dr Uldis Ozolins, a researcher who has written widely on T&I in Australia and internationally and taught in several Australian universities.

Christian Schmidt, a graduate of the University of Heidelberg who now runs a translating and editing business in Adelaide.

Consultants: Dr Jim Hlavac and Prof. Rita Wilson of Monash University
Barbara McGilvray, freelance translator and educator.

The AUSIT National Council wishes to express its heartfelt thanks to Christian and Uldis for their leadership of the review group, and to all the group members for their valuable contribution.

Barbara McGilvray
AUSIT National Vice President

Preamble

The AUSIT Code of Ethics and Code of Conduct is intended to regulate the professional conduct of members of AUSIT, the Australian Institute of Interpreters and Translators.

AUSIT was founded in 1987, when the National Accreditation Authority for Translators and Interpreters (NAATI) called practitioners, educators and government language service provider representatives from around Australia to a meeting in Canberra to establish a national professional association.. AUSIT's establishment was part of the historical development of the architecture of interpreting and translating in Australia and New Zealand, which has also included national accreditation and qualifications standards, widespread language services, specialised education and a respected code of ethics.

AUSIT's original Code of Ethics was completed in 1995, when it was endorsed by NAATI and adopted by AUSIT at its National Annual General Meeting. In 1996 it was presented to the International Federation of Translators at the World Congress hosted by AUSIT in Melbourne. NAATI endorses the AUSIT Code of Ethics as the basis of professional conduct for those with a NAATI credential, that is to say anyone holding NAATI accreditation or recognition.

This updated version of the AUSIT Code of Ethics and Code of Conduct was written in 2012 in recognition of the significant development and diversification of the field in Australia, and the growing attention to ethical issues in interpreting and translation around the world. International recognition of the status of interpreters and translators becomes even more important as they achieve greater prominence through media, international affairs and local political issues, attracting increased scrutiny of their standards.

The revised Code was adopted by NZSTI, the national association of interpreting and translating professionals in New Zealand (est. 1985), at its Annual General Meeting in 2012.

The interpreting and translation profession in Australia is part of a global profession increasingly concerned to address ethical issues that transcend national boundaries, such as protection of translators and translations (the Nairobi Declaration of UNESCO and the Translator's Charter of the International Federation of Translators), protection of interpreters in conflict areas or the right of individuals in criminal court proceedings to have access to interpreting and translating services.

Within Australia, a large number of agencies, institutions, language service providers and purchasers of interpreting and translating services now require practitioners who work with them – whether AUSIT members or not – to adhere to this Code of Ethics. It is recognised as setting a general standard for interpreting and translating.

In summary, the Code obliges members to:

- maintain professional detachment, impartiality, objectivity and confidentiality
- strive for excellence through continuous regular professional development
- decline work beyond their competence
 - promote working conditions, relationships and an understanding of roles that facilitate collaboration and quality service delivery
- adhere to dispute resolution procedures

Clients or other parties who work with interpreting and translating practitioners should bring any breach of this Code to AUSIT’s attention. AUSIT has processes for investigating such complaints, as do many of the agencies or institutions that purchase interpreting and translating services and require their practitioners to adhere to the AUSIT Code

AUSIT also encourages, and will assist, organisations with specific institutional or operational requirements of interpreters and translators to develop their own organisation-specific Good Practice Guides or protocols, which may usefully supplement this Code.

The AUSIT **Code of Ethics** defines the values and principles guiding the decisions interpreting and translating professionals make in practice. The related **Code of Conduct and Conduct issues specific to translators and interpreters** provide a framework for interpreting and translating professionals to use when exercising judgment in their practice. They are not intended to be exhaustive lists of the situations and circumstances that may comprise compliance and non-compliance with the **Code of Ethics**. Ethical interpreting and translating practice requires judgment and balanced decision-making in context. Interpreters and translators who commit to practise in accordance with the **Code of Ethics** accept that they will be accountable for their conduct under AUSIT's processes for non-compliance.

The following values and principles will inform our interpreting and translating practice.

CODE OF ETHICS

GENERAL PRINCIPLES

1. PROFESSIONAL CONDUCT

Interpreters and translators act at all times in accordance with the standards of conduct and decorum appropriate to the aims of AUSIT, the national professional association of interpreting and translation practitioners.

Explanation: Interpreters and translators take responsibility for their work and conduct; they are committed to providing quality service in a respectful and culturally sensitive manner, dealing honestly and fairly with other parties and colleagues, and dealing honestly in all business practices. They disclose any conflict of interest or any matter that may compromise their impartiality. They observe common professional ethics of diligence and responsiveness to the needs of other participants in their work.

2. CONFIDENTIALITY

Interpreters and translators maintain confidentiality and do not disclose information acquired in the course of their work.

Explanation: Interpreters and translators are bound by strict rules of confidentiality, as are the persons they work with in professional or business fields.

3. COMPETENCE

Interpreters and translators only undertake work they are competent to perform in the languages for which they are professionally qualified through training and credentials.

Explanation: In order to practise, interpreters and translators need to have particular levels of expertise for particular types of work. Those who work with interpreters and translators are entitled to expect that they are working with appropriately qualified practitioners. Practitioners always represent their credentials honestly. Where formal training or accreditation is not available (e.g. in less frequently used language combinations and new and emerging languages), practitioners have an obligation to increase and maintain skills through their own professional development (see Principle 8 below) or request employers, agencies or institutions to provide it.

4. IMPARTIALITY

Interpreters and translators observe impartiality in all professional contacts. Interpreters remain unbiased throughout the communication exchanged between the participants in any interpreted encounter. Translators do not show bias towards either the author of the source text or the intended readers of their translation.

Explanation: Interpreters and translators play an important role in facilitating parties who do not share a common language to communicate effectively with each other. They aim to ensure that the full intent of the communication is conveyed. Interpreters and translators are not responsible for what the parties communicate, only for complete and accurate transfer of the message. They do not allow bias to influence their performance; likewise they do not soften, strengthen or alter the messages being conveyed.

5. ACCURACY

Interpreters and translators use their best professional judgement in remaining faithful at all times to the meaning of texts and messages.

Explanation: Accuracy for the purpose of this Code means optimal and complete message transfer into the target language preserving the content and intent of the source message or text without omission or distortion.

6. CLARITY OF ROLE BOUNDARIES

Interpreters and translators maintain clear boundaries between their task as facilitators of communication through message transfer and any tasks that may be undertaken by other parties involved in the assignment.

Explanation: The focus of interpreters and translators is on message transfer.

Practitioners do not, in the course of their interpreting or translation duties, engage in other tasks such as advocacy, guidance or advice. Even where such other tasks are mandated by particular employment arrangements, practitioners insist that a clear demarcation is agreed on between interpreting and translating and other tasks. For this purpose, interpreters and translators will, where the situation requires it, provide an explanation of their role in line with the principles of this Code.

7. MAINTAINING PROFESSIONAL RELATIONSHIPS

Interpreters and translators are responsible for the quality of their work, whether as employees, freelance practitioners or contractors with interpreting and translation agencies. They always endeavour to secure satisfactory working conditions for the performance of their duties, including physical facilities, appropriate briefing, a clear commission, and clear conduct protocols where needed in specific institutional settings. They ensure that they have allocated adequate time to complete their work; they foster a mutually respectful business relationship with the people with whom they work and encourage them to become familiar with the interpreter or translator role.

Explanation: Interpreters and translators work in a variety of settings with specific institutional demands and a wide range of professional and business contexts. Some settings involve strict protocols where the interpreter or translator is a totally independent party, while others are marked by cooperation and shared responsibilities. Interpreters and translators must be familiar with these contexts, and endeavour to have the people they work with understand their role. For practitioners who work through agencies, the agency providing them with the work is one of their clients, and practitioners maintain the same professional standards when working with them as when working with individual clients. At the same time agencies must have appropriate and fair procedures in place that recognise and foster the professionalism of interpreting and translating practitioners.

8. PROFESSIONAL DEVELOPMENT

Interpreters and translators continue to develop their professional knowledge and skills.

Explanation: Practitioners commit themselves to lifelong learning, recognising that individuals, services and practices evolve and change over time. They continually upgrade their language and transfer skills and their contextual and cultural understanding. They keep up to date with the technological advances pertinent to their practice in order to continue to provide quality service. Practitioners working in languages where there is no standard training or credential may need to assess, maintain and update their standards independently

9. PROFESSIONAL SOLIDARITY

Interpreters and translators respect and support their fellow professionals, and they uphold the reputation and trustworthiness of the profession of interpreting and translating.

Explanation: Practitioners have a loyalty to the profession that extends beyond their individual interest. They support and further the interests of the profession and their colleagues and offer each other assistance.

CODE OF CONDUCT

Obligations towards recipients of services

1. Professional conduct	
<p>1.1 Interpreters and translators maintain their integrity and independence at all times.</p> <p>1.2 Interpreters and translators undertake appropriate preparations for all assignments.</p> <p>1.3 Interpreters and translators complete assignments they have accepted, unless they are unable to do so for ethical reasons (see 3.4 and 4.2 below).</p> <p>1.4 Interpreters and translators adhere to appointment times and deadlines, or advise clients promptly of any hindrance.</p> <p>1.5 Interpreters and translators do not exercise power or influence over their clients.</p> <p>1.6 Interpreters and translators do not solicit or accept gratuities or other benefits. They may, however, accept typical small gifts in specific cultural contexts.</p>	<p>Ethical principle: Interpreters and translators act at all times in accordance with the standards of conduct and decorum appropriate to the aims of AUSIT, the national professional association of interpreting and translation practitioners.</p>

2. Confidentiality	
<p>2.1 Interpreters and translators are bound by strict rules of confidentiality, as are the parties they work with in professional or business fields.</p> <p>2.2 Where teamwork is required, the ethical obligation for confidentiality extends to all members of the team and/or agency.</p> <p>2.3 Practitioners do not seek to take advantage of information acquired during or as a result of their work.</p> <p>2.4 Disclosure of information may be permissible with clients' agreement or when disclosure is mandated by law (see Int15).</p>	<p>Ethical principle: Interpreters and translators maintain confidentiality and do not disclose information acquired in the course of their work.</p>

3. Competence	
<p>3.1 The acceptance of an interpreting or translation assignment</p>	<p>Ethical principle: Interpreters and</p>

<p>is an implicit declaration of an interpreter's or translator's competence to carry out that assignment.</p> <p>3.2 Interpreters and translators are familiar with the varied contexts, institutional structures, terminology and genres of the areas in which they accept work.</p> <p>3.3 Interpreters and translators clearly state their qualifications in particular languages or language directions if requested by the client.</p> <p>3.4 If it becomes apparent in the course of an assignment that expertise beyond their competence is required, interpreters and translators inform the client(s) immediately and work to resolve the situation, either withdrawing from the assignment or following another acceptable strategy.</p> <p>3.5 If a client wishes to change the language of the interpretation or translation to a different language, this can only be done if the interpreter or translator has relevant competence in the other language.</p>	<p>translators only undertake work they are competent to perform, in the languages for which they are professionally qualified through training and credentials.</p>
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<p>4. Impartiality</p> <p>4.1 Professional detachment is required for interpreting and translation assignments in all situations.</p> <p>4.2 Where impartiality may be difficult to maintain because of personal beliefs or other circumstances, interpreters and translators do not accept assignments, or they offer to withdraw from the assignment.</p> <p>4.3 Interpreters and translators are not responsible for what clients say or write.</p> <p>4.4. Interpreters and translators do not voice or write an opinion, solicited or unsolicited, on any matter or person during an assignment.</p> <p>4.5 Interpreters and translators frankly disclose all conflicts of interest, e.g. in assignments for relatives or friends and those affecting their employers.</p> <p>4.6 Interpreters and translators do not recommend to clients any business, agency, process, substance or material matters in which they have a personal or financial interest, without fully disclosing this interest to the clients.</p>	<p>Ethical principle: Interpreters and translators observe impartiality in all professional contacts. Interpreters remain unbiased throughout the communication exchanged between the participants in any interpreted encounter. Translators do not show bias towards either the author of the source text or the intended readers of their translation.</p>
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5. Accuracy	
<p>5.1 Interpreters and translators provide accurate renditions of the source utterance or text in the target language. Accurate is defined for this purpose as optimal and complete, without distortion or omission and preserving the content and intent of the source message or text. Interpreters and translators are able to provide an accurate and complete rendition of the source message using the skills and understanding they have acquired through their training and education.</p> <p>5.2 Interpreters and translators do not alter, add to, or omit anything from the content and intent of the source message.</p> <p>5.3 Interpreters and translators acknowledge and promptly rectify any interpreting or translation mistakes.</p> <p>5.4 Where circumstances permit, interpreters and translators ask for repetition, rephrasing or explanation if anything is unclear.</p>	<p>Ethical principle: Interpreters and translators use their best professional judgement in remaining faithful at all times to the meaning of texts and messages.</p>

6. Clarity of role boundaries	
<p>6.1 Interpreters and translators do not, in the course of their interpreting or translation duties, assume other roles such as offering advocacy, guidance or advice. Even where such other tasks are mandated (e.g. by specific institutional requirements for employees), practitioners insist that a clear demarcation is agreed on by all parties between interpreting and translating and other tasks.</p> <p>6.2 Interpreters and translators respect the professional boundaries of other participants involved in an assignment.</p> <p>6.3 Interpreters and translators draw attention to any situation where other parties misunderstand the interpreter or translator role or have inappropriate expectations.</p> <p>6.4 Interpreters and translators understand, and help their clients understand, the difference between professional and personal interactions. They assume responsibility for establishing and maintaining appropriate boundaries between themselves and the other participants in the communicative interaction.</p>	<p>Ethical principle: Interpreters and translators maintain clear boundaries between their task as facilitators of communication through message transfer and any tasks that may be undertaken by other parties involved in the assignment.</p>

7. Maintaining professional relationships	
<p>7.1 Practitioners follow this Code whenever they are interpreting or translating – as employees, as freelancers, as</p>	<p>Ethical principle: Interpreters and</p>

<p>agency contractors or as supervisors or employers of other interpreters and translators.</p> <p>7.2 When working as freelancers, interpreters and translators deal with clients and agencies honestly and transparently.</p> <p>7.3 When working through agencies, interpreters and translators maintain the same professional standards as when working with individual clients.</p> <p>7.4 Interpreters and translators request briefing and access to reference material and background information before their work commences.</p> <p>7.5 In interpreting assignments, interpreters endeavour to secure a physical environment that enables optimal message transfer in the given context. This includes the use of any devices and aids which participants typically require for hearing and speaking, such as appropriate standard booths for conference interpreting or appropriate physical arrangements for confidentiality, or security measures in cases of physical risk. It also includes provision of seating and reasonable breaks to avoid interpreter fatigue.</p> <p>7.6 In acknowledging the shared responsibility to provide effective language services, interpreters and translators can expect that agencies, employers or clients who stipulate this Code as mandatory for interpreter or translator behaviour have appropriate procedures in place that recognise the professional obligations of the practitioners, and that they support interpreters and translators in securing the conditions outlined in 7.4 and 7.5 above.</p>	<p>translators are responsible for the quality of their work, whether as employees, freelance practitioners or contractors with interpreting and translation agencies. They always endeavour to secure satisfactory working conditions for the performance of their duties, including physical facilities, appropriate briefing, a clear commission and clear conduct protocols where needed in specific institutional settings. They ensure that they have allocated adequate time to complete their work, they foster a mutually respectful business relationship with the people with whom they work and encourage them to become familiar with the interpreter or translator role</p>
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<p>8. Professional development</p>	
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<p>8.1 Interpreters and translators enhance their skills and knowledge through continuing education and professional development throughout their professional career.</p> <p>8.2 Interpreters and translators maintain proficiency in the languages and familiarity with the cultures for which they offer professional interpreting and translation services.</p> <p>8.3 Interpreters and translators support and encourage professional development within the profession and among their colleagues.</p> <p>8.4 Interpreters and translators endeavour to keep themselves informed about new trends and developments and the results of research in the field to improve their competence and practice.</p>	<p>Ethical principle: Interpreters and translators continue to develop their professional knowledge and skills.</p>
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<p>9. Professional solidarity</p>	
<p>9.1 Interpreters and translators support and further the interests of the profession and their colleagues and offer each other assistance.</p> <p>9.2 Interpreters and translators resolve any disputes with their interpreting and translating colleagues in a cooperative, constructive and professional manner.</p> <p>9.3 AUSIT members refer any unresolved disputes with other AUSIT members to the National Council. The conclusive direction of the Council is binding on members, with the provision of appeal or review in the interests of natural justice.</p>	<p>Ethical principle: Interpreters and translators respect and support their fellow professionals and they uphold the reputation and trustworthiness of the profession of interpreting and translating.</p>

Conduct issues specific to translators

T1 Before commencing work, translators ascertain the intended purpose of the translation and the form of delivery required.

T2 Translators obtain from the client as much information, terminology or reference material as possible and necessary for the proper and timely execution of the translation commission, and treat such material confidentially or as expressly agreed. If the client possesses but fails to provide reference texts crucial to the desired outcome, the translator is not responsible for inadequacies in the translation that are demonstrably due to such aids being withheld.

T3 Translators deliver a translation that completely and impartially renders the meaning and intention of the source text within the parameters and requirements of the target language and culture and is in keeping with the purpose specified in the commission received from the client/initiator.

T4 Translators work only from source languages and into target languages in which they are qualified.

T5 Translators only perform work which they believe is within their translation competence and relevant specialist competence and for which they have the necessary resources, transfer abilities, level of understanding and fluency, or which will be revised by a person with the relevant knowledge or competence.

T6 If the source text contains particular elements that need to be taken into account in carrying out the translation, translators use their best endeavours and apply professional judgement to bring this to the attention of the client (except where the translated document is expected or required to be an exact reproduction of all source text content, meaning, style and language and needs to be thus certified). Such elements may include ambiguities, factual inaccuracies, linguistic errors, imprecise terminology, language that in the judgement of the translator is discriminatory, or wording or references that would jeopardise achieving the purpose of the text in the target language culture.

T7 If a translator is contracted by an agency, he or she does not contact the client of the agency directly, except as provided for under the terms of the relevant agreement entered into with the agency. If contacted by the client of the agency directly, the translator follows the procedures agreed with the agency.

T8 Translators may sub-contract work only to other practitioners who they have good reason to believe possess the necessary competence and resources and who adhere to this Code of Ethics and Code of Conduct, and always in compliance with any agreement entered into with the client. The responsibility for the translated text in any case rests with the translator who sub-contracted the work to the other practitioner, unless otherwise expressly agreed.

T9 If a translation is subject to revision or checking by another translator, the revision is returned to the original translator for approval and finalisation. If changes are made to the translated text after delivery to the client without the translator's

agreement and knowledge, the translator is no longer responsible for the translated text.

T10 Professional translators working in areas involving copyright matters endeavour to follow the principles laid out in the Nairobi Recommendation of UNESCO on the Legal Protection of Translators and Translations, and the FIT Translator's Charter (see [FIT website](#)).

Conduct issues specific to interpreters

Int1 Interpreters prepare themselves by obtaining from the initiator/client as much information and briefing as is necessary for the proper execution of their interpreting, and treat such material confidentially or as expressly agreed.

Completeness in interpreting

Int2 In order to ensure the same access to all that is said or signed by all parties involved in a meeting, interpreters relay accurately and completely everything that is communicated.

Int3 Interpreters interpret in the first person.

Int4 Interpreters maintain the emotions of the speakers in their interpreting and do not soften or enhance the force of messages conveyed or language used. In specific contexts such as in court or psychometric assessments, incoherence, hesitations and unclear statements are maintained in the interpretation.

Int5 If obvious untruths are uttered, interpreters convey these accurately in the same manner as presented.

Relations with other parties and the interpreting role in dialogue situations

Int6 In dialogue situations where some participants may be unaccustomed to working with interpreters, the interpreter encourages such participants to address each other directly.

Int7 In situations with a number of participants and where the interpreter is not interpreting aloud to all, the interpreter enables each participant to remain linguistically present where appropriate by whispered simultaneous interpreting or other suitable means, when other participants are communicating in the language not understood by the party or parties in question.

Int8 If anything is unclear, the interpreter asks for repetition, rephrasing or explanation, informing all participants of what is happening.

Int9 In emergency situations where interpreters may not have had the opportunity to be adequately briefed or given enough time to prepare, or if there are safety/security issues, they communicate this to the responsible person or initiator who is participating in the session.

Int10 Interpreters keep the participants informed of any side comments made by any of the parties or of their attempts to engage the interpreter in a private or any other conversation. In business or intergovernmental contexts where one or more parties bring their own interpreter, it is appropriate for the interpreter to relay side comments of the other party to his or her own party.

Int11 Various participants may place competing expectations on interpreters. These expectations may contravene the interpreters' ethics, therefore the onus is on interpreters to clarify the boundaries of their role and assist their clients in understanding how to achieve the best outcomes in an interpreted session. Interpreters take care that conversations that may arise during periods of waiting remain courteous but do not become personal, and that information divulged in the course of such conversations also remains confidential.

Int12 Interpreters testify to their qualifications and the accuracy of their interpreting and, when requested, explain their linguistic choices, but do not testify to participants' understanding of messages; this remains an issue for participants.

Remote interpreting

Int13 Interpreters familiarise themselves with the increasing use of technology for interpreting, including telephone, video and internet interpreting, and diverse recording/transmitting devices. Interpreters who engage in interpreting using these technologies prepare themselves by understanding the purposes of their use and the way in which communication is shaped by these technologies. Institutions, agencies and clients who use these technologies are encouraged to develop protocols and brief interpreters on their use and on any particular requirements they may have.

Specific institutional settings of interpreting work

Int14 Where interpreters have roles in addition to that of interpreting due to specific employment arrangements, they clearly indicate when they are acting as interpreters and do not switch roles without notice.

Int15 In specific institutional settings where duty of care or security rules regulate the behaviour of all participants, such as in health care or high security settings, interpreters follow the relevant policies and procedures combining them with their interpreting code of ethics.

	<i>German Translation</i>
November 2012	November 2012
AUSIT Code of Ethics and Code of Conduct	AUSIT – Ethik- und Verhaltenskodex
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Conduct issues specific to translators	Spezifische Verhaltensfragen für Übersetzer
Conduct issues specific to interpreters	Spezifische Verhaltensfragen für Dolmetscher
Preamble	Vorwort
<p>The AUSIT Code of Ethics and Code of Conduct is intended to regulate the professional conduct of members of AUSIT, the Australian Institute of Interpreters and Translators.</p>	<p>Der Ethik- und Verhaltenskodex des australischen Verbands der Dolmetscher und Übersetzer (AUSIT) dient dazu, das berufliche Verhalten seiner Mitglieder zu regeln.</p>
<p>AUSIT was founded in 1987, when the National Accreditation Authority for Translators and Interpreters (NAATI) called practitioners, educators and government language service provider representatives from around Australia to a meeting in Canberra to establish a national professional association. AUSIT's establishment was part of the historical development of the architecture of interpreting and translating in Australia and New Zealand, which has also included national accreditation and qualifications standards, widespread language services, specialised education and a respected code of ethics.</p>	<p>AUSIT wurde 1987 gegründet, als die nationale Akkreditierungsbehörde für Übersetzer und Dolmetscher (NAATI) Praktiker, Pädagogen und Vertreter von staatlichen Sprachdienstleistern aus ganz Australien zu einer Versammlung in Canberra einlud, um einen nationalen Berufsverband zu gründen. Die Gründung von AUSIT war ein Bestandteil der historischen Entwicklung des strukturellen Umfelds für den Dolmetscher- und Übersetzerberuf in Australien und Neuseeland, das außerdem die Erarbeitung nationaler Akkreditierungs- und Qualifikationsstandards, weitverbreiteter Sprachdienstleistungen, einer Fachausbildung und eines anerkannten Ethik-Kodexes umfasst.</p>

AUSIT's original Code of Ethics was completed in 1995, when it was endorsed by NAATI and adopted by AUSIT at its National Annual General Meeting. In 1996 it was presented to the International Federation of Translators at the World Congress hosted by AUSIT in Melbourne. NAATI endorses the AUSIT Code of Ethics as the basis of professional conduct for those with a NAATI credential, that is to say anyone holding NAATI accreditation or recognition.

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The interpreting and translation profession in Australia is part of a global profession increasingly concerned to address ethical issues that transcend national boundaries, such as protection of translators and translations (the Nairobi Declaration of UNESCO and the Translator's Charter of the International Federation of Translators), protection of interpreters in conflict areas or the right of individuals in criminal court proceedings to have access to interpreting and translating services.

Der erste Ethik-Kodex des AUSIT-Fachverbands wurde 1995 fertiggestellt. Dieser wurde von NAATI befürwortet und auf der nationalen Hauptversammlung von AUSIT verabschiedet. 1996 wurde der Ethik-Kodex dem Internationalen Übersetzerverband beim Weltkongress in Melbourne, der von AUSIT ausgerichtet wurde, vorgelegt. NAATI unterstützt und befürwortet den AUSIT-Ethik-Kodex als Grundlage des beruflichen Verhaltens für Übersetzer und Dolmetscher mit NAATI-Qualifikationen, also für alle, die entweder die Qualifikationsbezeichnung *Accreditation* („Akkreditierung“) oder *Recognition* („Anerkennung“) durch NAATI erworben haben.

Diese aktualisierte Fassung des AUSIT Ethik- und Verhaltenskodexes wurde 2012 im Hinblick auf die bedeutenden Entwicklungen und die Diversifizierung des Bereichs in Australien und die wachsende Beachtung ethischer Fragen beim Dolmetschen und Übersetzen weltweit verfasst. Der internationalen Anerkennung des Status der Dolmetscher und Übersetzer wird eine immer größere Bedeutung beigemessen, weil diese durch die Medien, internationale Beziehungen und lokalpolitische Fragen größere Prominenz gewinnen, was zu einer genaueren Prüfung ihrer Standards führt.

Der überarbeitete Kodex wurde vom Bundesverband der Dolmetscher und Übersetzer in Neuseeland - NZSTI (gegr. 1985) - bei der Hauptversammlung im Jahr 2012 angenommen.

Der Dolmetscher- und Übersetzerberuf in Australien gehört zu einem globalen Berufsstand, der sich zunehmend mit ethischen Fragen befasst, die nationale Grenzen überschreiten, wie z. B. der Schutz für Übersetzer und Übersetzungen (siehe die Erklärung der UNESCO von Nairobi und die Übersetzer-Charta des Internationalen Übersetzerverbands). Diese ethischen

<p>Within Australia, a large number of agencies, institutions, language service providers and purchasers of interpreting and translating services now require practitioners who work with them – whether AUSIT members or not – to adhere to this Code of Ethics. It is recognised as setting a general standard for interpreting and translating.</p> <p>In summary, the Code obliges members to:</p> <ul style="list-style-type: none"> • maintain professional detachment, impartiality, objectivity and confidentiality • strive for excellence through continuous regular professional development • decline work beyond their competence • promote working conditions, relationships and an understanding of roles that facilitate collaboration and quality service delivery • adhere to dispute resolution procedures <p>Clients or other parties who work with interpreting and translating practitioners should bring any breach of this Code to AUSIT's attention. AUSIT has processes for investigating such complaints, as do many of the agencies or institutions that purchase interpreting and translating services and require their practitioners to adhere to the AUSIT Code</p> <p>AUSIT also encourages, and will assist, organisations with specific institutional or operational requirements of interpreters and translators to develop their own organisation-specific Good Practice Guides or protocols, which may usefully</p>	<p>Fragen betreffen auch den Schutz für Dolmetscher in Konfliktgebieten sowie das Recht für Einzelpersonen, in Strafverfahren Zugang zu Dolmetsch- und Übersetzungsleistungen zu haben.</p> <p>Heute verlangen viele Agenturen, Einrichtungen, Sprachdienstleister und Käufer von Dolmetsch- und Übersetzungsleistungen in Australien, dass die Praktiker mit denen sie arbeiten, diesen Ethik-Kodex einhalten, unabhängig davon ob sie AUSIT-Mitglieder sind oder nicht. Der Ethik-Kodex ist dafür anerkannt, dass er einen allgemeinen Standard für das Dolmetschen und Übersetzen festlegt.</p> <p>Zusammenfassend verpflichtet der Kodex Mitglieder dazu:</p> <ul style="list-style-type: none"> • professionelle Distanz, Unparteilichkeit, Objektivität und Vertraulichkeit zu wahren • Spitzenleistung durch kontinuierliche und regelmäßige berufliche Fortbildung zu erstreben • Aufträge, die ihre Kompetenz überschreiten, abzulehnen • Arbeitsbedingungen, berufliche Beziehungen und ein Rollenverständnis zu fördern, welche Zusammenarbeit und die Erbringung hochwertiger Dienstleistungen ermöglichen • Streitlösungsverfahren einzuhalten <p>Kunden oder andere Beteiligte, die mit Dolmetschern und Übersetzern arbeiten, sollen AUSIT auf jede Verletzung dieses Kodexes aufmerksam machen. AUSIT, ebenso wie viele Agenturen oder Einrichtungen, die Dolmetsch- und Übersetzungsleistungen in Anspruch nehmen, haben Untersuchungsverfahren für solche Beschwerden und erwarten von ihren Praktikern, dass sie den AUSIT-Kodex einhalten.</p> <p>Darüber hinaus fördert und unterstützt</p>
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<p>supplement this Code.</p> <p>The AUSIT Code of Ethics defines the values and principles guiding the decisions interpreting and translating professionals make in practice. The related Code of Conduct and Conduct issues specific to translators and interpreters provide a framework for interpreting and translating professionals to use when exercising judgment in their practice. They are not intended to be exhaustive lists of the situations and circumstances that may comprise compliance and non-compliance with the Code of Ethics. Ethical interpreting and translating practice requires judgment and balanced decision-making in context. Interpreters and translators who commit to practise in accordance with the Code of Ethics accept that they will be accountable for their conduct under AUSIT's processes for non-compliance.</p> <p>The following values and principles will inform our interpreting and translating practice.</p>	<p>AUSIT Einrichtungen mit spezifischen institutionellen oder betrieblichen Anforderungen für Dolmetscher und Übersetzer darin, ihre eigenen organisationsspezifischen Praxisrichtlinien oder Protokolle zu entwickeln, die diesen Kodex sinnvoll ergänzen können.</p> <p>Der AUSIT-Ethik-Kodex definiert die Werte und die Prinzipien, welche die Entscheidungen professioneller Dolmetscher und Übersetzer in der Praxis leiten. Die zugehörigen Passagen, Verhaltenskodex und spezifische Verhaltensfragen für Übersetzer und Dolmetscher, setzen Rahmenbedingungen für professionelle Dolmetscher und Übersetzer, auf welche diese sich in der praktischen Entscheidungsfindung beziehen können. Sie erheben keinen Anspruch auf Vollständigkeit der Situationen und Umstände, welche die Einhaltung und Nichteinhaltung des Ethik-Kodexes ausmachen mögen. Eine ethische Berufspraxis verlangt, dass Dolmetscher und Übersetzer ihr Urteilsvermögen und eine ausgewogene Entscheidungsfindung in Bezug auf den jeweiligen Kontext ausüben. Dolmetscher und Übersetzer, die sich zur Praxis in Übereinstimmung mit dem Ethik-Kodex verpflichten, übernehmen die Verantwortung für ihr Verhalten und unterwerfen sich den Verfahren des AUSIT im Falle einer Nichteinhaltung des Ethik-Kodexes.</p> <p>Die folgenden Werte und Prinzipien bestimmen unsere Dolmetsch- und Übersetzungspraxis.</p>
<p style="text-align: center;">CODE OF ETHICS</p> <p>GENERAL PRINCIPLES</p> <p>1. PROFESSIONAL CONDUCT Interpreters and translators act at all times in accordance with the standards of conduct and decorum appropriate to the aims of AUSIT, the national professional association of interpreting and translation</p>	<p style="text-align: center;">ETHIK-KODEX</p> <p>ALLGEMEINE PRINZIPIEN</p> <p>1. PROFESSIONELLES VERHALTEN Dolmetscher und Übersetzer agieren jederzeit in Übereinstimmung mit den Verhaltens- und Anstandsregeln, die den Zielen von AUSIT, dem nationalen Berufsverband der Dolmetscher und</p>

<p>practitioners.</p> <p>Explanation: Interpreters and translators take responsibility for their work and conduct; they are committed to providing quality service in a respectful and culturally sensitive manner, dealing honestly and fairly with other parties and colleagues, and dealing honestly in all business practices. They disclose any conflict of interest or any matter that may compromise their impartiality. They observe common professional ethics of diligence and responsiveness to the needs of other participants in their work.</p> <p>2. CONFIDENTIALITY Interpreters and translators maintain confidentiality and do not disclose information acquired in the course of their work.</p> <p>Explanation: Interpreters and translators are bound by strict rules of confidentiality, as are the persons they work with in professional or business fields.</p> <p>3. COMPETENCE Interpreters and translators only undertake work they are competent to perform in the languages for which they are professionally qualified through training and credentials.</p> <p>Explanation: In order to practise, interpreters and translators need to have particular levels of expertise for particular types of work. Those who work with interpreters and translators are entitled to expect that they are working with appropriately qualified practitioners. Practitioners always represent their credentials honestly. Where formal training or accreditation is not available (e.g. in less frequently used language combinations and new and emerging languages), practitioners have an obligation to increase and maintain</p>	<p>Übersetzer, entsprechen.</p> <p>Erklärung: Dolmetscher und Übersetzer übernehmen Verantwortung für ihre Arbeit und ihr Verhalten; sie sind verpflichtet, hochwertige Dienstleistungen auf respektvolle und kulturell sensible Weise zu erbringen, ehrlich und fair mit anderen Parteien und Kollegen umzugehen und alle Geschäftsabläufe ehrlich auszuführen. Sie legen alle Interessenskonflikte oder Angelegenheiten offen, die ihre Unparteilichkeit beeinträchtigen können. Sie wahren allgemeine berufsethische Standards der wie Sorgfaltspflicht und Berücksichtigung der Bedürfnisse anderer Beteiligter an ihrer Arbeit.</p> <p>2. VERTRAULICHKEIT Dolmetscher und Übersetzer bewahren Vertraulichkeit und geben die im Zuge ihrer Arbeit erworbenen Informationen nicht weiter.</p> <p>Erklärung: Dolmetscher und Übersetzer sind an strenge Vertraulichkeitsregeln gebunden, so wie auch die Personen, mit denen sie beruflich oder geschäftlich zusammenarbeiten.</p> <p>3. KOMPETENZ Dolmetscher und Übersetzer übernehmen nur Arbeit, die sie kompetent ausführen können, in den Sprachen für die sie durch Ausbildung und Qualifikationen qualifiziert sind.</p> <p>Erklärung: Um ihren Beruf auszuüben, müssen Dolmetscher und Übersetzer über ein bestimmtes Niveau von Sachkenntnis für bestimmte Tätigkeiten verfügen. Wer mit Dolmetschern und Übersetzern arbeitet, ist dazu berechtigt zu erwarten, dass er mit entsprechend qualifizierten Praktikern arbeitet. Praktiker stellen ihre Qualifikation immer ehrlich dar. Wo eine formale Ausbildung oder Akkreditierung nicht verfügbar ist (z. B. in weniger häufig verwendeten Sprachkombinationen und in</p>
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skills through their own professional development (see Principle 8 below) or request employers, agencies or institutions to provide it.

4. IMPARTIALITY

Interpreters and translators observe impartiality in all professional contacts. Interpreters remain unbiased throughout the communication exchanged between the participants in any interpreted encounter. Translators do not show bias towards either the author of the source text or the intended readers of their translation.

Explanation: Interpreters and translators play an important role in facilitating parties who do not share a common language to communicate effectively with each other. They aim to ensure that the full intent of the communication is conveyed. Interpreters and translators are not responsible for what the parties communicate, only for complete and accurate transfer of the message. They do not allow bias to influence their performance; likewise, they do not soften, strengthen or alter the messages being conveyed.

5. ACCURACY

Interpreters and translators use their best professional judgement in remaining faithful at all times to the meaning of texts and messages.

Explanation: Accuracy for the purpose of this Code means optimal and complete message transfer into the target language preserving the content and intent of the source message or text without omission or

Sprachen, für die in Australien erst seit Kurzem Bedarf besteht), sind Praktiker verpflichtet, ihre Fähigkeiten durch eigene berufliche Weiterbildung zu erweitern und aufrechtzuerhalten (siehe unten, Prinzip 8) oder Arbeitgeber, Agenturen oder Institutionen zu bitten, berufliche Weiterbildungsmöglichkeiten anzubieten.

4. UNPARTEILICHKEIT

Dolmetscher und Übersetzer achten bei allen beruflichen Kontakten auf Unparteilichkeit. Während der gesamten Interaktion, die gedolmetscht wird, bleiben Dolmetscher gegenüber den anderen Teilnehmern unvoreingenommen. Übersetzer zeigen weder eine Ausrichtung auf den Autor des Quelltextes noch auf die vorgesehenen Leser ihrer Übersetzung.

Erklärung: Dolmetscher und Übersetzer spielen eine wichtige Rolle, wenn sie zwischen Parteien vermitteln, die keine gemeinsame Sprache sprechen, so dass diese effektiv miteinander kommunizieren können. Sie wollen sicherstellen, dass die volle Intention der Kommunikation übermittelt wird. Dolmetscher und Übersetzer sind nicht dafür verantwortlich, was die Parteien kommunizieren, sondern nur für die komplette und genaue Übertragung der Botschaft. Sie erlauben es nicht, dass Voreingenommenheit ihre Leistung beeinflusst. Ebenso mildern, verstärken oder ändern sie die Botschaft, die übermittelt wird, nicht.

5. GENAUIGKEIT

Dolmetscher und Übersetzer wenden ihr bestes sachverständiges Urteil an, um der Bedeutung von Text und Botschaft allzeit treu zu bleiben.

Erklärung: Für die Zwecke dieses Kodexes bedeutet Genauigkeit eine optimale und vollständige Übertragung der Botschaft in die Zielsprache, wobei Inhalt und Intention der Quellenbotschaft bzw. des Quelltextes ohne Auslassung oder Verzerrung

distortion.

6. CLARITY OF ROLE BOUNDARIES

Interpreters and translators maintain clear boundaries between their task as facilitators of communication through message transfer and any tasks that may be undertaken by other parties involved in the assignment.

Explanation: The focus of interpreters and translators is on message transfer.

Practitioners do not, in the course of their interpreting or translation duties, engage in other tasks such as advocacy, guidance or advice. Even where such other tasks are mandated by particular employment arrangements, practitioners insist that a clear demarcation is agreed on between interpreting and translating and other tasks. For this purpose, interpreters and translators will, where the situation requires it, provide an explanation of their role in line with the principles of this Code.

7. MAINTAINING PROFESSIONAL RELATIONSHIPS

Interpreters and translators are responsible for the quality of their work, whether as employees, freelance practitioners or contractors with interpreting and translation agencies. They always endeavour to secure satisfactory working conditions for the performance of their duties, including physical facilities, appropriate briefing, a clear commission, and clear conduct protocols where needed in specific institutional settings. They ensure that they

beibehalten werden.

6. KLARE ROLLENABGRENZUNG

Dolmetscher und Übersetzer unterscheiden klar zwischen ihrer Aufgabe als Vermittler von Kommunikation durch den Transfer von Botschaften und allen Aufgaben, die ggf. von anderen Auftragsbeteiligten erfüllt werden.

Erklärung: Die Übertragung der Botschaft steht für Dolmetscher und Übersetzer im Mittelpunkt.

Im Verlauf ihrer Dolmetscher- oder Übersetzertätigkeit beschäftigen Praktiker sich nicht mit anderen Aufgaben wie Interessensvertretung, Anleitung oder Beratung. Selbst wenn solche anderen Aufgaben durch bestimmte Beschäftigungsverhältnisse angeordnet werden, bestehen Praktiker darauf, dass eine klare Abgrenzung zwischen den Dolmetscher- und Übersetzer- und anderen Aufgaben vereinbart wird. Falls die Situation es erfordert, stellen Dolmetscher und Übersetzer eine Erläuterung ihrer Rolle in Übereinstimmung mit den Prinzipien dieses Kodexes zur Verfügung.

7. WAHRUNG PROFESSIONELLER BEZIEHUNGEN

Dolmetscher und Übersetzer sind für die Qualität ihrer Arbeit verantwortlich, sei es als Angestellte, Freiberufler oder als Auftragnehmer von Dolmetscher- und Übersetzeragenturen. Sie bemühen sich immer darum, angemessene Arbeitsbedingungen für die Erbringung ihrer Leistungen sicherzustellen, einschließlich räumlicher Gegebenheiten, eines ausreichenden Briefings, einer klaren Aufgabenstellung und klarer Verhaltensprotokolle, falls diese in bestimmten institutionellen Settings erforderlich sind. Sie stellen sicher, dass sie

have allocated adequate time to complete their work; they foster a mutually respectful business relationship with the people with whom they work and encourage them to become familiar with the interpreter or translator role.

Explanation: Interpreters and translators work in a variety of settings with specific institutional demands and a wide range of professional and business contexts. Some settings involve strict protocols where the interpreter or translator is a totally independent party, while others are marked by cooperation and shared responsibilities. Interpreters and translators must be familiar with these contexts, and endeavour to have the people they work with understand their role. For practitioners who work through agencies, the agency providing them with the work is one of their clients, and practitioners maintain the same professional standards when working with them as when working with individual clients. At the same time agencies must have appropriate and fair procedures in place that recognise and foster the professionalism of interpreting and translating practitioners.

8. PROFESSIONAL DEVELOPMENT

Interpreters and translators continue to develop their professional knowledge and skills.

Explanation: Practitioners commit themselves to lifelong learning, recognising that individuals, services and practices evolve and change over time. They continually upgrade their language and transfer skills and their contextual and cultural understanding. They keep up to date with the technological advances pertinent to their practice in order to continue to provide

ausreichende Zeit bereitstellen, um ihre Arbeit auszuführen. Sie pflegen gegenseitig respektvolle Geschäftsbeziehungen mit den Personen, mit denen sie zusammenarbeiten, und regen diese dazu an, sich mit der Dolmetscher- bzw. Übersetzer-Tätigkeit vertraut zu machen.

Erklärung: Dolmetscher und Übersetzer arbeiten in vielfältigen Bereichen mit spezifischen institutionellen Anforderungen und in einem breit gefächerten beruflichen und geschäftlichen Umfeld. Manche Umfeldler bringen strenge Protokolle mit sich, in denen Dolmetscher oder Übersetzer unabhängig arbeiten, während andere durch Kooperation und geteilte Verantwortlichkeiten gekennzeichnet sind. Dolmetscher und Übersetzer müssen mit diesen Umfeldern vertraut sein und sich darum bemühen, dass die mit ihnen arbeitenden Menschen ihre Rolle verstehen. Für Praktiker, die über Agenturen arbeiten, ist die Agentur, die ihnen Arbeit vermittelt, einer ihrer Klienten, und Praktiker halten bei der Zusammenarbeit mit diesen die gleichen professionellen Standards ein wie bei der Arbeit mit einzelnen Kunden. Gleichzeitig müssen Agenturen über angemessene und faire Verfahren verfügen, die den Professionalismus der Dolmetscher und Übersetzer erkennen und fördern.

8. BERUFLICHE WEITERBILDUNG

Dolmetscher und Übersetzer erweitern ihre Fachkenntnisse und ihre Fähigkeiten kontinuierlich.

Erklärung: Praktiker verpflichten sich zu lebenslangem Lernen und verstehen, dass Einzelpersonen, Dienstleistungen und Verfahren sich im Laufe der Zeit entwickeln und verändern. Sie verbessern ihre Sprach- und Übertragungsfähigkeiten sowie ihr kontextabhängiges und kulturelles Verständnis kontinuierlich. Sie halten sich mit für ihre Praxis relevanten technologischen Fortschritten auf dem neuesten Stand, um weiterhin hochwertige

<p>quality service. Practitioners working in languages where there is no standard training or credential may need to assess, maintain and update their standards independently</p> <p>9. PROFESSIONAL SOLIDARITY</p> <p>Interpreters and translators respect and support their fellow professionals, and they uphold the reputation and trustworthiness of the profession of interpreting and translating.</p> <p>Explanation: Practitioners have a loyalty to the profession that extends beyond their individual interest. They support and further the interests of the profession and their colleagues and offer each other assistance.</p>	<p>Dienstleistungen erbringen zu können. Praktiker, die in Sprachen arbeiten, für die es keine Standardausbildung oder Qualifikationen gibt, müssen möglicherweise ihre Standards unabhängig beurteilen, erhalten und aktualisieren.</p> <p>9. PROFESSIONELLE SOLIDARITÄT</p> <p>Dolmetscher und Übersetzer respektieren und unterstützen ihre Kollegen und wahren den Ruf und die Vertrauenswürdigkeit des Dolmetscher- und Übersetzerberufs.</p> <p>Erklärung: Praktiker haben eine Berufsloyalität, die über ihre individuellen Interessen hinausgeht. Sie unterstützen und fördern die Interessen des Berufs und ihrer Kollegen und bieten sich gegenseitig Hilfe an.</p>
<p>CODE OF CONDUCT Obligations towards recipients of services</p> <p>1. Professional conduct</p> <p>1.1 Interpreters and translators maintain their integrity and independence at all times.</p> <p>1.2 Interpreters and translators undertake appropriate preparations for all assignments.</p> <p>1.3 Interpreters and translators complete assignments they have accepted, unless they are unable to do so for ethical reasons (see 3.4 and 4.2 below).</p> <p>1.4 Interpreters and translators adhere to appointment times and deadlines, or advise clients promptly of any hindrance.</p> <p>1.5 Interpreters and translators do not exercise power or influence over their clients.</p> <p>1.6 Interpreters and translators do not solicit or accept gratuities or other benefits. They may, however, accept typical small gifts in</p>	<p>VERHALTENSKODEX Verpflichtungen gegenüber Dienstleistungsempfängern</p> <p>1. Professionelles Verhalten</p> <p>1.1 Dolmetscher und Übersetzer wahren stets ihre Integrität und Unabhängigkeit.</p> <p>1.2 Dolmetscher und Übersetzer bereiten sich angemessen auf alle Aufträge vor.</p> <p>1.3 Dolmetscher und Übersetzer führen Aufträge, die sie akzeptiert haben, vollständig aus, es sei denn, ethische Gründe sprechen dagegen (siehe 3.4 und 4.2).</p> <p>1.4 Dolmetscher und Übersetzer halten Termine und Fristen ein oder setzen ihre Kunden umgehend über Verzögerungen in Kenntnis.</p> <p>1.5 Dolmetscher und Übersetzer beeinflussen ihre Klienten nicht und üben keine Macht über sie aus.</p> <p>1.6 Dolmetscher und Übersetzer verlangen oder akzeptieren weder Geldgeschenke</p>

specific cultural contexts.

Ethical principle:

Interpreters and translators act at all times in accordance with the standards of conduct and decorum appropriate to the aims of AUSIT, the national professional association of interpreting and translation practitioners.

2. Confidentiality

2.1 Interpreters and translators are bound by strict rules of confidentiality, as are the parties they work with in professional or business fields.

2.2 Where teamwork is required, the ethical obligation for confidentiality extends to all members of the team and/or agency.

2.3 Practitioners do not seek to take advantage of information acquired during or as a result of their work.

2.4 Disclosure of information may be permissible with clients' agreement or when disclosure is mandated by law (see Int15).

Ethical principle:

Interpreters and translators maintain confidentiality and do not disclose information acquired in the course of their work.

3. Competence

3.1 The acceptance of an interpreting or translation assignment is an implicit declaration of an interpreter's or translator's competence to carry out that assignment.

3.2 Interpreters and translators are familiar with the varied contexts, institutional structures, terminology and genres of the areas in which they accept work.

3.3 Interpreters and translators clearly state

noch andere Zusatzleistungen. Sie können jedoch in bestimmten kulturellen Umfeldern kleine, typische Gaben annehmen.

Ethisches Prinzip:

Dolmetscher und Übersetzer agieren jederzeit in Übereinstimmung mit den Verhaltens- und Anstandsregeln, die den Zielen von AUSIT, dem nationalen Berufsverband der Dolmetscher und Übersetzer, entsprechen.

2. Vertraulichkeit

2.1 Dolmetscher und Übersetzer unterliegen strengen Vertraulichkeitsregeln, ebenso wie die Parteien, mit denen sie beruflich oder geschäftlich zusammenarbeiten.

2.2 Wenn Teamarbeit erforderlich ist, erstreckt sich die ethische Verpflichtung zur Vertraulichkeit auf alle Mitglieder des Teams und/oder der Agentur.

2.3 Praktizierende Dolmetscher und Übersetzer versuchen nicht, Informationen zu ihrem Vorteil zu nutzen, die während oder infolge ihrer Arbeit erworben wurden.

2.4 Eine Offenlegung von Informationen kann mit der Zustimmung des Kunden, oder falls eine Offenlegung gesetzlich vorgeschrieben ist, zulässig sein (siehe D15).

Ethisches Prinzip:

Dolmetscher und Übersetzer bewahren Vertraulichkeit und geben die im Zuge ihrer Arbeit erworbenen Informationen nicht weiter.

3. Kompetenz

3.1 Die Annahme eines Dolmetsch- oder Übersetzungsauftrags ist eine implizite Erklärung der Kompetenz eines Dolmetschers oder Übersetzters, diesen Auftrag auszuführen.

3.2 Dolmetscher und Übersetzer sind mit den unterschiedlichen Kontexten, institutionellen Strukturen, Terminologien und Genres der Bereiche, in denen sie arbeiten, vertraut.

3.3 Dolmetscher und Übersetzer geben auf

their qualifications in particular languages or language directions if requested by the client.

3.4 If it becomes apparent in the course of an assignment that expertise beyond their competence is required, interpreters and translators inform the client(s) immediately and work to resolve the situation, either withdrawing from the assignment or following another acceptable strategy.

3.5 If a client wishes to change the language of the interpretation or translation to a different language, this can only be done if the interpreter or translator has relevant competence in the other language.

Ethical principle:

Interpreters and translators only undertake work they are competent to perform, in the languages for which they are professionally qualified through training and credentials.

4. Impartiality

4.1 Professional detachment is required for interpreting and translation assignments in all situations.

4.2 Where impartiality may be difficult to maintain because of personal beliefs or other circumstances, interpreters and translators do not accept assignments, or they offer to withdraw from the assignment.

4.3 Interpreters and translators are not responsible for what clients say or write.

4.4. Interpreters and translators do not voice or write an opinion, solicited or unsolicited, on any matter or person during an assignment.

4.5 Interpreters and translators frankly disclose all conflicts of interest, e.g. in assignments for relatives or friends and those affecting their employers.

4.6 Interpreters and translators do not recommend to clients any business, agency, process, substance or material matters in

Wunsch des Auftraggebers über ihre Qualifikation in bestimmten Sprachen oder Sprachrichtungen klare Auskunft.

3.4 Wenn sich im Zuge eines Auftrags herausstellt, dass Fachwissen über ihre Kompetenz hinaus erforderlich ist, informieren Dolmetscher und Übersetzer den (die) Kunden unverzüglich und arbeiten daran, eine Lösung in Bezug auf die Situation herbeizuführen, indem sie entweder vom Auftrag zurücktreten oder eine andere akzeptable Strategie verfolgen.

3.5 Möchte ein Kunde die Dolmetsch- bzw. Übersetzungssprache wechseln, so kann dies nur erfolgen, wenn der Dolmetscher oder Übersetzer in der jeweils anderen Sprache über entsprechende Kompetenzen verfügt.

Ethisches Prinzip:

Dolmetscher und Übersetzer übernehmen nur Arbeit, die sie kompetent ausführen können, in den Sprachen für die sie durch Ausbildung und Qualifikationen qualifiziert sind.

4. Unparteilichkeit

4.1 Professionelle Distanz ist für Dolmetsch- und Übersetzungsaufträge in allen Situationen erforderlich.

4.2 Wenn die Unparteilichkeit aufgrund persönlicher Anschauungen oder anderer Umstände schwierig einzuhalten ist, akzeptieren Dolmetscher und Übersetzer Aufträge nicht oder bieten an, vom Auftrag zurückzutreten.

4.3 Dolmetscher und Übersetzer sind nicht dafür verantwortlich, was Kunden sagen oder schreiben.

4.4. Dolmetscher und Übersetzer geben während eines Auftrages keine verbale oder schriftliche Stellungnahme zu jedweder Sachlage oder Person, sei es aufgefordert oder unaufgefordert.

4.5 Dolmetscher und Übersetzer legen freiwillig alle Interessenkonflikte offen, z. B. bei Aufträgen für Verwandte oder Freunde und solchen, die ihre Arbeitgeber betreffen.

which they have a personal or financial interest, without fully disclosing this interest to the clients.

Ethical principle:

Interpreters and translators observe impartiality in all professional contacts. Interpreters remain unbiased throughout the communication exchanged between the participants in any interpreted encounter. Translators do not show bias towards either the author of the source text or the intended readers of their translation.

5. Accuracy

5.1 Interpreters and translators provide accurate renditions of the source utterance or text in the target language. Accurate is defined for this purpose as optimal and complete, without distortion or omission and preserving the content and intent of the source message or text. Interpreters and translators are able to provide an accurate and complete rendition of the source message using the skills and understanding they have acquired through their training and education.

5.2 Interpreters and translators do not alter, add to, or omit anything from the content and intent of the source message.

5.3 Interpreters and translators acknowledge and promptly rectify any interpreting or translation mistakes.

5.4 Where circumstances permit, interpreters and translators ask for repetition, rephrasing or explanation if anything is unclear.

Ethical principle:

Interpreters and translators use their best professional judgement in remaining faithful at all times to the meaning of texts

4.6 Dolmetscher und Übersetzer empfehlen ihren Kunden keine Geschäfte, Agenturen, Verfahren, Sachverhalte oder wichtige Angelegenheiten, an denen sie ein persönliches oder finanzielles Interesse haben, ohne die Kunden vollständig darüber zu informieren.

Ethisches Prinzip:

Dolmetscher und Übersetzer achten bei allen beruflichen Kontakten auf Unparteilichkeit. Während der gesamten Interaktion, die gedolmetscht wird, bleiben Dolmetscher gegenüber den anderen Teilnehmern unvoreingenommen. Übersetzer zeigen weder eine Ausrichtung auf den Autor des Quelltextes noch auf die vorgesehenen Leser ihrer Übersetzung.

5. Genauigkeit

5.1 Dolmetscher und Übersetzer erstellen genaue Übertragungen der Quellenäußerung oder des Quelltextes in die Zielsprache. Zu diesem Zweck wird eine Übertragung als genau definiert, wenn sie optimal und vollständig, ohne Verzerrung oder Auslassung ist und den Inhalt und die Intention der Quellenbotschaft oder des Quelltextes bewahrt. Dolmetscher und Übersetzer sind in der Lage, eine korrekte und vollständige Wiedergabe der Quellenbotschaft mit Hilfe der Fähigkeiten und des Verständnisses, die sie durch ihre Ausbildung erworben haben, zu erstellen.

5.2 Dolmetscher und Übersetzer verändern, ergänzen oder unterlassen nichts aus dem Inhalt und der Intention der Quellenbotschaft.

5.3 Dolmetscher und Übersetzer erkennen und korrigieren Dolmetsch- oder Übersetzungsfehler unverzüglich.

5.4 Wo die Umstände es zulassen, bitten Dolmetscher und Übersetzer um Wiederholung, Umformulierung oder Erklärung, falls etwas unklar ist.

Ethisches Prinzip:

Dolmetscher und Übersetzer wenden ihr

and messages.

6. Clarity of role boundaries

6.1 Interpreters and translators do not, in the course of their interpreting or translation duties, assume other roles such as offering advocacy, guidance or advice. Even where such other tasks are mandated (e.g. by specific institutional requirements for employees), practitioners insist that a clear demarcation is agreed on by all parties between interpreting and translating and other tasks.

6.2 Interpreters and translators respect the professional boundaries of other participants involved in an assignment.

6.3 Interpreters and translators draw attention to any situation where other parties misunderstand the interpreter or translator role or have inappropriate expectations.

6.4 Interpreters and translators understand, and help their clients understand, the difference between professional and personal interactions. They assume responsibility for establishing and maintaining appropriate boundaries between themselves and the other participants in the communicative interaction.

Ethical principle:

Interpreters and translators maintain clear boundaries between their task as facilitators of communication through message transfer and any tasks that may be undertaken by other parties involved in the assignment.

7. Maintaining professional relationships

7.1 Practitioners follow this Code whenever they are interpreting or translating – as

bestes sachverständiges Urteil an, um allzeit der Bedeutung von Text und Botschaft treu zu bleiben.

6. Klare Rollenabgrenzung

6.1 Dolmetscher und Übersetzer übernehmen im Rahmen ihrer Aufgaben keine anderen Rollen, wie z.B. Interessensvertretung, Anleitung oder Beratung. Selbst dort, wo andere Aufgaben vorgeschrieben sind (z. B. durch spezifische institutionelle Anforderungen an Mitarbeiter), bestehen Berufspraktiker darauf, dass mit allen Beteiligten eine klare Abgrenzung zwischen den Dolmetscher- und Übersetzer- und anderen Aufgaben vereinbart wird.

6.2 Dolmetscher und Übersetzer respektieren die beruflichen Zuständigkeitsbereiche der anderen Auftragsbeteiligten.

6.3 Dolmetscher und Übersetzer machen auf jede Situation aufmerksam, in der andere Beteiligte die Dolmetscher- oder Übersetzer-Rolle missverstehen oder unangemessene Erwartungen an sie stellen.

6.4 Dolmetscher und Übersetzer verstehen den Unterschied zwischen professionellen und persönlichen Interaktionen und helfen ihren Kunden, diesen zu verstehen. Sie übernehmen die Verantwortung für den Aufbau und die Pflege von entsprechenden Grenzen zwischen sich selbst und anderen Teilnehmern an der kommunikativen Interaktion.

Ethisches Prinzip:

Dolmetscher und Übersetzer unterscheiden klar zwischen ihrer Aufgabe als Vermittler von Kommunikation durch den Transfer von Botschaften und allen Aufgaben, die ggf. von anderen Auftragsbeteiligten erfüllt werden.

7. Wahrung professioneller Beziehungen

employees, as freelancers, as agency contractors or as supervisors or employers of other interpreters and translators.

7.2 When working as freelancers, interpreters and translators deal with clients and agencies honestly and transparently.

7.3 When working through agencies, interpreters and translators maintain the same professional standards as when working with individual clients.

7.4 Interpreters and translators request briefing and access to reference material and background information before their work commences.

7.5 In interpreting assignments, interpreters endeavour to secure a physical environment that enables optimal message transfer in the given context. This includes the use of any devices and aids which participants typically require for hearing and speaking, such as appropriate standard booths for conference interpreting or appropriate physical arrangements for confidentiality, or security measures in cases of physical risk. It also includes provision of seating and reasonable breaks to avoid interpreter fatigue.

7.6 In acknowledging the shared responsibility to provide effective language services, interpreters and translators can expect that agencies, employers or clients who stipulate this Code as mandatory for interpreter or translator behaviour have appropriate procedures in place that recognise the professional obligations of the practitioners, and that they support interpreters and translators in securing the conditions outlined in 7.4 and 7.5 above.

Ethical principle:

Interpreters and translators are responsible

7.1 Berufspraktiker folgen diesem Kodex, wenn sie dolmetschen oder übersetzen – sei es als Mitarbeiter, Freiberufler oder Auftragnehmer einer Agentur oder als Vorgesetzter oder Arbeitgeber von anderen Dolmetschern und Übersetzern.

7.2 Wenn sie als Freiberufler arbeiten, gehen Dolmetscher und Übersetzer mit Kunden und Agenturen ehrlich und transparent um.

7.3 Wenn sie über Agenturen arbeiten, halten Dolmetscher und Übersetzer die gleichen professionellen Standards ein wie bei der Arbeit mit individuellen Kunden.

7.4 Dolmetscher und Übersetzer fordern ein Briefing und Zugang zu Referenzmaterial und Hintergrundinformationen an, bevor sie ihre Arbeit beginnen.

7.5 Bei Dolmetscheraufträgen bemühen sich Dolmetscher darum, eine physische Umgebung zu gewährleisten, die im gegebenen Kontext einen optimalen Transfer von Botschaften ermöglicht. Dies schließt die Verwendung von allen Geräten und Hilfsmitteln ein, die Teilnehmer in der Regel für das Hören und Sprechen benötigen, wie entsprechende Standardkabinen beim Konferenzdolmetschen oder erforderliche räumliche Gegebenheiten zur Sicherstellung von Vertraulichkeit oder Sicherheitsmaßnahmen im Falle körperlicher Risiken. Dies umfasst auch die Bereitstellung von Sitzgelegenheiten und angemessene Pausen zur Vermeidung von Dolmetscherermüdung.

7.6 Angesichts der gemeinsamen Verantwortung, effektive Sprachdienstleistungen zu erbringen, können Dolmetscher und Übersetzer erwarten, dass Agenturen, Arbeitgeber oder Kunden, die diesen Kodex als obligatorisch für Dolmetscher oder Übersetzer ansehen, entsprechende Verfahren anwenden, welche die professionellen Verpflichtungen der Praktiker anerkennen, und dass sie Dolmetscher und Übersetzer darin unterstützen, die in 7.4 und 7.5 beschriebenen Bedingungen zu sichern.

for the quality of their work, whether as employees, freelance practitioners or contractors with interpreting and translation agencies. They always endeavour to secure satisfactory working conditions for the performance of their duties, including physical facilities, appropriate briefing, a clear commission and clear conduct protocols where needed in specific institutional settings. They ensure that they have allocated adequate time to complete their work, they foster a mutually respectful business relationship with the people with whom they work and encourage them to become familiar with the interpreter or translator role.

8. Professional development

8.1 Interpreters and translators enhance their skills and knowledge through continuing education and professional development throughout their professional career.

8.2 Interpreters and translators maintain proficiency in the languages and familiarity with the cultures for which they offer professional interpreting and translation services.

8.3 Interpreters and translators support and encourage professional development within the profession and among their colleagues.

8.4 Interpreters and translators endeavour to keep themselves informed about new trends and developments and the results of research in the field to improve their competence and practice.

Ethical principle:

Interpreters and translators continue to develop their professional knowledge and skills.

9. Professional solidarity

9.1 Interpreters and translators support and further the interests of the profession and their colleagues and offer each other

Ethisches Prinzip:

Dolmetscher und Übersetzer sind für die Qualität ihrer Arbeit verantwortlich, sei es als Angestellte, Freiberufler oder als Auftragnehmer von Dolmetscher- und Übersetzeragenturen. Sie bemühen sich immer darum, angemessene Arbeitsbedingungen für die Erbringung ihrer Leistungen sicherzustellen, einschließlich räumlicher Gegebenheiten, eines ausreichenden Briefings, einer klaren Aufgabenstellung und klarer Verhaltensprotokolle, falls diese in bestimmten institutionellen Settings erforderlich sind. Sie stellen sicher, dass sie ausreichende Zeit bereitstellen, um ihre Arbeit auszuführen. Sie pflegen gegenseitig respektvolle Geschäftsbeziehungen mit den Personen, mit denen sie zusammenarbeiten, und regen diese dazu an, sich mit der Rolle von Dolmetschern bzw. Übersetzern vertraut zu machen.

8. Berufliche Weiterbildung

8.1 Dolmetscher und Übersetzer verbessern ihre Fähigkeiten und Kenntnisse durch kontinuierliche berufliche Weiterbildung während ihrer gesamten beruflichen Laufbahn.

8.2 Dolmetscher und Übersetzer bewahren Kompetenz in den Sprachen und Vertrautheit mit den Kulturen, für die sie professionelle Dienstleistungen anbieten.

8.3 Dolmetscher und Übersetzer unterstützen und fördern berufliche Weiterbildung innerhalb des Berufs und unter ihren Kollegen.

8.4 Dolmetscher und Übersetzer streben es an, über neue Trends, Entwicklungen und Forschungsergebnisse in ihrem Bereich informiert zu sein, um ihre Fachkenntnisse und Praxis zu verbessern.

Ethisches Prinzip:

Dolmetscher und Übersetzer erweitern ihr professionelles Wissen und ihre Fähigkeiten kontinuierlich.

9. Professionelle Solidarität

<p>assistance.</p> <p>9.2 Interpreters and translators resolve any disputes with their interpreting and translating colleagues in a cooperative, constructive and professional manner.</p> <p>9.3 AUSIT members refer any unresolved disputes with other AUSIT members to the National Council. The conclusive direction of the Council is binding on members, with the provision of appeal or review in the interests of natural justice.</p> <p>Ethical principle: Interpreters and translators respect and support their fellow professionals and they uphold the reputation and trustworthiness of the profession of interpreting and translating.</p>	<p>9.1 Dolmetscher und Übersetzer unterstützen und fördern die Interessen des Berufs und ihrer Kollegen und bieten einander Hilfe an.</p> <p>9.2 Dolmetscher und Übersetzer beheben jedwede Streitigkeiten mit ihren Dolmetscher- und Übersetzerkollegen auf kooperative, konstruktive und professionelle Weise.</p> <p>9.3. AUSIT-Mitglieder verweisen alle ungelösten Streitfälle mit anderen AUSIT-Mitgliedern an den Nationalvorstand. Die abschließende Weisung des Vorstands ist für Mitglieder verbindlich, wobei im Interesse der natürlichen Gerechtigkeit Einspruch eingelegt oder eine Prüfung verlangt werden kann.</p> <p>Ethisches Prinzip: Dolmetscher und Übersetzer respektieren und unterstützen ihre Kollegen und wahren den Ruf und die Vertrauenswürdigkeit des Dolmetscher- und Übersetzerberufs.</p>
<p>Conduct issues specific to translators</p> <p>T1 Before commencing work, translators ascertain the intended purpose of the translation and the form of delivery required.</p> <p>T2 Translators obtain from the client as much information, terminology or reference material as possible and necessary for the proper and timely execution of the translation commission, and treat such material confidentially or as expressly agreed. If the client possesses but fails to provide reference texts crucial to the desired outcome, the translator is not responsible for inadequacies in the translation that are demonstrably due to such aids being withheld.</p> <p>T3 Translators deliver a translation that</p>	<p>Spezifische Verhaltensfragen für Übersetzer</p> <p>Ü1 Vor Beginn eines Auftrags stellen Übersetzer den beabsichtigten Zweck der Übersetzung und das erforderliche Lieferformat fest.</p> <p>Ü2 Übersetzer erhalten vom Auftraggeber so viel Information, Terminologie oder Referenzmaterial wie möglich und für die ordnungsgemäße und termingerechte Ausführung des Übersetzungsauftrags erforderlich, und behandeln dieses Material vertraulich oder so wie ausdrücklich vereinbart. Wenn der Auftraggeber Referenztexte, welche für das gewünschte Ergebnis entscheidend sind, besitzt, aber diese nicht bereitstellt, ist der Übersetzer nicht für Mängel in der Übersetzung verantwortlich, die nachweislich auf die Vorenthaltung der Referenztexte zurückzuführen sind.</p> <p>Ü3 Übersetzer liefern eine Übersetzung ab,</p>

<p>completely and impartially renders the meaning and intention of the source text within the parameters and requirements of the target language and culture and is in keeping with the purpose specified in the commission received from the client/initiator.</p> <p>T4 Translators work only from source languages and into target languages in which they are qualified.</p> <p>T5 Translators only perform work which they believe is within their translation competence and relevant specialist competence and for which they have the necessary resources, transfer abilities, level of understanding and fluency, or which will be revised by a person with the relevant knowledge or competence.</p> <p>T6 If the source text contains particular elements that need to be taken into account in carrying out the translation, translators use their best endeavours and apply professional judgement to bring this to the attention of the client (except where the translated document is expected or required to be an exact reproduction of all source text content, meaning, style and language and needs to be thus certified). Such elements may include ambiguities, factual inaccuracies, linguistic errors, imprecise terminology, language that in the judgement of the translator is discriminatory, or wording or references that would jeopardise achieving the purpose of the text in the target language culture.</p> <p>T7 If a translator is contracted by an agency, he or she does not contact the client of the agency directly, except as provided for under the terms of the relevant agreement entered into with the agency. If contacted by</p>	<p>welche die Bedeutung und Intention des Quellentexts innerhalb der Parameter und Anforderungen der Zielsprache und -kultur gänzlich und unparteiisch überträgt und im Einklang mit dem angegebenen Zweck des vom Auftraggeber/Initiator erhaltenen Auftrags steht.</p> <p>Ü4 Übersetzer arbeiten nur mit Quellen- und Zielsprachen, für welche sie qualifiziert sind.</p> <p>Ü5 Übersetzer führen nur Aufgaben durch, die sie als innerhalb ihrer Übersetzungskompetenz und entsprechenden fachlichen Kompetenz einschätzen und für die sie die notwendigen Ressourcen, Übertragungsfähigkeiten, Verständnisniveau und Sprachkompetenz besitzen oder die von einer Person mit relevantem Wissen oder relevanter Kompetenz überprüft werden.</p> <p>Ü6 Wenn der Ausgangstext bestimmte Charakteristika beinhaltet, die bei der Durchführung der Übersetzung berücksichtigt werden müssen, bemühen sich Übersetzer nach besten Kräften und wenden ihr sachverständiges Urteil an, um den Auftraggeber darauf aufmerksam zu machen, es sei denn, dass erwartet wird oder nötig ist, dass das übersetzte Dokument eine exakte und vollständige Wiedergabe von Inhalt und Bedeutung, Stil und Sprache des Ausgangstextes ist und als solche zertifiziert werden muss. Solche Charakteristika umfassen Unklarheiten, sachliche Ungenauigkeiten, sprachliche Fehler, ungenaue Terminologie, nach dem Ermessen des Übersetzers diskriminierende Sprache oder Formulierungen bzw. Bezugnahmen, welche die Erfüllung der Zweckbestimmung des Textes in der Zielsprachkultur gefährden würden.</p> <p>Ü7 Wenn ein Übersetzer von einer Agentur unter Vertrag genommen wird, tritt er mit dem Auftraggeber der Agentur nicht in direkten Kontakt, es sei denn, dass entsprechende Vertragsbedingungen mit der</p>
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<p>the client of the agency directly, the translator follows the procedures agreed with the agency.</p> <p>T8 Translators may sub-contract work only to other practitioners who they have good reason to believe possess the necessary competence and resources and who adhere to this Code of Ethics and Code of Conduct, and always in compliance with any agreement entered into with the client. The responsibility for the translated text in any case rests with the translator who sub-contracted the work to the other practitioner, unless otherwise expressly agreed.</p> <p>T9 If a translation is subject to revision or checking by another translator, the revision is returned to the original translator for approval and finalisation. If changes are made to the translated text after delivery to the client without the translator's agreement and knowledge, the translator is no longer responsible for the translated text.</p> <p>T10 Professional translators working in areas involving copyright matters endeavour to follow the principles laid out in the Nairobi Recommendation of UNESCO on the Legal Protection of Translators and Translations, and the FIT Translator's Charter (see FIT website).</p> <p>Conduct issues specific to interpreters</p> <p>Int1 Interpreters prepare themselves by</p>	<p>Agentur vereinbart wurden. Falls er vom Auftraggeber der Agentur direkt kontaktiert wird, hält der Übersetzer das mit der Agentur vereinbarte Verfahren ein.</p> <p>Ü8 Übersetzer dürfen nur dann Arbeit an andere Praktiker weitervergeben, wenn sie Grund zur Annahme haben, dass diese Praktiker die erforderlichen Kompetenzen und Ressourcen besitzen und diesen Ethik- und Verhaltenskodex befolgen. Eine Weitervergabe erfolgt immer gemäß der Vereinbarung, die mit dem Auftraggeber getroffen wurde. Die Verantwortung für den übersetzten Text übernimmt in jedem Fall der Übersetzer, der die Arbeit einem anderen Praktiker weitervergab, sofern nicht anderweitig ausdrücklich vereinbart.</p> <p>Ü9 Wird eine Übersetzung von einem anderen Übersetzer überarbeitet oder überprüft, wird die Überarbeitung dem ursprünglichen Übersetzer zur Zustimmung und Fertigstellung zurückgegeben. Wenn Änderungen am übersetzten Text nach Abgabe an den Auftraggeber ohne Zustimmung und Wissen des Übersetzers vorgenommen werden, ist der Übersetzer nicht mehr für den übersetzten Text verantwortlich.</p> <p>Ü10 Professionelle Übersetzer, die in Bereichen arbeiten, in denen urheberrechtliche Angelegenheiten zum Tragen kommen, bemühen sich darum die Grundsätze zu befolgen, die in der Empfehlung der UNESCO zum Rechtsschutz für Übersetzer und Übersetzungen, die in Nairobi verabschiedet wurde, und in der FIT-Charta für Übersetzer (siehe FIT Webseite) festgelegt sind.</p> <p>Spezifische Verhaltensfragen für Dolmetscher</p> <p>D1 Dolmetscher bereiten sich vor, indem sie vom Initiator/Auftraggeber Informationen und ein angemessenes Briefing erhalten, die</p>
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obtaining from the initiator/client as much information and briefing as is necessary for the proper execution of their interpreting, and treat such material confidentially or as expressly agreed.

Completeness in interpreting

Int2 In order to ensure the same access to all that is said or signed by all parties involved in a meeting, interpreters relay accurately and completely everything that is communicated.

Int3 Interpreters interpret in the first person.

Int4 Interpreters maintain the emotions of the speakers in their interpreting and do not soften or enhance the force of messages conveyed or language used. In specific contexts such as in court or psychometric assessments, incoherence, hesitations and unclear statements are maintained in the interpretation.

Int5 If obvious untruths are uttered, interpreters convey these accurately in the same manner as presented.

Relations with other parties and the interpreting role in dialogue situations

Int6 In dialogue situations where some participants may be unaccustomed to working with interpreters, the interpreter encourages such participants to address each other directly.

Int7 In situations with a number of participants and where the interpreter is not interpreting aloud to all, the interpreter enables each participant to remain linguistically present where appropriate by whispered simultaneous interpreting or other suitable means, when other

für die ordnungsgemäße Durchführung ihres Dolmetschauftrags nötig sind. Sie behandeln dieses Material vertraulich oder wie ausdrücklich vereinbart.

Vollständigkeit beim Dolmetschen

D2 Um den gleichen Zugang auf alles zu gewährleisten, was von allen Beteiligten an einer Interaktion laut- oder gebärdensprachlich gesagt wird, übertragen Dolmetscher alles, was kommuniziert wird, genau und vollständig.

D3 Dolmetscher dolmetschen in der ersten Person.

D4 Dolmetscher bewahren die Emotionen der Sprecher beim Dolmetschen und mildern oder verstärken nicht die Kraft der übermittelten Aussagen oder der verwendeten Sprache. In bestimmten Kontexten wie z. B. vor Gericht oder bei psychometrischen Beurteilungen werden Inkohärenz, Zögern und unklare Aussagen in der Verdolmetschung beibehalten.

D5 Wenn offensichtliche Unwahrheiten ausgesprochen werden, vermitteln Dolmetscher diese genau in der gleichen Weise, wie diese dargestellt wurden.

Beziehungen zu anderen Beteiligten und die Dolmetscherrolle in Gesprächssituationen

D6 In Gesprächssituationen, in welchen es manche Beteiligte möglicherweise nicht gewohnt sind, mit Dolmetschern zu arbeiten, bittet der Dolmetscher diese Beteiligten einander direkt anzusprechen.

D7 In Situationen mit mehreren Beteiligten und in welchen der Dolmetscher nicht laut für alle dolmetscht, ermöglicht der Dolmetscher jedem Beteiligten die linguistische Präsenz an der Situation durch simultanes Flüsterdolmetschen, wo dies angemessen ist, oder durch andere geeignete Mittel, wenn die anderen Beteiligten in der

<p>participants are communicating in the language not understood by the party or parties in question.</p> <p>Int8 If anything is unclear, the interpreter asks for repetition, rephrasing or explanation, informing all participants of what is happening.</p> <p>Int9 In emergency situations where interpreters may not have had the opportunity to be adequately briefed or given enough time to prepare, or if there are safety/security issues, they communicate this to the responsible person or initiator who is participating in the session.</p> <p>Int10 Interpreters keep the participants informed of any side comments made by any of the parties or of their attempts to engage the interpreter in a private or any other conversation. In business or intergovernmental contexts where one or more parties bring their own interpreter, it is appropriate for the interpreter to relay side comments of the other party to his or her own party.</p> <p>Int11 Various participants may place competing expectations on interpreters. These expectations may contravene the interpreters' ethics, therefore the onus is on interpreters to clarify the boundaries of their role and assist their clients in understanding how to achieve the best outcomes in an interpreted session. Interpreters take care that conversations that may arise during periods of waiting remain courteous but do not become personal, and that information divulged in the course of such conversations also remains confidential.</p> <p>Int12 Interpreters testify to their qualifications and the accuracy of their interpreting and, when requested, explain</p>	<p>Sprache kommunizieren, welche die betreffende Partei oder Parteien nicht verstehen.</p> <p>D8 Wenn etwas unklar ist, bittet der Dolmetscher um Wiederholung, Umformulierung oder Erklärung und setzt dabei alle Beteiligten von dieser Bitte in Kenntnis.</p> <p>D9 In Notfällen, in denen Dolmetscher möglicherweise keine Gelegenheit für ein ausreichendes Briefing oder nicht genügend Zeit zur Vorbereitung hatten, oder wenn es Sicherheitsanliegen gibt, teilen sie dies dem Verantwortlichen oder dem Initiator mit, der an der Sitzung teilnimmt.</p> <p>D10 Dolmetscher halten die Beteiligten über alle Nebenbemerkungen, die von jedweder Partei gemacht werden, oder Versuche, mit dem Dolmetscher ein privates oder irgendein anderes Gespräch zu führen, auf dem Laufenden. In geschäftlichen oder zwischenstaatlichen Kontexten, in denen eine oder mehrere Parteien ihre eigenen Dolmetscher mitbringen, ist es angebracht, dass der Dolmetscher seiner eigenen Partei Nebenbemerkungen der anderen Partei übermittelt.</p> <p>D11 Verschiedene Beteiligte mögen konkurrierende Erwartungen an Dolmetscher stellen, die gegen die Dolmetscherethik verstoßen können. Daher haben Dolmetscher die Pflicht, die Grenzen ihrer Rolle zu erklären und ihre Kunden dabei aufzuklären, wie man in einer gedolmetschten Sitzung das beste Ergebnis erreichen kann. Dolmetscher achten darauf, dass Gespräche, die eventuell während Wartezeiten entstehen, höflich sind, aber nicht persönlich werden, und dass Information, die im Laufe solcher Gespräche anvertraut wird, auch vertraulich bleibt.</p> <p>D12 Dolmetscher bezeugen ihre Qualifikationen und die Genauigkeit ihres Dolmetschens und erklären auf Aufforderung ihre sprachlichen</p>
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their linguistic choices, but do not testify to participants' understanding of messages; this remains an issue for participants.

Remote interpreting

Int13 Interpreters familiarise themselves with the increasing use of technology for interpreting, including telephone, video and internet interpreting, and diverse recording/transmitting devices. Interpreters who engage in interpreting using these technologies prepare themselves by understanding the purposes of their use and the way in which communication is shaped by these technologies. Institutions, agencies and clients who use these technologies are encouraged to develop protocols and brief interpreters on their use and on any particular requirements they may have.

Specific institutional settings of interpreting work

Int14 Where interpreters have roles in addition to that of interpreting due to specific employment arrangements, they clearly indicate when they are acting as interpreters and do not switch roles without notice.

Int15 In specific institutional settings where duty of care or security rules regulate the behaviour of all participants, such as in health care or high security settings, interpreters follow the relevant policies and procedures combining them with their interpreting code of ethics.

Entscheidungen, jedoch bezeugen sie nicht das Verständnis der Aussagen durch die Beteiligten; dies bleibt Sache der Beteiligten.

Telefon- und Videodolmetschen

D13 Dolmetscher machen sich mit zunehmend eingesetzten neuen Dolmetsch-Technologien vertraut, einschließlich Telefon-, Video- und Internetdolmetschen und diversen Aufnahme- und/Übertragungsgeräten. Dolmetscher, die mit Hilfe von Technologie dolmetschen, bereiten sich vor, indem sie verstehen, warum die betreffenden Technologien eingesetzt werden und wie sie die Kommunikation prägen. Institutionen, Agenturen und Kunden, die diese Technologien einsetzen, sind aufgefordert, Protokolle zu entwickeln und Dolmetscher über ihre Benutzung und eventuelle besondere Anforderungen einzuweisen.

Spezifische institutionelle Umfelder der Dolmetschertätigkeit

D14 Wenn Dolmetscher aufgrund bestimmter Beschäftigungsvereinbarungen Rollen zusätzlich zum Dolmetschen haben, weisen sie deutlich darauf hin, wann sie als Dolmetscher agieren, und wechseln ihre Rollen nicht ohne vorherige Ankündigung.
D15 In spezifischen institutionellen Settings, in denen eine Sorgfaltspflicht oder Sicherheitsregeln das Verhalten aller Teilnehmer regeln, wie im Gesundheitswesen oder in Hochsicherheitseinrichtungen, befolgen Dolmetscher die relevanten Richtlinien und Verfahren zusätzlich zum und im Einklang mit dem Ethik-Kodex.

Novembre 2012

Codice di Deontologia e di Condotta AUSIT

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Introduzione

La prima stesura del Codice di Deontologia AUSIT risale ai primi anni novanta sotto forma di regolamento. Il Codice venne poi sottoscritto in forma estesa durante il Meeting Generale Annuale nel 1995, e per i successivi 15 anni è servito come riferimento per AUSIT e per i professionisti in generale. Diversi istituti ed enti professionali stranieri lo hanno usato come riferimento o modello per i propri codici deontologici.

Tuttavia, i cambiamenti nel settore della traduzione e dell'interpretariato hanno reso necessario aggiornare anche le esigenze del codice di deontologia. Alla fine del 2010 AUSIT ha accettato la proposta della Monash University di creare un gruppo di lavoro congiunto AUSIT/Monash per rivedere il Codice di Deontologia, finanziando il Dott. Uldis Ozolins in qualità di leader. Dopo dodici mesi, una volta terminati i fondi, Christian Schmidt ha preso le redini del progetto per completarlo. Ad un certo punto durante il processo di revisione, si è richiesto un parere a tutti i membri AUSIT e ai rappresentanti di tutte le aree del settore T&I.

I membri del gruppo di lavoro sono, in ordine alfabetico:

Dott.ssa Meredith Bartlett, docente e interprete di linguaggio dei segni, ex Presidente di ASLIA Victoria, attuale Presidente della sede AUSIT per Victoria e Tasmania
Vesna Boglev, membro AUSIT, Responsabile Interpreti di sessione, Ricerca e Formazione presso Health Language Services, South Western Sydney Local Health District (Servizi di Lingua per la Salute, Distretto Sanitario Locale dell'area sud-occidentale di Sydney)

Adolfo Gentile, professionista e membro fondatore di AUSIT, fu il primo professore di T&I di formazione interamente australiana (Deakin University), ex presidente di FIT ed ex Presidente del Consiglio di Amministrazione NAATI

Eva Hussain, ex Vice Presidente AUSIT ed ex Presidente della sede AUSIT per Victoria e Tasmania; un'interprete e una traduttrice che dirige la propria ditta di servizi linguistici

Dott. Uldis Ozolins, un ricercatore che ha scritto ampiamente sul tema T&I in Australia e a livello internazionale, ed ha insegnato in diverse università australiane
Christian Schmidt, laureato presso la University of Heidelberg che ora dirige un'attività di traduzione ed editing ad Adelaide

Consulenti: Dott. Jim Hlavac e Prof.ssa Rita Wilson della Monash University
Barbara McGilvray, traduttrice freelance ed educatrice.

Il Consiglio Nazionale AUSIT desidera esprimere un sentito ringraziamento a Christian e a Uldis per la loro guida del gruppo di revisione, e a tutti i membri del gruppo per il loro prezioso contributo.

Barbara McGilvray
Vice Presidente Nazionale AUSIT

Preambolo

Il Codice di Deontologia e di Condotta AUSIT intende regolamentare la condotta professionale dei membri AUSIT, l'Istituto Australiano per Interpreti e Traduttori.

AUSIT fu fondato nel 1987, quando l'ente Nazionale di Accreditamento per Traduttori e Interpreti (NAATI) invitò professionisti, educatori e rappresentanti degli enti governativi responsabili per i servizi linguistici da tutta l'Australia a partecipare ad un incontro a Canberra, per fondare un'associazione professionale nazionale. La fondazione di AUSIT fece parte dello sviluppo storico del settore dell'interpretariato e della traduzione in Australia e Nuova Zelanda, comprendente anche gli standard di accreditamento e qualifiche a livello nazionale, la diffusione di servizi linguistici, istruzione specializzata e un codice di deontologia degno di rispetto.

Il Codice di Deontologia AUSIT originale venne completato nel 1995, quando fu sottoscritto da NAATI ed adottato da AUSIT durante il Meeting Nazionale Generale Annuale. Nel 1996 fu presentato alla Federazione Internazionale dei Traduttori al Congresso Mondiale organizzato da AUSIT a Melbourne. NAATI sottoscrive il Codice di Deontologia AUSIT quale base di condotta professionale per coloro che hanno credenziali NAATI, vale a dire tutti coloro che sono in possesso di accreditamento o riconoscimento NAATI.

Questa versione aggiornata del Codice di Deontologia e di Condotta AUSIT è stata scritta nel 2012 in risposta ai significativi sviluppi e alla diversificazione del settore in Australia, e alla crescente attenzione sulla questione etica nella traduzione e nell'interpretariato nel mondo. Il riconoscimento internazionale del ruolo di interpreti e traduttori diventa ancora più importante nel momento in cui essi acquisiscono maggiore rilevanza attraverso i media, le questioni internazionali e le questioni politiche locali, attirando un maggiore esame critico della qualità del loro operato.

Il Codice in questa nuova versione è stato adottato da NZSTI, l'associazione nazionale di interpreti e traduttori in Nuova Zelanda (fondata nel 1985), durante il Meeting Generale Annuale nel 2012.

La professione di interprete e traduttore in Australia fa parte di una professione globale sempre più rivolta a far fronte alle questioni etiche che trascendono i confini nazionali, come la protezione dei traduttori e delle traduzioni (la Dichiarazione di Nairobi dell'UNESCO e la Carta del Traduttore della Federazione Internazionale dei Traduttori), la protezione degli interpreti in aree di conflitto o il diritto degli individui ad avere accesso a servizi di interpretariato e traduzione durante i procedimenti penali.

In Australia, diverse agenzie, istituti, fornitori di servizi linguistici e acquirenti di servizi di interpretariato e traduzione richiedono ora che i professionisti che lavorano con loro – sia membri AUSIT che non – aderiscano a questo Codice di Deontologia. Viene riconosciuto che questo Codice definisce il livello generale standard per interpretariato e traduzione.

In breve, il Codice obbliga i membri a:

- mantenere distacco professionale, imparzialità, oggettività e riservatezza
- mirare all'eccellenza attraverso un continuo e regolare aggiornamento professionale
- declinare lavori per i quali non sono competenti
 - promuovere condizioni di lavoro, relazioni e una comprensione dei ruoli che faciliti la collaborazione e la resa di un servizio di qualità
- aderire alle procedure di risoluzione dei conflitti

I clienti o le altre parti che lavorano con traduttori e interpreti sono incoraggiati a comunicare ad AUSIT eventuali violazioni di questo Codice. AUSIT dispone di procedimenti per indagare tali reclami, così come ne dispongono molte agenzie e istituzioni che acquistano servizi di traduzione e interpretariato e richiedono che i loro professionisti aderiscano al Codice AUSIT.

Inoltre, AUSIT incoraggia e assiste le organizzazioni con specifiche esigenze istituzionali o operative verso interpreti e traduttori a sviluppare le proprie Guide o protocolli di Buona Prassi, le quali possano essere utili ad integrare questo Codice.

Il **Codice di Deontologia** AUSIT definisce i valori e i principi che guidano le scelte fatte da interpreti e traduttori nello svolgimento del loro lavoro.

Collegati ad esso, il **Codice di Condotta e le Linee di Condotta relative a traduttori e interpreti** forniscono un quadro di riferimento per i professionisti di traduzione e interpretariato, al fine di esercitare la loro capacità di giudizio sul lavoro. Non hanno tuttavia la pretesa di contenere liste esaustive delle situazioni e circostanze che possano compromettere l'osservanza o meno del **Codice di Deontologia**. Per interpretare e tradurre in modo etico è necessario esercitare discernimento e fare scelte bilanciate in base al contesto. Interpreti e traduttori che si impegnano a svolgere la loro professione secondo il **Codice di Deontologia** si assumono la responsabilità per la loro condotta nei procedimenti AUSIT in materia di non osservanza del Codice.

I seguenti principi e valori guidano la nostra professione di traduttori e interpreti.

CODICE DI DEONTOLOGIA

PRINCIPI GENERALI

1. CONDOTTA PROFESSIONALE

Interpreti e traduttori agiscono sempre in accordo con gli standard di condotta e decoro appropriati agli scopi di AUSIT, l'associazione professionale nazionale per interpreti e traduttori.

Spiegazione: Interpreti e traduttori si assumono la responsabilità del loro operato e della loro condotta; si impegnano a fornire un servizio di qualità con rispetto e con sensibilità culturale, operando in modo onesto e corretto con le altre parti e con i colleghi, e operando in modo onesto in ogni situazione lavorativa. Rendono noto qualsiasi eventuale conflitto di interesse o situazione che potrebbe compromettere la loro imparzialità. Osservano l'etica professionale comune di diligenza e di sollecitudine verso i bisogni degli altri partecipanti nel loro lavoro.

2. RISERVATEZZA

Interpreti e traduttori mantengono la riservatezza e non divulgano le informazioni acquisite nel corso del proprio lavoro.

Spiegazione: Interpreti e traduttori sono tenuti a rispettare rigorose regole di riservatezza, così come lo sono le persone con cui lavorano in campo professionale o d'affari.

3. COMPETENZA

Interpreti e traduttori accettano solo gli incarichi per i quali sono competenti e nelle lingue in cui sono professionalmente qualificati attraverso formazione e credenziali.

Spiegazione: Per praticare la professione, interpreti e traduttori devono avere determinati livelli di competenza per determinati tipi di lavoro. Coloro che lavorano con interpreti e traduttori hanno il diritto di aspettarsi di lavorare con professionisti ben qualificati. Chi pratica la professione deve sempre rappresentare le proprie credenziali in modo onesto. Qualora non fosse disponibile una qualifica o un accreditamento formale (ad esempio, per combinazioni linguistiche meno utilizzate o per nuove lingue emergenti), i professionisti hanno l'obbligo di migliorare e mantenere le loro competenze attraverso l'aggiornamento professionale (si veda il Principio 8 qui sotto) o di richiedere che questo sia offerto da datori di lavoro, agenzie o istituti.

4. IMPARZIALITÀ

Interpreti e traduttori osservano l'imparzialità in tutti i contatti professionali. Gli interpreti rimangono imparziali durante lo scambio comunicativo tra i partecipanti durante la sessione di interpretazione. I traduttori non manifestano pregiudizio né verso l'autore del testo fonte né verso i designati lettori della loro traduzione.

Spiegazione: Interpreti e traduttori svolgono un ruolo importante nel facilitare la comunicazione tra parti che non condividono una lingua comune, affinché possano comunicare in modo efficace tra di loro. Il loro obiettivo è assicurare che l'intento del messaggio sia trasmesso appieno. Interpreti e traduttori non sono responsabili per quanto viene detto tra le parti, ma sono responsabili per un completo e corretto trasferimento del messaggio. Non permettono che il pregiudizio influenzi il loro operato; allo stesso modo non sminuiscono, rafforzano o alterano il messaggio che viene trasmesso.

5. ACCURATEZZA

Interpreti e traduttori utilizzano al meglio il loro giudizio professionale per rimanere sempre fedeli al significato del testo e del messaggio.

Spiegazione: Accuratezza nel contesto di questo Codice significa trasferire in modo completo e ottimale il messaggio nella lingua di arrivo, mantenendo il contenuto e l'intento del messaggio o testo di origine senza omissioni o distorsioni.

6. CHIAREZZA SULLA DEMARCAZIONE DEL RUOLO

Interpreti e traduttori stabiliscono chiare demarcazioni tra il loro compito di facilitatori della comunicazione attraverso la trasposizione del messaggio e qualsiasi altro compito che possa essere svolto dalle altre parti coinvolte nell'incarico.

Spiegazione: L'obiettivo di interpreti e traduttori è trasferire il messaggio. Nello svolgimento dei loro doveri di traduttori e interpreti, i professionisti non assumono altri compiti quali avvocatura, guida o consigli. Anche laddove tali compiti fossero previsti da particolari accordi di lavoro, i professionisti devono insistere affinché vi sia una chiara demarcazione tra interpretare/tradurre ed altri compiti. A tale scopo, interpreti e traduttori forniranno, dove la situazione lo richiedesse, una spiegazione del loro ruolo in linea con i principi di questo Codice.

7. MANTENERE RAPPORTI PROFESSIONALI

Interpreti e traduttori sono responsabili per la qualità del loro lavoro, siano essi dipendenti, liberi professionisti o collaboratori di agenzie di traduzione ed interpretariato. Si adoperano sempre per ottenere condizioni di lavoro soddisfacenti per lo svolgimento dei loro compiti, tra cui strutture adeguate, informazioni precise, una commissione chiara e protocolli di condotta chiari, dove questi siano necessari in ambiti istituzionali specifici. Si assicurano di aver abbastanza tempo a disposizione per completare il loro lavoro; promuovono un rapporto di lavoro reciprocamente rispettoso con le persone con cui lavorano, incoraggiandole a familiarizzarsi con il ruolo di interprete o traduttore.

Spiegazione: Interpreti e traduttori lavorano in una varietà di ambiti con specifiche richieste istituzionali ed una vasta gamma di contesti professionali e di lavoro. Alcuni ambiti comportano severi protocolli dove l'interprete o il traduttore è una parte totalmente indipendente, mentre altri sono contraddistinti da cooperazione e responsabilità condivise. Interpreti e traduttori devono conoscere questi contesti e adoperarsi affinché le persone che lavorano con loro capiscano il loro ruolo. Per i professionisti che lavorano tramite agenzie, l'agenzia che fornisce loro lavoro è uno dei loro clienti, pertanto i professionisti mantengono lo stesso livello di professionalità sia quando lavorano con agenzie che quando lavorano con clienti individuali. Allo stesso tempo, le agenzie devono mettere in atto procedure adatte e corrette per riconoscere e promuovere la professionalità di traduttori e interpreti.

8. AGGIORNAMENTO PROFESSIONALE

Interpreti e traduttori continuano a sviluppare le loro conoscenze e competenze professionali.

Spiegazione: I professionisti si impegnano alla formazione permanente, riconoscendo che gli individui, i servizi e le tecniche si evolvono e cambiano nel tempo. Migliorano costantemente le loro abilità linguistiche e di trasposizione e la loro comprensione culturale e contestuale. Rimangono al passo con gli sviluppi tecnologici pertinenti alla loro professione al fine di continuare a fornire un servizio di qualità. I professionisti che lavorano con lingue per le quali non esistono una formazione o credenziali standard potrebbero dover valutare, mantenere e aggiornare il loro livello di competenza in maniera indipendente.

9. SOLIDARIETÀ PROFESSIONALE

Interpreti e traduttori rispettano e sostengono i loro colleghi, e difendono la reputazione e l'affidabilità della professione di interpreti e traduttori.

Spiegazione: I professionisti dimostrano lealtà verso la professione oltre il proprio interesse individuale. Sostengono e avanzano gli interessi della professione e dei propri colleghi e offrono assistenza reciproca.

CODICE DI CONDOTTA

Obblighi verso i destinatari dei servizi

1. Condotta professionale	
<p>1.1 Interpreti e traduttori mantengono sempre la loro integrità e indipendenza.</p> <p>1.2 Interpreti e traduttori si preparano per ogni incarico in modo adeguato.</p> <p>1.3 Interpreti e traduttori completano gli incarichi che hanno accettato, salvo essere impossibilitati a farlo per ragioni etiche (si veda 3.4 e 4.2 qui sotto).</p> <p>1.4 Interpreti e traduttori rispettano gli orari degli appuntamenti e le scadenze, oppure avvisano prontamente i clienti di eventuali impedimenti.</p> <p>1.5 Interpreti e traduttori non esercitano potere o influenza sui clienti.</p> <p>1.6 Interpreti e traduttori non chiedono o accettano mance o altri benefici. Tuttavia, possono accettare piccoli regali in specifici contesti culturali.</p>	<p>Principio deontologico: Interpreti e traduttori agiscono sempre secondo gli standard di condotta e decoro appropriati agli scopi di AUSIT, l'associazione professionale nazionale per interpreti e traduttori.</p>

2. Riservatezza	
<p>2.1 Interpreti e traduttori sono tenuti a rispettare rigide regole di riservatezza, così come lo sono le persone con cui lavorano in campo professionale o d'affari.</p> <p>2.2 Laddove sia necessario un lavoro di gruppo, l'obbligo di riservatezza si estende a tutti i membri del gruppo e/o dell'agenzia.</p> <p>2.3 I professionisti non cercano di trarre vantaggio dalle informazioni acquisite durante o a seguito del loro lavoro.</p> <p>2.4 È possibile che la divulgazione di informazioni venga permessa con il consenso del cliente o laddove fosse richiesta per legge (si veda Int15).</p>	<p>Principio deontologico: Interpreti e traduttori mantengono la riservatezza e non divulgano le informazioni acquisite nel corso del proprio lavoro.</p>

3. Competenza	
<p>3.1 Accettare un incarico di traduzione o interpretariato è una dichiarazione implicita della capacità del traduttore o interprete di eseguire quell'incarico.</p> <p>3.2 Interpreti e traduttori conoscono i diversi contesti, strutture istituzionali, terminologia e generi delle aree in cui accettano il lavoro.</p> <p>3.3 Interpreti e traduttori dichiarano apertamente quali sono le loro qualifiche nelle lingue o direzioni linguistiche su richiesta del cliente.</p> <p>3.4 Se diventa evidente nel corso di un incarico che sono necessarie conoscenze al di là delle proprie competenze, interpreti e traduttori informano immediatamente i clienti e si impegnano a risolvere la situazione, o ritirandosi dall'incarico o perseguendo un'altra strategia accettabile.</p> <p>3.5 Se un cliente desidera cambiare la lingua di interpretazione o traduzione con una lingua diversa, questo può essere fatto solo se l'interprete o il traduttore hanno la relativa competenza nell'altra lingua.</p>	<p>Principio deontologico: Interpreti e traduttori accettano solo gli incarichi per i quali sono competenti, nelle lingue in cui sono professionalment e qualificati attraverso formazione e credenziali.</p>

4. Imparzialità	
<p>4.1 Negli incarichi di traduzione e interpretariato è necessario mantenere il distacco professionale in qualunque situazione.</p> <p>4.2 Laddove sia difficile mantenere l'obiettività a causa di ideologie personali o altre circostanze, interpreti e traduttori non accettano l'incarico oppure si offrono di ritirarsi dall'incarico.</p> <p>4.3 Interpreti e traduttori non sono responsabili per quanto scritto o detto dal cliente.</p> <p>4.4. Interpreti e traduttori non esprimono o scrivono opinioni, richieste o non richieste, su qualsiasi questione o persona durante un incarico.</p> <p>4.5 Interpreti e traduttori rendono apertamente noto qualsiasi conflitto di interesse, per esempio in caso di incarichi per parenti e amici e quelli che riguardino i loro datori di lavoro.</p> <p>4.6 Interpreti e traduttori non raccomandano ai clienti nessuna attività, agenzia, procedura, sostanza o questione materiale per la quale abbiano un interesse personale o economico, se prima non rendono pienamente noto questo interesse al cliente.</p>	<p>Principio deontologico: Interpreti e traduttori osservano l'imparzialità in tutti i contatti professionali. Gli interpreti evitano ogni pregiudizio durante lo scambio comunicativo tra i partecipanti durante qualunque sessione di interpretazione. I traduttori non manifestano pregiudizio né verso l'autore del testo fonte, né verso i lettori della loro traduzione.</p>

5. Accuratezza	
<p>5.1 Interpreti e traduttori forniscono una versione accurata dell'enunciato o testo originale nella lingua di arrivo. Accurato viene definito in questo caso come ottimale e completo, senza distorsioni o omissioni e che mantiene il contenuto e l'intento del messaggio o testo originale. Interpreti e traduttori sono in grado di fornire una versione precisa e completa del messaggio originale usando le competenze e la comprensione che hanno acquisito durante la loro formazione e istruzione.</p> <p>5.2 Interpreti e traduttori non alterano, aggiungono o omettono nulla rispetto al contenuto e all'intento del messaggio originale.</p> <p>5.3 Interpreti e traduttori riconoscono e rettificano immediatamente qualsiasi errore di traduzione o interpretazione.</p> <p>5.4 Quando possibile, interpreti e traduttori chiedono di ripetere, riformulare o spiegare qualunque cosa che non sia chiara.</p>	<p>Principio deontologico: Interpreti e traduttori utilizzano al meglio il loro giudizio professionale per rimanere sempre fedeli al significato del testo e del messaggio.</p>

6. Chiarezza sulle demarcazioni del ruolo	
<p>6.1 Nello svolgimento delle loro mansioni di traduzione e interpretariato, traduttori e interpreti non assumono altri ruoli quali fornire avvocatura, guida o consigli. Anche laddove tali compiti fossero richiesti (per esempio da specifiche esigenze istituzionali per i dipendenti), i professionisti insistono affinché sia concordata tra le parti una chiara distinzione tra interpretare/tradurre e altri compiti.</p> <p>6.2 Interpreti e traduttori rispettano le demarcazioni professionali degli altri partecipanti coinvolti nell'incarico.</p> <p>6.3 Interpreti e traduttori fanno notare qualsiasi situazione in cui le altre parti fraintendono il ruolo del traduttore o interprete oppure hanno aspettative non appropriate.</p> <p>6.4 Interpreti e traduttori comprendono, e aiutano i loro clienti a comprendere, la differenza tra interazione professionale e personale. Si assumono la responsabilità di stabilire e mantenere una distanza adeguata tra loro stessi e gli altri partecipanti all'interazione comunicativa.</p>	<p>Principio deontologico: Interpreti e traduttori stabiliscono chiari limiti tra il loro compito di facilitatori della comunicazione attraverso la trasposizione del messaggio e qualsiasi altro compito che possa essere svolto dalle altre parti coinvolte nell'incarico.</p>

7. Mantenere rapporti professionali	
<p>7.1 I professionisti seguono questo Codice in ogni situazione di traduzione o interpretariato – come dipendenti, come liberi professionisti, come collaboratori di agenzie o come supervisori o datori di lavoro di altri traduttori e interpreti.</p> <p>7.2 Quando esercitano come liberi professionisti, interpreti e traduttori intrattengono rapporti onesti e trasparenti con clienti e agenzie.</p> <p>7.3 Quando esercitano tramite agenzia, interpreti e traduttori mantengono lo stesso livello di professionalità di quando lavorano con singoli clienti.</p> <p>7.4 Interpreti e traduttori richiedono informazioni e accesso a materiale di riferimento e informazioni di base prima di iniziare il lavoro.</p> <p>7.5 Negli incarichi di interpretariato, gli interpreti si adoperano per ottenere un ambiente circostante che possa ottimizzare la trasposizione del messaggio nel proprio contesto. Questo comprende l'uso di qualsiasi dispositivo e materiale di supporto di cui i partecipanti hanno normalmente bisogno per ascoltare e parlare, per esempio cabine adeguate per interpreti di conferenza o ambienti adeguati per la riservatezza, o misure di sicurezza in caso di rischio personale. Questo comprende anche la possibilità di sedersi e di avere ragionevoli pause per evitare l'affaticamento dell'interprete.</p> <p>7.6 Si riconosce che la responsabilità a fornire servizi di lingua efficienti è condivisa con agenzie, datori di lavoro o clienti che adottano questo Codice come obbligatorio per la condotta di interpreti e traduttori. Interpreti e traduttori possono pertanto aspettarsi che queste parti mettano in atto adeguate procedure per riconoscere l'obbligo professionale dei praticanti, e che sostengano interpreti e traduttori nell'ottenimento delle condizioni sopra descritte ai punti 7.4 e 7.5.</p>	<p>Principio deontologico: Interpreti e traduttori sono responsabili per la qualità del loro lavoro, siano essi dipendenti, liberi professionisti o collaboratori di agenzie di traduzione ed interpretariato. Si adoperano sempre per ottenere condizioni di lavoro soddisfacenti per lo svolgimento dei loro compiti, tra cui strutture adeguate, informazioni precise, una commissione chiara e protocolli di condotta chiari, laddove questi siano necessari in ambiti istituzionali specifici. Si assicurano di avere abbastanza tempo per completare il loro lavoro; promuovono un rapporto di lavoro reciprocamente rispettoso con le persone con cui lavorano e le incoraggiano a familiarizzarsi con il ruolo di interprete o traduttore.</p>

8. Aggiornamento professionale	
<p>8.1 Interpreti e traduttori accrescono le loro competenze e conoscenze attraverso la formazione continua e l'aggiornamento professionale per tutta la durata della loro carriera professionale.</p> <p>8.2 Interpreti e traduttori mantengono la competenza linguistica e la conoscenza delle culture per le quali offrono servizi professionali di traduzione e interpretariato.</p> <p>8.3 Interpreti e traduttori sostengono ed incoraggiano l'aggiornamento professionale tra i colleghi ed all'interno della professione.</p> <p>8.4 Interpreti e traduttori si adoperano per rimanere informati sulle nuove tendenze e sviluppi e sui risultati della ricerca nel campo per migliorare le proprie competenze e il proprio</p>	<p>Principio deontologico: Interpreti e traduttori continuano a sviluppare le loro conoscenze e competenze professionali.</p>

9. Solidarietà professionale	
<p>9.1 Interpreti e traduttori sostengono e avanzano gli interessi della professione e dei loro colleghi e si offrono assistenza reciproca.</p> <p>9.2 Interpreti e traduttori risolvono eventuali controversie con i loro colleghi traduttori e interpreti in modo collaborativo, costruttivo e professionale.</p> <p>9.3 I membri AUSIT riportano al Consiglio Nazionale eventuali controversie non risolte con altri membri AUSIT. La direttiva definitiva del Consiglio è vincolante per i membri, con la possibilità di richiedere un appello o revisione nell'interesse del diritto a un equo processo .</p>	<p>Principio deontologico: Interpreti e traduttori rispettano e sostengono i loro colleghi, e difendono la reputazione e l'affidabilità della professione di interpreti e traduttori.</p>

Linee di condotta relative ai traduttori

T1 Prima di iniziare un lavoro, i traduttori si accertano dello scopo desiderato della traduzione e della forma di consegna richiesta.

T2 I traduttori ottengono dal cliente quante più informazioni, terminologia e materiale di riferimento possibili e necessari all'esecuzione corretta e tempestiva della traduzione commissionata e trattano tali materiali con riservatezza o come espressamente concordato. Se il cliente possiede ma non fornisce testi di riferimento cruciali all'ottenimento del risultato desiderato, il traduttore non è responsabile di eventuali carenze nella traduzione che siano riconducibili alla mancata fornitura di tali materiali.

T3 I traduttori effettuano una traduzione che trasmetta in modo completo ed imparziale il significato e l'intenzione del testo fonte, nel rispetto dei parametri e delle esigenze della lingua e cultura di arrivo, e che sia in linea con lo scopo specificato nella commissione ricevuta dal cliente/iniziatore.

T4 I traduttori lavorano solo da lingue fonti a lingue di arrivo nelle quali sono qualificati.

T5 I traduttori eseguono solo lavori che rientrano nelle loro competenze di traduzione e nelle loro competenze specialistiche rilevanti e per i quali ritengono di avere le risorse necessarie, la capacità di trasferire il messaggio e il livello necessario di conoscenza e di padronanza della lingua, oppure lavori che saranno revisionati da una persona con la conoscenza e competenza rilevanti.

T6 Se il testo fonte contiene particolari elementi che devono essere presi in considerazione nello svolgimento della traduzione, i traduttori si adoperano al meglio e utilizzano il loro giudizio professionale per portare tali elementi all'attenzione del cliente (tranne quando il documento tradotto deve essere un'esatta riproduzione del testo fonte in tutti i suoi contenuti, significato, stile e linguaggio, e pertanto deve essere certificato). Tali elementi possono comprendere ambiguità, inesattezze di fatti, errori linguistici, terminologia imprecisa, linguaggio che a parere del traduttore è discriminatorio, oppure formulazioni o riferimenti che potrebbero compromettere il raggiungimento dello scopo del testo nella cultura della lingua di arrivo.

T7 Se un traduttore viene assunto da un'agenzia, lui o lei non può contattare direttamente il cliente dell'agenzia, tranne per quanto previsto secondo i termini del relativo contratto pattuito con l'agenzia. Se contattato direttamente dal cliente dell'agenzia, il traduttore segue le procedure concordate con l'agenzia.

T8 I traduttori possono assegnare lavori ad altri professionisti, solo quando hanno ragione di credere che tali professionisti possiedano le necessarie competenze e risorse e se questi professionisti aderiscono a questo Codice di Deontologia e di Condotta, e sempre nel rispetto degli accordi presi con il cliente. La responsabilità del testo tradotto rimane in ogni caso del traduttore che ha assegnato il lavoro all'altro professionista, salvo diversi espliciti accordi.

T9 Se la traduzione è soggetta a revisione o controllo da parte di un altro traduttore, la versione revisionata viene restituita al traduttore originale per l'approvazione e il completamento. Se vengono effettuati cambiamenti al testo tradotto dopo la consegna

al cliente senza che il traduttore ne sia a conoscenza e ne sia d'accordo, il traduttore non è più responsabile del testo tradotto.

T10 I traduttori professionisti che lavorano in aree soggette a diritti d'autore si adoperano per seguire i principi stabiliti nella Raccomandazione di Nairobi dell'UNESCO sulla Protezione Legale di Traduttori e Traduzioni, e nella Carta del Traduttore della FIT (si veda il sito web della [FIT](#)).

Linee di condotta relative agli interpreti

Int1 Gli interpreti si preparano ottenendo dal cliente/iniziatore tutte le informazioni necessarie per una corretta esecuzione della loro interpretazione, e trattano tale materiale con riservatezza o come espressamente concordato.

Completezza nell'interpretazione

Int2 Per garantire accessibilità a tutto ciò che viene detto o firmato dalle parti presenti a un incontro, gli interpreti riferiscono in modo preciso e completo tutto ciò che viene comunicato.

Int3 Gli interpreti interpretano in prima persona.

Int4 Gli interpreti preservano le emozioni del parlante nella loro interpretazione e non sminuiscono né aumentano la forza del messaggio trasmesso o il linguaggio usato. In contesti specifici, come in tribunale o durante una valutazione psicometrica, incoerenze, esitazioni e frasi poco chiare vengono mantenute nell'interpretazione.

Int5 Se vengono dette ovvie falsità, gli interpreti le trasmettono in maniera accurata nello stesso modo in cui queste sono state presentate.

Relazioni con le altre parti e ruolo dell'interpretazione in situazioni di dialogo

Int6 Nelle situazioni di dialogo dove alcuni partecipanti potrebbero non essere abituati a lavorare con interpreti, l'interprete incoraggia i partecipanti a parlarsi direttamente l'un l'altro.

Int7 Vi sono situazioni con diversi partecipanti dove l'interprete non interpreta a voce alta per tutti, in particolare quando gli altri partecipanti comunicano in una lingua che non è compresa dalla parte o dalle parti in questione. In queste situazioni l'interprete consente a tutti i partecipanti di rimanere linguisticamente presenti per mezzo dell'interpretazione simultanea sussurrata (chuchotage) oppure di altre tecniche appropriate.

Int8 Se qualcosa non è chiaro, l'interprete chiede di ripetere, riformulare o spiegare, informando tutti i partecipanti di cosa sta accadendo.

Int9 In situazioni di emergenza dove l'interprete potrebbe non avere avuto modo di ricevere informazioni adeguate, o non aver avuto tempo a sufficienza per prepararsi, o se vi sono questioni legate alla sicurezza/incolumità, l'interprete comunica queste problematiche alla persona responsabile o all'organizzatore che partecipa alla sessione.

Int10 Gli interpreti tengono informati i partecipanti di qualsiasi commento indiretto delle parti o di qualunque tentativo di coinvolgere l'interprete in conversazioni private o di altro genere. In contesti di affari o intergovernativi dove una o più parti portano il loro interprete, è opportuno che l'interprete riferisca commenti indiretti dell'altra parte al proprio cliente.

Int11 Diversi partecipanti potrebbero avere aspettative contrastanti sugli interpreti. Tali aspettative potrebbero essere in conflitto con l'etica dell'interprete, dunque è responsabilità dell'interprete chiarire il proprio ruolo e assistere il cliente nel comprendere come ottenere il migliore risultato da una sessione di interpretariato. Durante i momenti di attesa, gli interpreti hanno cura di mantenere conversazioni dai toni cortesi, ma non personali, e mantengono la riservatezza delle informazioni divulgate nel corso di tali conversazioni.

Int12 Gli interpreti rendono conto delle loro qualifiche e della precisione della loro interpretazione e, quando richiesto, spiegano le loro scelte linguistiche, ma non rendono conto della comprensione del messaggio da parte dei partecipanti; questa rimane una questione per i partecipanti.

Interpretazione a distanza

Int13 Gli interpreti sono a conoscenza dell'uso crescente di tecnologie per l'interpretazione, fra cui l'interpretazione via telefono, video e internet, e dei diversi strumenti di registrazione/trasmissione. Gli interpreti che utilizzano queste tecnologie per l'interpretazione si preparano comprendendo lo scopo dell'uso di questi strumenti e il modo in cui la comunicazione viene plasmata da queste tecnologie. Istituti, agenzie e clienti che usano queste tecnologie vengono incoraggiati a sviluppare protocolli e ad informare gli interpreti sul loro uso e su eventuali particolari esigenze.

Specifici ambiti istituzionali per il lavoro dell'interprete

Int14 Se i traduttori hanno ruoli aggiuntivi a quello dell'interprete per contratti di lavoro specifici, essi indicano chiaramente quando svolgono la funzione di interprete e non cambiano ruolo senza darne prima avviso.

Int15 In ambiti istituzionali specifici dove i partecipanti sono soggetti all'obbligo di diligenza e di sicurezza, come nel settore della salute o in ambienti ad alta sicurezza, gli interpreti seguono le relative linee di condotta e procedure, in combinazione con il codice deontologico dell'interprete.

November 2012

2012年11月

AUSIT Code of Ethics and Code of Conduct

AUSIT倫理規定・行動規範

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Introduction

はじめに

The AUSIT Code of Ethics was first drafted as a by-law in the early 1990s. It was then endorsed in expanded form at the National Annual General Meeting in 1995, and for the next 15 years served AUSIT and the wider profession well. A number of overseas educational institutions and professional bodies used it as a reference or as a model for their own codes.

AUSIT の倫理規定は 1990 年代初頭、定款として起草された。その後、1995 年の全国年次総会にて拡大された形式で承認され、その後 15 年間にわたり

AUSIT およびより多岐にわたる専門職に対し貢献した。数多くの海外教育機関や専門機関がこの倫理規定を自身の規定に対する参考あるいは基準として利用した。

But changes in the translation and interpreting industry mean the requirements of a code of ethics have also changed. In late 2010 AUSIT accepted a proposal from Monash University to set up a joint AUSIT/Monash working group to review the Code of Ethics, with funding for Dr Uldis Ozolins as its leader. After twelve months, when the funding was exhausted, Christian Schmidt took over the reins to bring the project to completion.. At some point during the review process feedback was sought from all AUSIT members and from representatives of all areas of the T&I industry.

しかし、翻訳通訳業界の変化により、倫理規定に求められる要件もまた変化する事となった。2010 年後半、AUSIT はモナッシュ大学より倫理規定の再検討のため AUSIT と同大学の合同作業グループを設立するという提案を受け入れ、ウルディス・オゾリンス博士がその主導者として資金提供を受けた。

その12ヶ月後、提供された資金が尽きた頃、クリスチャン・シュミット氏がこの計画を成就へと導くため主導権を引き継いだ。改訂作業中のある時点において、全 AUSIT 会員および翻訳通訳業界の全分野の代表者たちから、フィードバックが求められた。

The members of the working group, in alphabetical order, are:

作業部会の会員を以下にアルファベット順で表記する。

Dr Meredith Bartlett, educator and deaf sign interpreter, former Chair of ASLIA Vic, currently Chair of AUSIT's VicTas Branch

メレディス・バートレット博士、教育者およびろう者のための手話通訳、

ASLIA Vic 元議長、AUSIT の VicTas 支部現支部長。

Vesna Boglev, AUSIT member, Manager of Sessional Interpreters, Research and Training at the Health Language Services, South Western Sydney Local Health District

ヴェスナー・ボグレヴ氏、AUSIT 会員、サウスウェスタンシドニー地方保健区

保健言語サービスでのセメスター通訳、研究訓練のマネージャー。

Adolfo Gentile, practitioner and founder member of AUSIT, who was Australia's first home-grown full professor in T&I (Deakin University); former President of FIT and former Chair of the Board of NAATI

アドルフォ・ジェンティール氏、AUSITの実務者であり設立協力者の一人、豪州で最初の翻訳通訳専門教授（デューキン大学）、FITの元理事長、NAATIの元委員長。

Eva Hussain, former AUSIT Vice President and former Chair of AUSIT VicTas Branch; an interpreter and translator who runs her own language services company

イーバ・フッサイン氏、AUSITの元副理事、AUSIT VicTas 支部元支部長、自身で言語サービス会社を運営する通訳翻訳者。

Dr Uldis Ozolins, a researcher who has written widely on T&I in Australia and internationally and taught in several Australian universities.

ウルディス・オゾリンズ博士、豪州の翻訳通訳について幅広く執筆を行っており、複数の豪州大学で教鞭を執っている研究者。

Christian Schmidt, a graduate of the University of Heidelberg who now runs a translating and editing business in Adelaide.

クリスティアン・シュミット氏、アデレードで翻訳・編集業務会社を現在経営しているハイデルベルク大学の卒業生。

Consultants: Dr Jim Hlavac and Prof. Rita Wilson of Monash University Barbara McGilvray, freelance translator and educator.

相談役：モナッシュ大学ジム・ハラヴァック博士および、リナ・ウィルソン教授、フリーランス翻訳者兼教育者のバーバラ・マックギルヴレー氏。

The AUSIT National Council wishes to express its heartfelt thanks to Christian and Uldis for their leadership of the review group, and to all the group members for their valuable contribution.

AUSIT 全国評議会は、レビューグループを主導したクリスティアンとウルデイス、そして価値ある貢献を果たした全グループメンバーに対し、感謝の意を表明する。

Barbara McGilvray
AUSIT National Vice President

バーバラ・マックギルヴレー氏

AUSIT 全国副理事長

Preamble

序文

The AUSIT Code of Ethics and Code of Conduct is intended to regulate the professional conduct of members of AUSIT, the Australian Institute of Interpreters and Translators.

AUSIT の倫理規定および行動規範はオーストラリア通訳者翻訳者協会、つまり AUSIT の会員の専門職としての行動を規制することを目的としている。

AUSIT was founded in 1987, when the National Accreditation Authority for Translators and Interpreters (NAATI) called practitioners, educators and government language service provider representatives from around Australia to a meeting in Canberra to establish a national professional association.. AUSIT's establishment was part of the historical development of the architecture of interpreting and translating in Australia and New Zealand, which has also included national accreditation and qualifications standards, widespread language services, specialised education and a respected code of ethics.

AUSIT は 1987 年に設立され、その年、全国翻訳者通訳者認定機関（NAATI）がオーストラリア中の実務者、教育者、そして政府の言語サービスプロバイダーの代表者に呼びかけ、キャンベラで行われた全国専門職協会を設立するための会議の場に集結させた。AUSIT の設立はオーストラリアとニュージーランドの通訳と翻訳の構造における歴史的な発展の一部であり、それには全国的な認定制度および資格基準の設定、広範囲の分野における言語サービスおよび専門教育の創設、そして遵守されている倫理規定の制定も含まれる。

AUSIT's original Code of Ethics was completed in 1995, when it was endorsed by NAATI and adopted by AUSIT at its National Annual General Meeting. In 1996 it was presented to the International Federation of Translators at the World Congress hosted by AUSIT in Melbourne. NAATI endorses the AUSIT Code of Ethics as the basis of professional conduct for those with a NAATI credential, that is to say anyone holding NAATI accreditation or recognition.

1995年、NAATIにより承認され、全国年次総会にてAUSITの許諾を得たことで、最初のAUSIT倫理規定が完成した。1996年、本規定はメルボルンでAUSITにより開催された世界会議で国際翻訳者連盟に提出された。NAATIはNAATIの認定者、つまりNAATI認定または認可を有する全ての人に対するプロとしての行動基準として、AUSIT倫理規定を承認している。

This updated version of the AUSIT Code of Ethics and Code of Conduct was written in 2012 in recognition of the significant development and diversification of the field in Australia, and the growing attention to ethical issues in interpreting and translation around the world.

2012年に、オーストラリアのこの分野における、著しい発展および多様化、そして世界中の通訳翻訳分野における倫理問題への関心の高まりを認め、AUSITの倫理規定と行動規範の改訂版が執筆された。

International recognition of the status of interpreters and translators becomes even more important as they achieve greater prominence through media, international affairs and local political issues, attracting increased scrutiny of their standards.

通訳者や翻訳者はメディア、国際問題、地方政治問題によってさらに有名になり、その基準の精査を強化することに目が向けられるようになっており、通訳者や翻訳者の地位に関する国際的な認識がより重要視されている。

The revised Code was adopted by NZSTI, the national association of interpreting and translating professionals in New Zealand (est.1985), at its Annual General Meeting in 2012.

2012年の年次総会にて、1985年に創立されたニュージーランドの通訳翻訳専門職の全国協会であるNZSTIにより、改訂版の規範が採用された。

The interpreting and translation profession in Australia is part of a global profession increasingly concerned to address ethical issues that transcend national boundaries, such as protection of translators and translations (the Nairobi Declaration of UNESCO and the Translator's Charter of the International Federation of Translators), protection of interpreters in conflict areas or the right of individuals in criminal court proceedings to have access to interpreting and translating services.

世界中の業界が国境を越えた倫理問題に取り組むことに関心の高まりを示しており、オーストラリアの翻訳通訳業界もその内の一部である。その取り組みには、例えば、翻訳者と翻訳物の保護（ユネスコのナイロビ宣言と国際翻訳者連盟の翻訳者憲章）、紛争地域における翻訳者の保護または刑事裁判手続における個人の通訳翻訳サービスへのアクセス権などがある。

Within Australia, a large number of agencies, institutions, language service providers and purchasers of interpreting and translating services now require practitioners who work with them – whether AUSIT members or not – to adhere to this Code of Ethics. It is recognised as setting a general standard for interpreting and translating.

現在、オーストラリア国内の多数のエージェント、協会、言語サービスプロバイダーおよび通訳翻訳サービスの購入者などが、AUSIT 会員であるかどうかに関わらず、職務に従事する実務者に、この倫理規定に従うことを要求しており、通訳、翻訳のための一般的な基準として承認されている。

In summary, the Code obliges members to:

- maintain professional detachment, impartiality, objectivity and confidentiality
- strive for excellence through continuous regular professional development
- decline work beyond their competence
- promote working conditions, relationships and an understanding of roles that facilitate collaboration and quality service delivery
- adhere to dispute resolution procedures

要約すると、この規範により会員に対し義務付けられている項目は以下の通りである。

- プロとしての一定の距離感、公平性、客観性および守秘義務を保つ。
- 継続的かつ定期的な専門性の向上を通じて技能に磨きをかけるよう努める。
- 能力を超えた仕事は辞退する。
- 連携と高品質のサービスの提供を円滑化する労働環境、関係性、そして役割理解を推進する。
- 紛争解決手続を遵守する。

Clients or other parties who work with interpreting and translating practitioners should bring any breach of this Code to AUSIT's attention. AUSIT has processes for investigating such complaints, as do many of the agencies or institutions that purchase

interpreting and translating services and require their practitioners to adhere to the AUSIT Code

通訳・翻訳実務者と仕事を共にするクライアントまたは他の関係者は、この規範に対するいかなる違反であっても AUSIT に通報する。AUSIT は、通訳翻訳サービスを購入し、実務者に AUSIT の規範を遵守することを要求するエージェントまたは施設の多くが行うように、苦情の調査を行う機能を担っている。

AUSIT also encourages, and will assist, organisations with specific institutional or operational requirements of interpreters and translators to develop their own organisation-specific Good Practice Guides or protocols, which may usefully supplement this Code.

AUSIT はまた、通訳者、翻訳者に対し特定の制度的または運用上の要件を所持している団体が、この規範を補完するために役立つ団体独自の実践規範ガイドや手順書などを作成することを推奨し、支援する。

THE AUSIT Code of Ethics defines the values and principles guiding the decisions interpreting and translating professionals make in practice.

AUSITの定める倫理規定は通訳・翻訳の専門家が実務の場で下す判断の指針となる価値観や原則を定義する。

The related Code of Conduct and Conduct issues specific to translators and interpreters provide a framework for interpreting and translating professionals to use when exercising judgment in their practice.

それに関連する行動規範、また通訳者、翻訳者の行動に関する問題点は、通訳・

翻訳の専門家が実務の場で判断を下す際に用いる基準となる。

They are not intended to be exhaustive lists of the situations and circumstances that may comprise compliance and non-compliance with the Code of Ethics.

それらは、倫理規定に遵守しうるまたは遵守しえない立場や状況を包括するリストを意図するものではない。

Ethical interpreting and translating practice requires judgment and balanced decision-making in context.

倫理にかなった通訳、翻訳は文脈中の正しい判断や偏りのない意思決定を必要とする。

Interpreters and translators who commit to practise in accordance with the Code of Ethics accept that they will be accountable for their conduct under AUSIT's processes for non-compliance.

倫理規定に従って実務を行うことを誓約する通訳者、翻訳者は、業務に対する不履行においてAUSITの措置の下で自身の行動に責任を持つことを認めるものとする。

The following values and principles will inform our interpreting and translating practice.

下記の価値基準や原則は通訳、翻訳の実務について通告する。

CODE OF ETHICS

倫理規定

GENERAL PRINCIPLES

一般原則

1. PROFESSIONAL CONDUCT

1. プロとしての行動

Interpreters and translators act at all times in accordance with the standards of conduct and decorum appropriate to the aims of AUSIT, the national professional association of interpreting and translation practitioners.

通訳者、翻訳者はオーストラリアの通訳者、翻訳者の専門機関であるAUSITの目的に適した行動規範および礼儀作法に常に従って行動すること。

Explanation: Interpreters and translators take responsibility for their work and conduct; they are committed to providing quality service in a respectful and culturally sensitive manner, dealing honestly and fairly with other parties and colleagues, and dealing honestly in all business practices.

説明: 通訳者、翻訳者は自身の業務と行動に対して責任を持つ。通訳者、翻訳者は、丁寧かつ文化に配慮した作法を踏まえて洗練された職務を提供すること、他の当事者や同業者に対して誠意を持って公平に対応すること、またいかなる実務の場においても誠意を持って対応することを誓約する。

They disclose any conflict of interest or any matter that may compromise their impartiality. They observe common professional ethics of diligence and responsiveness to the needs of other participants in their work.

通訳者、翻訳者は公平性に影響を与えうる利益相反またはいかなる事柄で

も開示すること。通訳者、翻訳者は、業務における他の参加者の要望に対して真摯さと対応に関する共通の職業上の倫理観を遵守すること。

2. CONFIDENTIALITY

2. 守秘義務

Interpreters and translators maintain confidentiality and do not disclose information acquired in the course of their work.

通訳者、翻訳者は守秘義務を維持し、業務を通して得られた情報は開示してはならない。

Explanation: Interpreters and translators are bound by strict rules of confidentiality, as are the persons they work with in professional or business fields.

説明: 通訳者、翻訳者は自身と共に業務を行う者が専門的、あるいはビジネスの分野に属する場合、守秘義務に関する厳正な規則が課せられる。

3. COMPETENCE

3. 能力

Interpreters and translators only undertake work they are competent to perform in the languages for which they are professionally qualified through training and credentials.

通訳者、翻訳者は、訓練や資格認定を通して専門的な資格があると認定された、実務を行う能力のある言語でのみ業務を請け負う。

Explanation: In order to practise, interpreters and translators need to have

particular levels of expertise for particular types of work. Those who work with interpreters and translators are entitled to expect that they are working with appropriately qualified practitioners. Practitioners always represent their credentials honestly.

説明：実務を行うため、通訳者、翻訳者は特定された職種において優れた専門的知識を有することが必要である。通訳者、翻訳者と共に業務を行う者は、帯同する通訳者、翻訳者が適切に資格を受けた実務者であると前提する権利がある。実務者は常に自身の資質を偽りなく表明する。

Where formal training or accreditation is not available (e.g. in less frequently used language combinations and new and emerging languages), practitioners have an obligation to increase and maintain skills through their own professional development (see Principle 8 below) or request employers, agencies or institutions to provide it.

公式な訓練や認定を受ける機会が得られない場合（使用頻度の低い言葉の組み合わせや新たに生まれた言葉など）、実務者は自身の専門性の向上（原則8を参照）を通じ、技能を磨き、維持する、もしくは雇用主、エージェント、協会にその機会を提供するよう要望する義務を負う。

4. IMPARTIALITY

4. 公平性

Interpreters and translators observe impartiality in all professional contacts. Interpreters remain unbiased throughout the communication exchanged between the participants in any interpreted encounter. Translators do not show bias towards either the author of the source text or the intended readers of their translation.

通訳者、翻訳者は職務上のあらゆる接触場面において、公平性を保つ。通訳者はいかなる通訳場面においても、当事者間で交わされるやりとりに対し、偏見を持たずに対応する。翻訳者は原文の著者または対象となる翻訳の読者のどちらか一方に偏見を示してはならない。

Explanation: Interpreters and translators play an important role in facilitating parties who do not share a common language to communicate effectively with each other. They aim to ensure that the full intent of the communication is conveyed. Interpreters and translators are not responsible for what the parties communicate, only for complete and accurate transfer of the message. They do not allow bias to influence their performance; likewise they do not soften, strengthen or alter the messages being conveyed.

説明：通訳者、翻訳者は共通言語を持たない当事者間で、各者が効率的な意思疎通を行えるよう促進するという重要な役割を果たす。通訳者、翻訳者の目的は会話の意図を完全な形で確実に伝えることである。当事者間でやりとりされた情報の内容に対しては責任を負わず、メッセージの完全かつ正確な形での伝達に対してのみ責任を負う。通訳者、翻訳者は偏見を持つことにより職務に影響が及ばないようにする。例えば、伝達されたメッセージを和らげたり、強めたり、変えたりしてはならない。

5. ACCURACY

5. 正確性

Interpreters and translators use their best professional judgement in remaining faithful at all times to the meaning of texts and messages.

通訳者、翻訳者はプロとして最善の判断を行い、文章やメッセージの意味に対し、常に忠実性を保つ。

Explanation: Accuracy for the purpose of this Code means optimal and complete message transfer into the target language preserving the content and intent of the source message or text without omission or distortion.

説明：本規定の目的における正確性とは、起点言語のメッセージまたは原文の内容および意図を省略、歪曲せず、そのまま保持し、メッセージを最適かつ完全な形で目標言語に伝達することである。

6. CLARITY OF ROLE BOUNDARIES

6. 役割範囲の明確性

Interpreters and translators maintain clear boundaries between their task as facilitators of communication through message transfer and any tasks that may be undertaken by other parties involved in the assignment.

通訳者、翻訳者は業務に関わる他の当事者によって行われる可能性のあるメッセージの伝達や任意の役割を通して行われる意思疎通の促進者として、それぞれの役割の間に明確な境界線を定め、それを維持する。

Explanation: The focus of interpreters and translators is on message transfer. Practitioners do not, in the course of their interpreting or translation duties, engage in other tasks such as advocacy, guidance or advice. Even where such other tasks are mandated by particular employment arrangements, practitioners insist that a clear demarcation is agreed on between interpreting and translating and other tasks.

For this purpose, interpreters and translators will, where the situation requires it, provide an explanation of their role in line with the principles of this Code.

説明：通訳者、翻訳者が注力するのは、メッセージの伝達である。実務者は、通訳または翻訳業務において、アドボカシー、指示、または助言を示すような他の役割を担ってはならない。そのような業務外の役割が特定の雇用条件により強制される場合でも、実務者は通訳、翻訳とその他の役割に対し、全当事者間で明確な役割区分を定めるよう求める。本目的のため、求められる状況では、通訳者、翻訳者は本規定の原則に従い役割の説明を行う。

7. MAINTAINING PROFESSIONAL RELATIONSHIPS

7. 職務関係の維持

Interpreters and translators are responsible for the quality of their work, whether as employees, freelance practitioners or contractors with interpreting and translation agencies. They always endeavour to secure satisfactory working conditions for the performance of their duties, including physical facilities, appropriate briefing, a clear commission, and clear conduct protocols where needed in specific institutional settings. They ensure that they have allocated adequate time to complete their work; they foster a mutually respectful business relationship with the people with whom they work and encourage them to become familiar with the interpreter or translator role.

通訳者、翻訳者は、被雇用者、フリーランサー、通訳翻訳エージェントの契約者などに関わらず、仕事の質に責任を有する。物理的な設備、適切なブリーフィング、明確な仕事内容、また必要な場合、特定の機関の状況での明確な行動規定な

どといった、業務のパフォーマンスに対し満足のいく労働環境の確保に常に努める。業務を完了できるよう十分な時間を確実に割り当てる。共に働く者と相互に尊重しあうビジネス関係を構築し、共に働く者が通訳者、翻訳者の役割を熟知するよう促進する。

Explanation: Interpreters and translators work in a variety of settings with specific institutional demands and a wide range of professional and business contexts. Some settings involve strict protocols where the interpreter or translator is a totally independent party, while others are marked by cooperation and shared responsibilities. Interpreters and translators must be familiar with these contexts, and endeavour to have the people they work with understand their role. For practitioners who work through agencies, the agency providing them with the work is one of their clients, and practitioners maintain the same professional standards when working with them as when working with individual clients. At the same time agencies must have appropriate and fair procedures in place that recognise and foster the professionalism of interpreting and translating practitioners.

説明：通訳者、翻訳者は、特定の機関の要求を伴う様々な状況や幅広い専門性かつビジネスの状況下で働く。通訳者または翻訳者が完全に独立した当事者となる厳格な規約を伴う場合があり、また協力や共有の責任を伴う場合もある。通訳者、翻訳者はこのような状況を熟知し、共に働く者に通訳者、翻訳者の役割を理解してもらうよう努めなければならない。エージェントを通して働く実務者にとって、仕事を提供するエージェントはクライアントのひとつであり、エージェントと働くときも、実務者は個人のクライアントと働くときと同様の職務基準を維持する。同時にエージェントは通訳翻訳

の実務者のプロ意識を認識し育てる、適切かつ公平な手順を定めなければ
ならない。

8. PROFESSIONAL DEVELOPMENT

8. 専門性の向上

Interpreters and translators continue to develop their professional knowledge and skills.

通訳者、翻訳者は職務知識とスキルを継続的に向上させる。

Explanation: Practitioners commit themselves to lifelong learning, recognising that individuals, services and practices evolve and change over time. They continually upgrade their language and transfer skills and their contextual and cultural understanding. They keep up to date with the technological advances pertinent to their practice in order to continue to provide quality service. Practitioners working in languages where there is no standard training or credential may need to assess, maintain and update their standards independently

説明：実務者は、個人、サービス、また実務が時間とともに進化また変化することを認識し、生涯にわたる学習に献身する。通訳者、翻訳者は言語、伝達能力、文脈上および文化上の理解を絶えず向上させる。通訳者、翻訳者は、良質のサービスを提供し続けるため、実務に関する技術的進歩に遅れずついていく。標準化された訓練や資格がない言語で働く実務者は、個人で言語能力の基準を評価、維持、また更新しなければならない場合がある。

9. PROFESSIONAL SOLIDARITY

9. 職務団結

Interpreters and translators respect and support their fellow professionals, and they uphold the reputation and trustworthiness of the profession of interpreting and translating.

通訳者、翻訳者は他の通訳者、翻訳者を尊重、支援し、通訳翻訳職務の評判と信頼性を支援する。

Explanation: Practitioners have a loyalty to the profession that extends beyond their individual interest. They support and further the interests of the profession and their colleagues and offer each other assistance.

説明：実務者は、個人の関心を超え職務に対し忠実である。実務者は、職務や同僚の利益を支援、育成し、互いに支え合う。

CODE OF CONDUCT

行動規範

Obligations towards recipients of services

通訳翻訳サービス受容者に対する義務について

1. Professional conduct 1. 職務上における行動	
<p>1.1 Interpreters and translators maintain their integrity and independence at all times.</p> <p>1.1 通訳者、翻訳者は常に真摯さと独立性を維持する。</p> <p>1.2 Interpreters and translators undertake appropriate preparations for all assignments.</p> <p>1.2 通訳者、翻訳者は全ての職務に対し十分に準備を行う。</p> <p>1.3 Interpreters and translators complete assignments they have accepted, unless they are unable to do so for ethical reasons (see 3.4 and 4.2 below).</p> <p>1.3 通訳者、翻訳者は倫理的な根拠の下に不可能である場合を除き、承諾した職務は完遂する（下記3.4と4.2の項を参照）。</p>	<p>Ethical principle: Interpreters and translators act at all times in accordance with the standards of conduct and decorum appropriate to the aims of AUSIT, the national professional association of interpreting and translation practitioners.</p> <p>倫理的原則：通訳者、翻訳者はオーストラリア</p>

<p>1.4 Interpreters and translators adhere to appointment times and deadlines, or advise clients promptly of any hindrance.</p> <p>1.4 通訳者、翻訳者は約束の時間、締め切りを厳守する。それらに支障をきたす場合はクライアントに即座に知らせる。</p> <p>1.5 Interpreters and translators do not exercise power or influence over their clients.</p> <p>1.5 通訳者、翻訳者は依頼者に対し権力または影響力を行使してはならない。</p> <p>1.6 Interpreters and translators do not solicit or accept gratuities or other benefits. They may, however, accept typical small gifts in specific cultural contexts.</p> <p>1.6 通訳者、翻訳者は謝礼金やその他の報酬を求めたり受け取ったりしてはならない。但し、特定の文化的背景における粗品などは受け取ってもよい。</p>	<p>の通訳者、翻訳者の専門機関であるAUSITの目的に適した行動規範および礼儀作法に常に従って行動すること。</p>
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<p>2. Confidentiality</p> <p>2. 守秘義務</p>	
<p>2.1 Interpreters and translators are bound by strict rules of confidentiality, as are the parties they work with in professional or business fields.</p>	<p>Ethical principle: Interpreters and translators</p>

<p>2.1 通訳者、翻訳者は自身と共に業務を行う者が専門的、あるいはビジネスの分野に属する場合、守秘義務に関する厳正な規則が課せられる。</p> <p>2.2 Where teamwork is required, the ethical obligation for confidentiality extends to all members of the team and/or agency.</p> <p>2.2 共同作業が必要な場合、守秘義務に関する倫理的義務は共同作業を行うメンバーもしくはエージェントの全ての者が負う。</p> <p>2.3 Practitioners do not seek to take advantage of information acquired during or as a result of their work.</p> <p>2.3 実務者は各自の職務中、あるいは業務を通して得られた情報を利用して利益を得てはいけない。</p> <p>2.4 Disclosure of information may be permissible with clients' agreement or when disclosure is mandated by law (see Int15).</p> <p>2.4 情報の開示は依頼者の合意がある、もしくは法律によって命じられた際には許可される場合がある（Int15の項を参照）。</p>	<p>maintain confidentiality and do not disclose information acquired in the course of their work.</p> <p>倫理的原則：通訳者、翻訳者は守秘義務を維持し、業務を通して得られた情報は開示してはならない。</p>
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<h3>3. Competence</h3>	
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<p>3. 能力</p>	
<p>3.1 The acceptance of an interpreting or translation assignment is an implicit declaration of an interpreter's or translator's competence to carry out that assignment.</p> <p>3.1 通訳、翻訳の職務の受諾とは、職務の遂行に必要な通訳者、翻訳者の能力を備えていることの間接的な宣言である。</p> <p>3.2 Interpreters and translators are familiar with the varied contexts, institutional structures, terminology and genres of the areas in which they accept work.</p> <p>3.2 通訳者、翻訳者は自身が受諾した業務に関連する多様な文脈、組織の構造、専門用語や分野に精通する。</p> <p>3.3 Interpreters and translators clearly state their qualifications in particular languages or language directions if requested by the client.</p> <p>3.3 通訳者や翻訳者は依頼者に要求された場合、特定の言語における自身の資格や言語の通訳方向について明確に述べること。</p> <p>3.4 If it becomes apparent in the course of an assignment that expertise beyond their competence is required, interpreters and translators inform the client(s) immediately and work to resolve the situation, either withdrawing from the assignment or following another acceptable strategy.</p>	<p>Ethical principle: Interpreters and translators only undertake work they are competent to perform, in the languages for which they are professionally qualified through training and credentials.</p> <p>倫理的原則：通訳者、翻訳者は、訓練や資格認定を通して専門的な資格があると認定された、実務を行う能力のある言語でのみ業務を請け負う。</p>

<p>3.4 職務の進行中に技量以上の専門知識が必要であることが明らかになった場合、通訳者、翻訳者は直ちにクライアントに報告し、職務の辞退、あるいは受諾しうる他の方法を用いて状況を解決する。</p> <p>3.5 If a client wishes to change the language of the interpretation or translation to a different language, this can only be done if the interpreter or translator has relevant competence in the other language.</p> <p>3.5 クライアントが通訳または翻訳で使用する言語の変更を望む場合、それは通訳者、翻訳者がその言語に関連する技量を兼ね備えている場合のみ受け入れられる。</p>	
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<p>4. Impartiality</p> <p>4. 公平性</p>	
<p>4.1 Professional detachment is required for interpreting and translation assignments in all situations.</p> <p>4.1 通訳者、翻訳者はいかなる状況においても、プロとして一定の距離を保つことが必要である。</p> <p>4.2 Where impartiality may be difficult to maintain because of personal beliefs or other circumstances, interpreters and translators do not accept assignments, or they offer to withdraw from the assignment.</p>	<p>Ethical principle:</p> <p>Interpreters and translators observe impartiality in all professional contacts.</p> <p>Interpreters remain unbiased throughout the communication</p>

<p>4.2 個人的信条やその他の状況により公平性を保つことが難しいと考えられる場合、通訳者、翻訳者は職務を引き受けてはならない。または、職務からの辞退を申し出る。</p> <p>4.3 Interpreters and translators are not responsible for what clients say or write.</p> <p>4.3 通訳者、翻訳者は、クライアントの発言、記述内容には責任を負わない。</p> <p>4.4. Interpreters and translators do not voice or write an opinion, solicited or unsolicited, on any matter or person during an assignment.</p> <p>4.4 通訳者、翻訳者は、職務中いかなる事柄または人物に対しても、求められている、求められていないに関わらず、意見を声に出すこと、または書くことをしてはならない。</p> <p>4.5 Interpreters and translators frankly disclose all conflicts of interest, e.g. in assignments for relatives or friends and those affecting their employers.</p> <p>4.5 通訳者、翻訳者は正直にすべての利益相反関係を公開する。例：親戚や友人、およびそれらの雇用者に影響を及ぼすような者に対する職務。</p>	<p>exchanged between the participants in any interpreted encounter. Translators do not show bias towards either the author of the source text or the intended readers of their translation.</p> <p>倫理的原則：</p> <p>通訳者、翻訳者は職務上のあらゆる接触場面において、公平性を保つ。通訳者はいかなる通訳場面においても、当事者間で交わされるやりとりに対し、偏</p>
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<p>4.6 Interpreters and translators do not recommend to clients any business, agency, process, substance or material matters in which they have a personal or financial interest, without fully disclosing this interest to the clients.</p> <p>4.6 通訳者、翻訳者は、クライアントに対して、利害関係を完全な形で明らかにすることなく、個人的または金銭的に利害関係のあるビジネス、エージェント、処理、内容または物質に関する事柄に対する助言を一切行ってはならない。</p>	<p>見を持たずに対応する。翻訳者は原文の著者または対象となる翻訳の読者のどちらか一方に偏見を示してはならない。</p>
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<p>5. Accuracy</p> <p>5. 正確性</p>	
<p>5.1 Interpreters and translators provide accurate renditions of the source utterance or text in the target language. Accurate is defined for this purpose as optimal and complete, without distortion or omission and preserving the content and intent of the source message or text. Interpreters and translators are able to provide an accurate and complete rendition of the source message using the skills and understanding they have acquired through their training and education.</p> <p>5.1 通訳者、翻訳者は起点言語での発言、文章を目標言語で正確に訳出する。正確性とは、最適かつ完全な形で、意味を歪曲または省略することなく、起点言語のメッセー</p>	<p>Ethical principle: Interpreters and translators use their best professional judgement in remaining faithful at all times to the meaning of texts and messages.</p> <p>倫理的原則：</p>

<p>ジ、文章の内容および意図を保持する目的のために定義される。通訳者、翻訳者は、訓練や教育を通して取得した技能や知識を使用し、起点言語のメッセージを正確かつ完全な形で訳出することができる。</p> <p>5.2 Interpreters and translators do not alter, add to, or omit anything from the content and intent of the source message.</p> <p>5.2 通訳者、翻訳者は起点言語のメッセージの内容や意図に対し、何も変えたり、足したり、省いてはならない。</p> <p>5.3 Interpreters and translators acknowledge and promptly rectify any interpreting or translation mistakes.</p> <p>5.3 通訳者、翻訳者は通訳、翻訳上の誤りを認め、すみやかに訂正する。</p> <p>5.4 Where circumstances permit, interpreters and translators ask for repetition, rephrasing or explanation if anything is unclear.</p> <p>5.4 許可された場合に限り、通訳者、翻訳者は不明確な点に関し、復唱、言い換え、または説明を求める。</p>	<p>通訳者、翻訳者はプロとして最善の判断を行い、文章やメッセージの意味に対し、常に忠実性を保つ。</p>
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<p>6. Clarity of role boundaries</p> <p>6. 役割範囲の明確性</p>	
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<p>6.1 Interpreters and translators do not, in the course of their interpreting or translation duties, assume other roles such as offering advocacy, guidance or advice. Even where such other tasks are mandated (e.g. by specific institutional requirements for employees), practitioners insist that a clear demarcation is agreed on by all parties between interpreting and translating and other tasks.</p> <p>通訳者、翻訳者は通訳または翻訳業務において、アドボカシー、指導、または助言を示すような他の役割を担ってはならない。そのような業務外の役割が強制される場合（例：従業員に対する特定の制度的要求によるもの）でも、実務者は通訳、翻訳とその他の役割に対し、全当事者間で明確な役割区分を定めるよう求める。</p>	<p>Ethical principle: Interpreters and translators maintain clear boundaries between their task as facilitators of communication through message transfer and any tasks that may be undertaken by other parties involved in the assignment.</p> <p>倫理的原則： 通訳者、翻訳者は業務に関わる他の当事者によって行われる可能性のあるメッセージの伝達や</p>
<p>6.2 Interpreters and translators respect the professional boundaries of other participants involved in an assignment.</p> <p>6.2 通訳者、翻訳者は業務に関わる他の参加者の職務範囲を尊重する。</p>	<p>任意の役割を通して行われる意思疎通の促進者</p>
<p>6.3 Interpreters and translators draw attention to any situation where other parties misunderstand the interpreter or translator role or have inappropriate expectations.</p> <p>6.3 通訳者、翻訳者は他の当事者が通訳者、翻訳者の役割を誤って認識している、または不適切な役割を期待している場合には、いかなる状況であるとしても注意を促す。</p>	<p>任意の役割を通して行われる意思疎通の促進者</p>

<p>6.4 Interpreters and translators understand, and help their clients understand, the difference between professional and personal interactions. They assume responsibility for establishing and maintaining appropriate boundaries between themselves and the other participants in the communicative interaction.</p> <p>6.4 通訳者、翻訳者は、業務と私的な対応の違いを理解し、またクライアントが理解できるよう手助けする。通訳者、翻訳者は会話のやりとりに関わる他の参加者との間に適切な境界線を定め、またそれを維持することに責任を負う。</p>	<p>として、それぞれの役割の間に明確な境界線を定め、それを維持する。</p>
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<p>7. Maintaining professional relationships</p> <p>7. 職務関係の維持</p>	
<p>7.1 Practitioners follow this Code whenever they are interpreting or translating – as employees, as freelancers, as agency contractors or as supervisors or employers of other interpreters and translators.</p> <p>7.1 実務者は、被雇用者、フリーランサー、エージェントの契約者、スーパーバイザー、他の通訳者、翻訳者の雇用主として、通訳または翻訳をするいかなる場合も本規約に従う。</p> <p>7.2 When working as freelancers, interpreters and translators deal with clients and agencies honestly and transparently.</p>	<p>Ethical principle: Interpreters and translators are responsible for the quality of their work, whether as employees, freelance practitioners or contractors with interpreting and translation agencies. They</p>

<p>7.2 フリーランサーとして働く場合、通訳者、翻訳者は透明性を持ち率直にクライアントとエージェントに対応する。</p> <p>7.3 When working through agencies, interpreters and translators maintain the same professional standards as when working with individual clients.</p> <p>7.3 エージェントを通して働く場合、通訳者、翻訳者は個人のクライアントと働くときと同様の職務基準を維持する。</p> <p>7.4 Interpreters and translators request briefing and access to reference material and background information before their work commences.</p> <p>7.4 通訳者、翻訳者はブリーフィングを要請し仕事の開始前に参考資料や背景知識の情報を入手する。</p> <p>7.5 In interpreting assignments, interpreters endeavour to secure a physical environment that enables optimal message transfer in the given context. This includes the use of any devices and aids which participants typically require for hearing and speaking, such as appropriate standard booths for conference interpreting or appropriate physical arrangements for confidentiality, or security measures in cases of physical risk. It also includes provision of seating and reasonable breaks to avoid interpreter fatigue.</p> <p>7.5 通訳者は、通訳業務にあたり、与えられた文脈で最適</p>	<p>always endeavour to secure satisfactory working conditions for the performance of their duties, including physical facilities, appropriate briefing, a clear commission and clear conduct protocols where needed in specific institutional settings. They ensure that they have allocated adequate time to complete their work, they foster a mutually respectful business relationship with the people with whom they work and encourage them to become familiar with the interpreter or translator role.</p> <p>倫理原則：</p>
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<p>なメッセージを伝達できる物理的環境を確保することに努める。これは、会議通訳のための十分な標準ブースや守秘義務のための適切な物理的手配、身体的リスクへの安全対策など、聴くまたは話すために参加者が一般に必要とするいかなるデバイスや補助器具も含む。また、通訳者の疲労を防ぐための合理的な休憩と席の確保を含む。</p> <p>7.6 In acknowledging the shared responsibility to provide effective language services, interpreters and translators can expect that agencies, employers or clients who stipulate this Code as mandatory for interpreter or translator behaviour have appropriate procedures in place that recognise the professional obligations of the practitioners, and that they support interpreters and translators in securing the conditions outlined in 7.4 and 7.5 above.</p> <p>7.6 効果的な言語サービスを提供するという共有の責任を認識するにあたり、通訳者、翻訳者は、本規約を通訳者、翻訳者の行動の義務として規定するエージェント、雇用主、クライアントが実務者の職務義務を認識する適切な手順を定めるものとし、エージェント、雇用主、クライアントは上規約7.4と7.5で記した条件を確保するにあたり通訳者、翻訳者を支援するものとする。</p>	<p>通訳者、翻訳者は、被雇用者、フリーランサー、通訳翻訳エージェントの契約者などに関わらず、仕事の質に責任を有する。物理的な設備、適切なブリーフィング、明確な仕事内容、また必要な場合、特定の機関の状況での明確な行動規定などといった、業務のパフォーマンス</p>
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	<p>スに対し満足の いく労働環境の 確保に常に努め る。業務を完了 できるよう十分 な時間を確実に 割り当てる。共 に働く者と相互 に尊重しあうビ ジネス関係を構 築し、共に働く 者が通訳者、翻 訳者の役割を熟 知するよう促進 する。</p>
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<p>8. Professional development 8. 専門性の向上</p>	
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<p>8.1 Interpreters and translators enhance their skills and knowledge through continuing education and professional development throughout their professional career.</p> <p>8.1 通訳者、翻訳者は、プロとしてのキャリアを通しての継続的な学習と専門性の向上を通して技能や知識を高める。</p> <p>8.2 Interpreters and translators maintain proficiency in the languages and familiarity with the cultures for which they offer professional interpreting and translation services.</p> <p>8.2 通訳者、翻訳者は、言語の技能を維持し、専門的な通訳翻訳サービスを提供する文化に精通し続ける。</p> <p>8.3 Interpreters and translators support and encourage professional development within the profession and among their colleagues.</p> <p>8.3 通訳者、翻訳者は職務中、および通訳者、翻訳者の同僚内で専門性の向上を支援し促進する。</p> <p>8.4 Interpreters and translators endeavour to keep themselves informed about new trends and developments and the results of research in the field to improve their competence and practice.</p> <p>8.4 通訳者、翻訳者は、能力や実務を向上させるため、新しいトレンドや開発、専門分野の研究結果について情報を把握し続けるよう励む。</p>	<p>Ethical principle: Interpreters and translators continue to develop their professional knowledge and skills.</p> <p>倫理原則：</p> <p>通訳者、翻訳者は職務知識とスキルを継続的に向上させる。</p>
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<p>9. Professional solidarity</p> <p>9. 職務団結</p>	
<p>9.1 Interpreters and translators support and further the interests of the profession and their colleagues and offer each other assistance.</p> <p>9.1 通訳者、翻訳者は職務や同僚の関心を支援、育成し、互いに支え合う。</p> <p>9.2 Interpreters and translators resolve any disputes with their interpreting and translating colleagues in a cooperative, constructive and professional manner.</p> <p>9.2 通訳者、翻訳者は協力的かつ建設的、またプロフェッショナルに通訳者、翻訳者の同僚といかなる紛争も解決する。</p> <p>9.3 AUSIT members refer any unresolved disputes with other AUSIT members to the National Council. The conclusive direction of the Council is binding on members, with the provision of appeal or review in the interests of natural justice.</p> <p>9.3 AUSIT会員は他のAUSIT会員とのいかなるの未解決の紛争も協議会に委ねる。協議会の最終指示は、自然的正義の名の下に控訴や再検討の規定し、会員を法的に拘束する。</p>	<p>Ethical principle: Interpreters and translators respect and support their fellow professionals and they uphold the reputation and trustworthiness of the profession of interpreting and translating.</p> <p>倫理原則： 通訳者、翻訳者は他の通訳者、翻訳者を尊重、支援し、通訳翻訳職務の評判と信頼性を支援する。</p>

Conduct issues specific to translators

翻訳者の行動に関する問題

T1 Before commencing work, translators ascertain the intended purpose of the translation and the form of delivery required.

T1 仕事の開始に先立ち、翻訳者は翻訳の使用目的と要求される納入形態を確認する。

T2 Translators obtain from the client as much information, terminology or reference material as possible and necessary for the proper and timely execution of the translation commission, and treat such material confidentially or as expressly agreed. If the client possesses but fails to provide reference texts crucial to the desired outcome, the translator is not responsible for inadequacies in the translation that are demonstrably due to such aids being withheld.

T2 翻訳者は適切にかつ期限内に翻訳の依頼を遂行するために必要な情報、用語、また参考資料を出来る限り多くクライアントから入手し、それらの資料は内密にあるいは明示的に合意した通りに扱う。クライアントが、望まれる成果の達成に重要となる参考文を所持しているもののそれらを翻訳者に提供しない場合、翻訳者は、翻訳における不十分さが補助情報の不足によることが明らかである場合、その点に関する責任を負わない。

T3 Translators deliver a translation that completely and impartially renders the meaning and intention of the source text within the parameters and requirements of the target language and culture and is in keeping with the purpose specified in the commission received from the client/initiator.

T3 翻訳者は目標となる言語と文化の制約および要件の範囲内で原文の意

味と意向を完全にかつ中立に伝達し、クライアント／発起人から受けた業務が規定する目的を遵守する翻訳を納入する。

T4 Translators work only from source languages and into target languages in which they are qualified.

T4 翻訳者は翻訳者が認可されている起点言語から目標言語へのみ翻訳する。

T5 Translators only perform work which they believe is within their translation competence and relevant specialist competence and for which they have the necessary resources, transfer abilities, level of understanding and fluency, or which will be revised by a person with the relevant knowledge or competence.

T5 翻訳者は翻訳者の翻訳能力、また関連する専門能力の範囲内であることが確かであり、かつ翻訳者が翻訳のために必要な資料、伝達能力、理解度や流暢さを備えている場合、あるいは関連する知識や能力を備えた者に校閲される場合のみ翻訳を遂行する。

T6 If the source text contains particular elements that need to be taken into account in carrying out the translation, translators use their best endeavours and apply professional judgement to bring this to the attention of the client (except where the translated document is expected or required to be an exact reproduction of all source text content, meaning, style and language and needs to be thus certified). Such elements may include ambiguities, factual inaccuracies, linguistic errors, imprecise terminology, language that in the judgement of the translator is discriminatory, or wording or references that would jeopardise achieving the purpose of the text in the target language culture.

T6 原文の特定の要素において翻訳上の考慮が必要な場合、翻訳者は最善の

努力を尽くし、プロとしての判断の下、この点に関してクライアントに報告する
(翻訳される書類が原文の内容、意味、文体、言葉遣いの全てにおける正確な再現性が望まれる、あるいは要求され、それゆえに認証を受ける必要がある場合を除く)。そのような要素には解釈における不明瞭さ、事実の不正確性、言語的な誤り、正確性に欠ける用語、翻訳者が差別だと判断する言葉、目標言語の文化において文章の目的の達成が危ぶまれる言葉遣いあるいは言及などが含まれる可能性がある。

T7 If a translator is contracted by an agency, he or she does not contact the client of the agency directly, except as provided for under the terms of the relevant agreement entered into with the agency. If contacted by the client of the agency directly, the translator follows the procedures agreed with the agency.

T7 翻訳者がエージェントと契約する場合、エージェントと締結された関連契約に定められている場合を除き、翻訳者はエージェントのクライアントと直接連絡を取ってはならない。エージェントのクライアントから直接連絡を受けた場合、翻訳者はエージェントとの間で合意された手続きに従う。

T8 Translators may sub-contract work only to other practitioners who they have good reason to believe possess the necessary competence and resources and who adhere to this Code of Ethics and Code of Conduct, and always in compliance with any agreement entered into with the client. The responsibility for the translated text in any case rests with the translator who sub-contracted the work to the other practitioner, unless otherwise expressly agreed.

T8 翻訳者が翻訳を下請けに出す場合は、翻訳に必要な能力と資料を備えて

いること、また本倫理規定および行動規範に忠実であることが正当な根拠の下に確約される実務者に対してのみ許可され、いかなる場合でもクライアントと締結された合意を遵守する。他に明示された合意がある場合を除き、いかなる場合においても、翻訳文に対する責任は他の実務者へ下請けを申請した翻訳者が負うものとする。

T9 If a translation is subject to revision or checking by another translator, the revision is returned to the original translator for approval and finalisation. If changes are made to the translated text after delivery to the client without the translators agreement and knowledge, the translator is no longer responsible for the translated text.

T9 翻訳が他の翻訳者に改訂あるいは校閲される必要がある場合、改訂された翻訳は承認および校了のため、本来の翻訳者へ返却される。クライアントへの納入後に翻訳者の合意と認知無しに翻訳文に変更が生じる場合、翻訳者はその文章に対する責任を負わない。

T10 Professional translators working in areas involving copyright matters endeavour to follow the principles laid out in the Nairobi Recommendation of UNESCO on the Legal Protection of Translators and Translations, and the FIT Translator's Charter (see FIT website).

T10 著作権に関する問題を含む分野で活動する専門的な翻訳者は翻訳者および翻訳の法的保護に関するユネスコ・ナイロビ勧告、ならびに国際翻訳者連盟の翻訳者定款（国際翻訳者連盟のウェブサイト参照）において述べられた規則に従うよう努める。

Conduct issues specific to interpreters

通訳者の行動に関する問題

Int1 Interpreters prepare themselves by obtaining from the initiator/client as much information and briefing as is necessary for the proper execution of their interpreting, and treat such material confidentially or as expressly agreed.

Int1 通訳者は適切に通訳の依頼を遂行するために必要な情報や概要をクライアント／発起人から予め入手し準備すること。またそれらの資料は内密にあるいは明示的に合意された通りに扱う。

Completeness in interpreting

通訳における完全性

Int2 In order to ensure the same access to all that is said or signed by all parties involved in a meeting, interpreters relay accurately and completely everything that is communicated.

Int2 会議に参加する全ての当事者によって発言あるいは表示された全ての事柄が同様に認知されることを保証するため、通訳者は全てのやりとりを正確にかつ完全に中継し伝達する。

Int3 Interpreters interpret in the first person.

Int3 通訳者は一人称で通訳する。

Int4 Interpreters maintain the emotions of the speakers in their interpreting and do not soften or enhance the force of messages conveyed or language used. In specific

contexts such as in court or psychometric assessments, incoherence, hesitations and unclear statements are maintained in the interpretation.

Int4 通訳者は通訳の際話者の感情を保ち、伝達するメッセージの威力あるいは言葉遣いを和らげたり強めたりしてはならない。法廷や心理測定など特定の状況では、矛盾や口ごもり、不明確な証言をそのまま通訳する。

Int5 If obvious untruths are uttered, interpreters convey these accurately in the same manner as presented.

Int5 明らかに虚偽である事柄が発言された場合、通訳者は述べられた発言をそのまま正確に伝達する。

Relations with other parties and the interpreting role in dialogue situations

他の当事者との関係性と会話内での通訳者の役割

Int6 In dialogue situations where some participants may be unaccustomed to working with interpreters, the interpreter encourages such participants to address each other directly.

Int6 通訳者を介した仕事に不慣れな参加者が複数いる会話の場面では、通訳者はそのような参加者がお互いに直接話しかけるように働きかける。

Int7 In situations with a number of participants and where the interpreter is not interpreting aloud to all, the interpreter enables each participant to remain linguistically present where appropriate by whispered simultaneous interpreting or other suitable means, when other participants are communicating in the language not understood by the party or parties in question.

Int7 多数の参加者がおり通訳者の声が全員に届かない場面において、他の参

加者が当時者あるいは複数の当時者が理解できない言語でやりとりしている際には、通訳者は必要に応じてウィスパリング通訳や他の適切な通訳を行い、各参加者が会話を理解し発言ができるようにする。

Int8 If anything is unclear, the interpreter asks for repetition, rephrasing or explanation, informing all participants of what is happening.

Int8 不明確な点がある場合、通訳者は復唱、言い換え、または説明を求め、起きていることを全ての参加者に通知する。

Int9 In emergency situations where interpreters may not have had the opportunity to be adequately briefed or given enough time to prepare, or if there are safety/security issues, they communicate this to the responsible person or initiator who is participating in the session.

Int9 通訳者が十分な説明を受けるまたは十分な準備時間が与えられる機会がなかった可能性があるという緊急性の高い場面、もしくは安全性／安全保障の問題が生じる場合において、通訳者はセッションに参加中の責任者または発起人へその事柄を伝える。

Int10 Interpreters keep the participants informed of any side comments made by any of the parties or of their attempts to engage the interpreter in a private or any other conversation. In business or intergovernmental contexts where one or more parties bring their own interpreter, it is appropriate for the interpreter to relay side comments of the other party to his or her own party.

Int10 通訳者は当事者のいかなる人物による本題に関与しない話、あるいは通訳者を私的または他の会話へ従事させようとする試みは、参加者へ常に報告す

る。一人もしくは複数の当事者がそれぞれの通訳者を率いるビジネスまたは政府間通訳では、通訳者は、他の当事者による本題に關与しない話を通訳者自身の關与する当事者に対して中繼して伝えることが適切である。

Int11 Various participants may place competing expectations on interpreters. These expectations may contravene the interpreters' ethics, therefore the onus is on interpreters to clarify the boundaries of their role and assist their clients in understanding how to achieve the best outcomes in an interpreted session. Interpreters take care that conversations that may arise during periods of waiting remain courteous but do not become personal, and that information divulged in the course of such conversations also remains confidential.

Int11 様々な参加者が通訳者に対し相反する期待をかける場合がある。このような期待は通訳者の倫理に違反する可能性があり、したがって通訳者は自身の役割範囲を明確にし、通訳を介するセッションで最良の成果を達成する方法についてのクライアントの理解を助ける責任を負う。通訳者は待機時間中に行われうる会話が丁重でありつつも私的なものにならないよう、またそのような会話の流れの中で漏洩された情報もまた内密なものになるよう留意する。

Int12 Interpreters testify to their qualifications and the accuracy of their interpreting and, when requested, explain their linguistic choices, but do not testify to participants' understanding of messages; this remains an issue for participants.

Int12 通訳者は自身の資格と通訳の正確性を証明し、求められた際には言葉の選択について説明するが、参加者の伝達内容に対する理解は証明しない。この点

は参加者自身に関わる問題である。

Remote interpreting

遠隔通訳

Int13 Interpreters familiarise themselves with the increasing use of technology for interpreting, including telephone, video and internet interpreting, and diverse recording/transmitting devices. Interpreters who engage in interpreting using these technologies prepare themselves by understanding the purposes of their use and the way in which communication is shaped by these technologies. Institutions, agencies and clients who use these technologies are encouraged to develop protocols and brief interpreters on their use and on any particular requirements they may have.

Int13 通訳者は電話、ビデオ、インターネット通訳、多機能録音通信機器を含む、増えつつある通訳テクノロジーの使用方法に精通する。これらのテクノロジーを利用して通訳に従事する通訳者は、それらの使用目的、およびテクノロジーによる会話の形成方法を理解することで備えを行う。それらのテクノロジーを使用する施設、エージェント、およびクライアントには手順を定め、その使用法および生じる可能性のある特定の要件などを全て通訳者に説明することが勧められる。

Specific institutional settings of interpreting work

特別な施設環境での通訳業務

Int14 Where interpreters have roles in addition to that of interpreting due to specific employment arrangements, they clearly indicate when they are acting as interpreters and do not switch roles without notice.

Int14 特別な雇用上の取り決めにより通訳に加えて他の役割を担う場合、通訳者はいつ通訳者としての役割を行うのかを明確に示し、告知なく役割の切り替えを行わない。

Int15 In specific institutional settings where duty of care or security rules regulate the behaviour of all participants, such as in health care or high security settings, interpreters follow the relevant policies and procedures combining them with their interpreting code of ethics.

Int15 医療施設または高度なセキュリティーが求められる環境など、医療、セキュリティー上の規制が当事者全員の行動を制限するような特別な施設環境においては、通訳者は関連方針や手順を通訳の倫理規定と組み合わせて遵守する。

소개말

호주 통번역사 협회(이하 AUSIT)는 1990년대 초 협회 내규로써 윤리강령 초안을 발의하였다. 이 발의안을 1995년 연차총회에서 더욱 확장된 형태로 승인하여, 이후 15년간 AUSIT 뿐 아니라 다양한 직종에서 유용하게 쓰였다. 이 윤리강령은 여러 해외 교육 기관과 전문 단체에서 참고자료로 사용하거나 각 기관 자체 규범을 세우는 데 있어 그 본보기가 되었다.

그러나 통번역 산업의 변화에 따라 윤리강령의 조건 또한 이전과는 달라졌다. 2010년 말 AUSIT은 모나쉬 대학교(Monash University)의 공동 작업 제안에 따라, 자금 지원을 통해 울디스 오졸린스 박사(Dr Uldis Ozolins)를 선두로 실무 그룹을 발족시켜 윤리강령을 재검토하였다. 12개월 후 자금 소모로 인해 크리스찬 슈미트(Christian Schmidt)가 새롭게 인계받아 프로젝트를 마무리하였다. 이 검토 과정에서 AUSIT 회원들과 통번역 각 산업 분야 대표가 피드백을 제공하였다.

실무 그룹 구성원은 다음과 같다 (알파벳 순).

메레디스 바트렛 박사(Dr Meredith Bartlett): 교육자, 수화 통역사, 전 빅토리아 주 호주 수화 통역사 협회(ASLIA Vic) 의장, 현 빅토리아/타즈마니아 주 AUSIT 지점 의장

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AUSIT 국가 협의회는 재검토 작업을 이끌어 준 크리스찬과 울디스 교수님께 깊은 감사를 표하며, 모든 그룹 구성원의 노고에도 감사의 말씀 전하는 바이다.

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전문

AUSIT 윤리강령 및 행동강령은 직무 시 AUSIT 협회 회원 행동을 규제하고자 만들어졌다.

1987년 NAATI는 국내 전문 협회 설립을 위해 호주 내 통번역사, 교육자, 그리고 정부 언어 서비스 제공 단체 대표가 한 자리에 모여 회의를 개최한 결과 AUSIT을 창립했다. AUSIT 창립은 호주와 뉴질랜드의 통번역 구조 발전에 있어 역사적으로 기여하였고 이것을 계기로 국내 통번역사 인증과 조건 기준, 광범위한 언어 서비스, 통번역사를 위한 특수화된 교육 및 윤리강령도 함께 발전하였다.

AUSIT 윤리강령 원문은 NAATI의 승인을 받아 AUSIT 연차 총회에서 통과가 되면서 1995년 완성되었다. 이후 1996년 윤리강령은 AUSIT이 멜버른에서 주최한 국제 회의를 통해 국제 번역사 협회 (International Federation of Translators)에도 소개되었다. NAATI는 AUSIT의 윤리강령을 NAATI 자격(인가 또는 승인)을 가진 모든 이의 직무 시 행동 기준으로 사용한다.

AUSIT 윤리강령 및 행동강령은 2012년 호주 통번역 시장의 중대 변화와 다양화를 인정하여, 그리고 국제 시장 내 윤리적 문제에 관한 관심이 높아지면서 새롭게 개정되었다. 각종 미디어나 국제 정세 및 각 나라의 정치 문제에 있어서 통번역사의 역할이 더욱 부각되고, 통번역사의 사회적 지위에 대한 국제적인 인식이 더욱 높아지면서 통번역사의 직무 기준에 대한 감시가 강화되었다.

1985년 창립된 뉴질랜드 통번역사 협회(NZSTI) 역시 2012년 연차 총회를 통해 강령 개정판을 채택하였다.

호주에서 전문 통번역사는 글로벌 직종으로써, 유네스코 나이로비 권고와 국제 번역사 협회 번역사 헌장(The Nairobi Declaration of UNESCO and the Translator's Charter of the International Federation of Translators)을 통한 번역사와 번역 업무 보호, 대립 상황에서의 통역사 보호 또는 형사 법원 절차에서 통번역 서비스를 이용할 수 있는 권리 등 여러 윤리적 문제에 직면하고 있다.

호주 내에서는 대다수 에이전시를 비롯한 다양한 기관, 언어 서비스 제공자와 통번역 서비스 구매자는 모두 통번역사들로 하여금 AUSIT 가입 여부를 막론하고 함께 일을 하는 모든 통번역사가 이 윤리강령을 따를 것을 요구하고 있다. AUSIT 윤리강령은 통번역사들의 직무 행동 기준이 되고 있다.

요약하면, 강령에 따른 통번역사의 의무는 다음과 같다.

- 고객과의 거리를 유지하고 공정성과 객관성을 지키며 비밀을 엄수한다.
- 지속적으로 전문성을 개발하여 탁월한 실력을 갖추도록 노력한다.
- 역량 밖의 일은 사양한다.
- 근무환경, 사업 관계 그리고 공동작업을 원활하게 하고 양질의 서비스를 제공할 수 있게 하는 통번역사의 역할에 대한 이해를 고취한다.
- 분쟁 해결 절차를 충실히 따른다.

통번역사와 일하는 고객 혹은 관련 당사자는 해당 강령을 위반하는 사례를 접할 경우 AUSIT 에 알려야 한다. AUSIT 은 통번역 서비스를 이용하는 여타 에이전시 및 기관과 마찬가지로 불만 사항 조사 절차를 갖추고 있으며, 소속 통번역사들로 하여금 협회 강령을 준수하도록 요구한다.

AUSIT 은 또한 통번역사에 관한 특정 제도 및 운영적 차원의 요구사항이 갖춰져 있는 기관으로 하여금 해당 기관 고유의 우수 사례 지침서나 보충 협약을 개발할 수 있도록 장려하며 이러한 과정을 통해 강령을 보충하는데 유용할 것이다.

AUSIT **윤리강령**에서는 통번역사가 실전에서 결정을 내리는 데 있어 기준이 되는 가치와 원칙을 규정한다. 이와 관련하여 **통번역사 행동강령과 행동문제들**은 통번역사가 실전에서 판단을 내릴 때 참고할 수 있는 기본 틀을 제공한다. 이 강령은 **윤리강령**을 준수하거나 준수할 수 없는 모든 상황을 빠짐없이 포함할 수 있도록 만들어진 목록은 아니다. 통번역 업무를 윤리적으로 이행하기 위해서는 주어진 상황에서 알맞은 판단을 하고 균형 잡힌 결정을 내려야 한다. **윤리강령**을 준수하기로 한 통번역사가 규정을 불이행 했을 경우 AUSIT 의 절차에 따라, 행동에 대한 책임을 져야 함을 인정한다.

하기 모든 가치와 원칙은 통번역 업무의 기반이 될 것이다.

윤리 강령

일반 원칙

1. 전문가적 일 처리

통번역사는 항상 AUSIT의 목적에 부합하는 행동과 예의 규범에 따라 행동해야 한다.

설명: 통번역사는 본인의 업무수행과 행동에 있어서 책임을 져야 한다. 즉, 정중한 태도와 문화적 차이를 고려하는 자세로 우수한 서비스를 제공하고 다른 관계자들과 동료를 정직하고 공정하게 대하며 모든 사업 수행에 있어 정직하게 임해야 한다. 통번역사는 이해관계가 충돌하거나 여타 문제로 인해 공정성이 훼손된 경우 이를 공개하도록 한다. 통번역사는 업무 관계자들이 원하는 성실성과 대응능력 같은 직업 윤리를 준수한다.

2. 기밀유지

통번역사는 비밀을 엄수하고 업무 중 습득한 정보를 누설하지 않는다.

설명: 통번역사는 전문 업계 혹은 비즈니스 업계 사람들과 함께 일함에 따라 엄격한 기밀 유지 규정에 따라야 한다.

3. 업무수행능력

통번역사는 해당 언어에 대한 훈련을 받고 자격증을 취득함으로써 전문가로서의 자격을 갖추고 있으며, 충분한 업무 수행능력을 갖춘 경우에만 일을 맡을 수 있다.

설명: 업무수행을 위해 통번역사는 특정 종류의 일에 대한 일정 수준의 전문성을 갖춰야 한다. 통번역사와 함께 일하는 사람들은 실무자들이 적합한 실력을 갖출 것을 요구할 권리가 있다. 통번역사는 언제나 해당 자격증을 정직하게 제시한다. 정식 훈련이나 승인을 받는 것이 불가능한 경우(예를 들어 사용 빈도가 낮은 언어 혹은 신흥 언어의 경우), 실무자들은 스스로 전문성을 개발하거나(아래 8번 원칙을 참조) 고용주나 에이전시 혹은 기관에 그 기회를 제공해주도록 요청함으로써 역량을 유지하고 향상시킬 의무가 있다.

4. 공정성

통번역사는 모든 사업관계에 있어 공정성을 준수한다. 통역사는 통역을 하는 어떤 경우에도 참석자 간 소통 과정에서 편견 없는 자세를 유지해야 한다. 번역사는 원문 작가나 번역본을 읽게 될 독자들 누구에게도 편견을 드러내서는 안된다.

설명: 통번역사는 공통 언어를 사용하지 않는 당사자들로 하여금 서로 효율적으로 소통할 수 있도록 하는데 있어 중요한 역할을 한다. 통번역사는 의사소통의 의도를 완전하게 전달하는 것을 목표로 삼는다. 통번역사는 관련자들이 소통하는 내용에 책임이 있는 것이 아니며, 오직 말의 의미를 완전하고 정확하게 옮기는 데 책임이 있다. 관련자들의 업무에 영향을 주는 편견은 배제하며, 마찬가지로 전달하는 내용의 의미를 약화시키거나 강화하거나 혹은 수정하지

않는다.

5. 정확성

통번역사는 언제나 글과 말의 본래 의미에 충실한 선에서 최선이라 여기는 전문적 판단을 한다.

설명: 이 강령에서 의도하는 정확성이란 누락이나 왜곡 없이, 발화의 본래 내용 혹은 원문의 의도와 내용을 유지하는 한에서 최적의 방법으로 완전하게 대상 언어로 전달하는 것이다.

6. 업무 영역에 대한 명확성

통번역사는 의미 전달을 통해 의사소통을 도와주는 조력자로서, 업무간 명확한 경계를 유지하고 또한 동일한 업무에 다른 관련자들이 맡고 있는 일과도 구분을 명확히 한다.

설명: 통번역사는 의미를 전달하는 것에 중점을 둔다. 통번역사는 업무를 수행하는 과정에서 변호하거나 안내, 혹은 충고를 해서는 안 된다. 심지어 특정 고용 계약에 의해 주어진 일이라 할지라도 실무자들은 통번역과 다른 업무 간에 구분을 명확히 하는 것이 동의된 사안임을 주장해야 한다. 이러한 목적으로 필요한 경우에는 통번역사가 강령의 원칙에 의거한 통번역사의 역할에 대해 설명해야 한다.

7. 전문적 관계 유지

통번역사는 상근 통번역사나, 통번역 에이전시의 프리랜서 통번역사, 혹은 계약자 등 근무 형태와 상관없이 자신이 맡은 업무의 질에 책임을 져야 한다. 또한 항상 자신의 의무를 다하기 위해 적절한 근무 환경을 보장받도록 해야 한다. 적절한 근무 환경이란, 특정 기관에서 필요로 하는 명확한 행동 규약, 시설물, 알맞은 브리핑, 확실한 수수료 등을 모두 포함한다. 통번역사는 업무를 다하기 위해 충분한 시간이 보장되는지 여부를 확인한다. 이와 더불어 통번역사는 함께 일하는 동료들과의 비즈니스 관계에 대해 상호 존중하도록 하고, 이들이 통번역사의 역할에 익숙해질 수 있도록 한다.

설명: 통번역사는 특정 기관의 다양한 환경에서 일하며 다양한 전문적, 비즈니스 상황을 접하게 된다. 어떤 환경에서는 통번역사가 완전히 독립적인 당사자로 엄격한 규율이 있으며, 어떤 경우는 협력과 공동 책임이 중시되는 환경도 있다. 통번역사는 이러한 전후 사정을 잘 알아야만 하고, 함께 일하는 사람들이 통번역사의 역할을 이해할 수 있게 해야 한다. 에이전시와 일하는 통번역사의 경우, 일을 제공하는 에이전시는 통번역사의

의뢰인이므로 통번역사는 개인 의뢰인과 일할 때와 마찬가지로 동일한 전문 기준을 계속 충족해야 한다. 동시에 에이전시는 통번역사의 전문성을 인식하고 이를 증진할 수 있도록 적절하고 공정한 절차를 알맞게 밟아야 한다.

8. 전문성 개발

통번역사는 전문 지식과 기량을 계속해서 증진해야 한다.

설명: 통번역사는 개인, 서비스, 업무가 계속해서 진화하고 변한다는 점을 인지하여 일생 동안 끊임없이 배워야 한다. 언어와 통번역 능력, 상황과 문화적 이해를 계속 증진해야 한다. 양질의 서비스를 계속 제공하기 위해, 실무와 관련 있는 기술 진보의 동향을 살펴야 한다. 일반적인 훈련이나 자격증 없이 일하는 통번역사는 개별적으로 자신의 기준을 평가, 유지, 업데이트해야 한다.

9. 전문적 연대

통번역사는 동료 통번역사를 존중하고 지원해야 하며, 통번역 종사자들에 대한 신용과 명성을 이어나가야 한다.

설명: 통번역사는 통번역 종사자들에 대한 사익을 넘어선 신의를 지켜야 한다. 업계와 동종업계 동료들의 이익을 지원하고 서로 도와야 한다.

행동강령

통번역 의뢰인에 대한 의무

<p>1. 전문가적 일 처리</p>	
<p>1.1 통번역사는 항상 진실해야 하며 독립적으로 일해야 한다. 1.2 통번역사는 업무수행에 필요한 준비를 충분히 해야 한다. 1.3 통번역사는 윤리적으로 위배되지 않는 한 (아래 3.4와 4.2 참조) 맡은 일을 완수해야 한다. 1.4 통번역사는 약속시간이나 납품일을 지켜야 하고, 만약 이에 문제가 있을 시 이를 의뢰인에게 즉시 알려야 한다. 1.5 통번역사는 자신의 의뢰인에게 어떠한 영향이나 압력을 행사해서는 안 된다. 1.6 통번역사는 어떠한 사례금, 혹은 이익을 취하거나 요청해서는 안 된다. 하지만 특정 문화에서 허용하는 일반적인 작은 선물은 받을 수 있다.</p>	<p>윤리원칙: 통번역사는 항상 AUSIT의 목표에 부합하는 행동과 예의규범에 따라 행동해야 한다.</p>

2. 기밀 유지 의무	
<p>2.1 통번역사는 전문 업계 혹은 비즈니스 업계에서 함께 일하는 다른 전문가와 마찬가지로 기밀 유지 규제를 철저히 지켜야 한다.</p> <p>2.2 협업이 필요할 시, 기밀 유지의 도덕적 의무는 전체 팀이나 에이전시 모두에게 적용된다.</p> <p>2.3 통번역사는 업무 중이나 그 결과물로 얻은 정보를 통해 사익을 취하지 않는다.</p> <p>2.4 정보 누설은 의뢰인의 동의나 헌법에 명시되었을 시 허용될 수 있다. (Int 15 참조)</p>	<p>윤리원칙:</p> <p>통번역사는 기밀 유지를 엄수해야 하며 업무 중 습득한 정보를 누설해서는 안 된다.</p>

3. 업무 수행 능력	
<p>3.1 통역 혹은 번역 업무를 수락함은 통역사, 혹은 번역사가 이 업무를 수행할 수 있는 자질이 있다는 의미를 내포한다.</p> <p>3.2 통번역사는 자신이 맡은 업무의 모든 장르, 용어, 제도적 구조, 다양한 문맥에 익숙해야 한다.</p> <p>3.3 통번역사는 의뢰인의 요청 시, 자신의 자질에 대해 특정 언어로 설명하거나 자신의 언어방향에 대해 말해야 한다.</p> <p>3.4 만약 업무 수행 중 요구하는 전문성이 자신의 능력 밖일 시, 그 즉시 통번역사는 의뢰인에게 이를 알리고 업무에서 물러나거나 다른 가능한 방안을 따름으로 문제를 해결해야 한다.</p> <p>3.5 의뢰인이 통번역사의 해당 언어 변경 요청이 있을 경우는 그 통번역사가 변경된 언어에 적절하게 능통할 때에만 가능하다.</p>	<p>윤리원칙:</p> <p>통번역사는 훈련과 자격증을 통해 전문적으로 자격이 있는 언어에 한해 자신의 능력에 맞는 일만 맡아야 한다.</p>

4. 공정성	
<p>4.1 모든 통번역 업무 수행에는 전문가다운 감정 분리가 이루어져야 한다.</p> <p>4.2 통번역사의 신념이나 기타 환경으로 인해 공정성 유지가 어려울 경우, 통번역사는 해당 업무를 수락하지 않거나 이미 받아들였을 경우 이를 철회해야 한다.</p> <p>4.3 통번역사는 의뢰인이 구술하거나 서술하는 내용에는 책임이 없다.</p> <p>4.4 통번역사는 요청 받건 받지 않건, 업무 중 어떤 경우에서도 개인 의견을 구술하거나 서술해서는 안 된다.</p> <p>4.5 통번역사는 모든 이해 상충에 대해 진실되게 밝혀야 한다. 예를 들어, 자신의 고용주에 영향을 줄 수 있는 사람들, 친구, 친척 등이 의뢰하는 업무의 경우가 해당된다.</p>	<p>윤리원칙:</p> <p>통번역사는 모든 업무 관계에서 공정성을 준수한다. 통역사는 어떤 경우에도 참석자간 의사소통에서 편파적이지 않도록 한다. 번역사는 원문 글쓴이나 자신의 번역을 읽을 독자들에게</p>

<p>4.6 통번역사는 자신이 개인적 혹은 금전적 이익을 갖는 어떠한 비즈니스, 에이전시, 공정 과정, 자산 혹은 물질적인 사안에 있어 이러한 이익에 대해 완전히 밝히지 않는 한, 추천해서는 안 된다.</p>	<p>편견을 드러내서는 안 된다.</p>
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<p>5. 정확성</p>	
<p>5.1 통번역사는 원어의 발화 내용과 대상언어의 글을 정확하게 전달해야 한다. 이 같은 목적 하에 정확성이 갖는 의미는 최적이면서도 완전하며, 왜곡이나 누락 없이 원어의 메시지나 원문이 함유한 내용과 의도를 유지하는 것이다. 통번역사는 훈련과 교육을 통해 습득한 기술과 이해를 바탕으로 정확하고 완전한 원어의 메시지를 전달할 수 있다.</p> <p>5.2 통번역사는 원어의 메시지가 함유한 내용이나 의도를 변경, 첨가 혹은 생략하지 않는다.</p> <p>5.3 통번역사는 통번역에 어떠한 실수가 있을 시 이를 인정하고 즉시 바로잡는다.</p> <p>5.4 만일 가능한 상황이라면, 통번역사는 불확실한 것에 대해 다시 언급하거나 바꾸어 말하거나 혹은 설명해 줄 것을 요청한다.</p>	<p>윤리원칙: 통번역사는 텍스트와 메시지의 의미에 충실하여 항상 전문가다운 최선의 판단을 한다.</p>

<p>6. 업무 영역의 명확성</p>	
<p>6.1 통번역사는 통번역 업무 과정에서 옹호, 안내 혹은 조언을 하는 등의 역할을 맡지 않는다. 예를 들어, 그와 같은 업무가 특정 기관의 직원으로서 요구되는 업무라고 하더라도, 통번역사는 통번역 업무와 다른 업무 사이에 모든 당사자 간 합의된 한계가 명확히 있음을 분명히 한다.</p> <p>6.2 통번역사는 한 가지 업무에 참여하는 다른 구성원들의 업무 영역을 존중한다.</p> <p>6.3 통번역사는 다른 당사자들이 통역사나 번역사의 역할을 잘못 이해하고 있거나 부적절한 기대를 갖고 있을 시 주의를 상기시킨다.</p> <p>6.4 통번역사는 직업적 관계와 사적 관계의 차이를 이해하며, 의뢰인들이 이를 이해할 수 있도록 돕는다. 통번역사는 다른 구성원들과 의사소통을 함에 있어</p>	<p>윤리원칙: 통번역사는 메시지 전달을 통해 의사소통을 돕는 조력자로서의 업무와 해당 업무에 참여하는 다른 당사자들이 수행하는 업무 사이의 명확한 경계를 유지한다.</p>

적절한 한계를 설정하고 이를 유지하는 데 책임을 진다.	
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<p>7. 전문적 관계 유지</p>	
<p>7.1 통번역사는 직원이나 프리랜서, 통번역사 에이전시 계약자, 다른 통번역사의 관리자나 고용주 등 근무 형태와 상관없이 통역이나 번역 업무를 할 시 본 윤리 강령을 준수한다.</p> <p>7.2 프리랜서로 일할 시 통번역사는 의뢰인과 에이전시를 정직하고 투명하게 대한다.</p> <p>7.3 에이전시를 통해 일할 시 통번역사는 개별 의뢰인의 경우와 동일한 직업 기준을 유지한다.</p> <p>7.4 통번역사는 업무 시작 전 브리핑과 참고 자료 및 배경 정보에 관한 접근 권한을 요청한다.</p> <p>7.5 통역 업무 시, 통역사는 주어진 맥락에서 최적의 메시지를 전달할 수 있는 물리적 환경을 마련하고자 노력한다. 이는 주로 듣고 말하는데 필요한 어떤 장치의 사용이나 도움을 포함하는 것으로서, 예를 들면 회의 통역 시 적절한 부스 준비, 비밀유지를 위한 물리적 배열 혹은 물리적 위험 상황을 고려한 보안 조치를 포함한다. 또한 통역사의 피로를 풀어 줄 좌석 제공과 적절한 휴식을 포함한다.</p> <p>7.6 효과적인 언어 서비스 제공에 대한 공동 책임이 있으므로 에이전시, 서비스 사용자 혹은 의뢰인이 본 윤리강령을 통번역사 업무의 의무사항으로 명시하고 있으며, 통번역사는 통번역사의 직업 의무를 인정하는 적절한 절차가 마련되어 있고, 에이전시, 서비스 사용자 혹은 의뢰인이 7.4와 7.5의 앞서 명시된 조항에 따른 조력을 할 것이라 기대할 수 있다.</p>	<p>윤리원칙: 통번역사는 직원이나 프리랜서 혹은 통번역 에이전시의 계약자 등 근무형태와 상관없이 작업 수준에 대한 책임을 진다. 통번역사는 특정 기관에서 일하는 상황에 따라 실질적인 시설, 적절한 브리핑, 명확한 수수료와 명확한 수행 보충 협약 등을 포함하여 업무 수행을 하는 데 만족스러운 작업 환경을 갖추기 위한 노력을 항상 기울인다. 통번역사는 반드시 충분한 시간을 들여 업무를 완수하고 동료들과 상호 존중을 기반으로 하는 사업상 관계를 조성하며, 함께 일하게 되</p>

	<p>는 모든 당사자가 통번역사의 역할을 숙지하도록 장려한다</p>
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<p>8. 전문성 개발</p>	
<p>8.1 통번역사는 경력기간 내내 끊임없는 교육과 전문성 개발을 통해 실력과 지식을 향상한다.</p> <p>8.2 통번역사는 전문적 통번역 서비스를 제공하기 위해 능숙한 언어실력과 익숙한 문화감각을 유지한다.</p> <p>8.4 통번역사는 해당 직업에 종사하는 동안 전문성 신장을 지지하고 장려하며, 이는 동료들 간에 있어서도 마찬가지이다.</p> <p>8.4 통번역사는 새로운 경향과 발전에 밝아야 하고, 통번역사로서의 능숙함과 실력을 증진하기 위해 통번역 분야의 연구 결과도 계속 숙지해야 한다.</p>	<p>윤리원칙: 통번역사는 전문 지식과 기술을 꾸준히 발전시킨다.</p>

<p>9. 전문적 연대</p>	
<p>9.1 통번역사는 직업적 이익과 동료의 이익을 지지하고 증진하며 서로 돕는다.</p> <p>9.2 통번역사는 다른 통번역사와의 어떠한 분쟁도 협력적이고 건설적이면서도 전문가다운 태도로 해결한다.</p> <p>9.3 AUSIT 회원들은 다른 AUSIT 회원들과 어떠한 미해결 분쟁이 있을 시 협의회에 회부한다. 협의회의 최종 결정은 회원들에게 구속력이 있으며, 정의를 위해 항소 혹은 재검토 조항을 두고 있다.</p>	<p>윤리원칙: 통번역사는 동료를 존중하고 지지하며 동료의 통번역 전문가로서의 평판과 신뢰를 지지한다.</p>

번역사 행동과 관련한 문제

T1 번역 업무를 시작하기 전에 번역사는 번역의 의도된 목적과 결과물의 전달 방식을 확인한다.

T2 번역사는 의뢰인으로부터 번역 의뢰 건을 기한 내 제대로 수행하는데 필요한 가능한 최대한의 정보, 용어, 관련 자료를 받아 이를 기밀 유지하거나 별도 합의한 대로 처리한다. 만일 의뢰인이 바람직한 결과물 도출에 필수적인 참고 텍스트를 소유하고 있지만 이를 전달하지 못한 경우, 번역사는 이러한 도움이 이루어지지 않은 명백한 이유로 인해 번역이 부적절하게 이루어진 점에 대해 책임이 없다.

T3 번역사는 해당 언어와 문화의 특성 및 요구사항 범위 내에서 완전하고 공정하게 원문의 의미와 의도가 반영되고 의뢰인/업무 개시자로부터 받은 의뢰 건에 규정된 목적에 부합하는 번역물을 전달한다.

T4 번역사는 원문의 언어에서 번역사의 자격이 입증된 번역문 언어로만 번역한다.

T5 번역사는 스스로가 자신의 번역능력 및 관련 전문 능력 범위 내에 있다고 생각하고 필요한 자원, 전달능력, 이해 수준과 유창함이 확보되며 이후 관련 지식이나 능숙함을 보유한 자를 통해 개정작업이 진행되는 번역만을 수행한다.

T6 만일 원문에 번역 시 특별히 고려되어야 하는 요소가 있을 경우, 번역사는 최선의 노력을 다해 전문적 판단을 의뢰인의 관심으로 이끄는 데 적용한다. (번역물이 모든 원문의 내용, 의미, 스타일, 언어가 정확히 재현되도록 기대 혹은 요구되며 최종적으로 인증이 필요한 경우는 제외한다)

이런 요소는 애매함, 사실의 정확성, 언어적 오류, 부정확한 용어, 번역사의 판단에 따른 차별적 언어 사용 또는 번역 언어의 문화에서 텍스트의 목적 달성에 문제를 야기할 수 있는 단어 선택이나 참고자료를 포함할 수 있다.

T7 만일 번역사가 에이전시와 계약한 경우, 에이전시와 관련 계약서의 조건 하에 제공되는 경우를 제외하고는 에이전시의 의뢰인과 직접 계약을 하지 않는다. 에이전시의 의뢰인과 직접 계약할 경우, 번역사는 에이전시와 합의한 절차를 따른다.

T8 번역사는 필요한 능력과 자원을 보유했다고 판단할 근거가 있고 윤리 강령 및 행동 강령에 부합하며 의뢰인과의 계약을 항상 따를 수 있는 자에게만 하청을 줄 수 있다. 별도 합의가 없는 한 어떤 경우에도 번역물에 대한 책임은 하청을 준 번역사에게 있다.

T9 만일 번역사가 다른 번역사에 의한 개정 또는 확인을 받게 될 경우, 개정본은 승인 및 최종화를 위해 최초 번역사에게 전달된다. 만일 번역물이 번역사의 동의 및 인지 없이 의뢰인에게 전달된 후 번역문 수정이 이루어질 경우, 번역사는 더 이상 번역물에 대한 책임이 없다.

T10 저작권 문제를 포함한 분야에서 일하는 전문 번역사는 번역사와 번역 업무의 합법적인 보호에 관한 나이로비 권고 및 국제번역가연맹(FIT) 번역가 헌장(FIT 홈페이지 참조)에 명시된 원칙을 준수하기 위해 노력한다.

통역사 행동과 관련한 문제

Int1 통역사는 업무 개시자/의뢰인으로부터 통역을 적절히 수행하는 데 필요한 정보와 브리핑을 가능한 최대한으로 받아 스스로 준비하며 이러한 자료는 기밀 유지하거나 별도 합의한 대로 처리한다.

통역의 완성도

Int2 회의에 참여한 모든 당사자가 발언하거나 서명한 모든 사항에 동일한 접근을 보장하기 위해 통역사는 의사 소통한 모든 내용을 정확하고 완벽하게 전달한다.

Int3 통역사는 일인칭으로 통역한다.

Int4 통역사는 통역 시 발언자의 감정을 유지하고 전달된 메시지나 사용된 언어의 강도를 줄이거나 높이지 않는다. 법정이나 정신(심리) 검사와 같은 특정 상황, 일관성이 없고 주저하며 불분명한 진술은 통역 시 그대로 유지된다.

Int5 만일 분명한 허위 사실이 언급될 경우, 통역사는 이를 제시된 바와 같은 방식으로 정확하게 전달한다.

기타 당사자와의 관계 및 대화 상황에서 통역사의 역할

Int6 일부 참가자가 통역사와 일하는 것에 익숙하지 않은 대화 상황에서 통역사는 참가자가 서로 직접 말하도록 이들을 독려한다.

Int7 다수의 참가자가 있고 통역사가 모두에게 큰 소리로 통역하지 않는 상황에서 통역사는 각 참가자를 언어적으로 위스퍼링 동시통역 또는 다른 적절한 수단이 가능한 장소에서 다른 참가자는 당사자 또는 논의 중인 당사자들이 이해하지 못하는 언어로 의사 소통하도록 유지할 수 있다.

Int8 만일 분명하지 않은 사항이 있을 경우, 통역사는 다시 반복하거나 바꿔 말하거나 설명을 하도록 요청하고 모든 참가자에게 현재 상황을 알린다.

Int9 통역사가 충분히 정보를 보고 받을 기회가 없거나 준비할 시간이 부족하거나 안전/보안상 문제가 발생하는 비상 상황에서는 회의에 참석한 책임자 또는 업무 개시자에게 이를 전달한다.

Int10 통역사는 당사자간 이루어진 부수적 의견이나 사적 또는 다른 대화에 통역사를 참여시키고자 하는 시도에 대해 참가자들에게 알려준다. 하나 또는 그 이상 당사자가 각자의 통역사를 대동하는 비즈니스 또는 두 나라 이상 정부가 참여하는 상황에서 통역사는 상대 당사자의 부수적 코멘트에 대해서도 자신의 당사자에게 전달하는 것이 적절하다.

Int11 다양한 참가자가 통역사에 대해 상충되는 기대를 가질 수 있다. 이러한 기대는 통역사 윤리를 위반할 수도 있으므로 역할의 한계를 명확히 하고 어떻게 통역 중인

회의에서 가장 좋은 결과를 도출할지 의뢰인이 이해할 수 있게 돕는 책임은 통역사에게 있다. 통역사는 대기 중 일어나는 대화가 사적이 아닌 정중하게 유지되고 그러한 대화 중 발설되는 정보가 기밀로 유지되도록 유의한다.

Int12 통역사는 요구 사항이 있을 시, 자신의 자격사항과 통역의 정확성에 대해 증명하고 언어적 선택에 대해 설명하지만 참가자의 메시지 이해에 대해서는 증명하지 않는다. 이는 참가자의 문제로 남는 부분이다.

원격 통역

Int13 통역사는 전화, 동영상, 인터넷 통역과 같은 통역을 위한 기술 및 다양한 녹음/전송 장치 사용의 증가에 대해 익숙해지도록 한다. 이러한 기술을 사용하는 통역에 참여하는 통역사는 해당 기술의 사용목적과 이런 기술로 인해 의사소통이 이루어지는 방식을 이해함으로써 스스로 준비한다. 이런 기술을 사용하는 기관, 에이전시 및 의뢰인은 기술 사용과 관련한 특정 요구사항에 대한 프로토콜 및 간략한 해설을 마련하는 것이 권고된다.

통역 업무의 특정한 환경

Int14 특정한 고용 방식으로 인해 통역 업무 이외 추가적인 역할을 하는 곳에서 통역사는 언제 통역사로서 역할을 하고 사전 고지 없이는 해당 역할을 바꾸지 않음을 분명히 알린다.

Int15 주의의무 또는 보안 규정이 건강관리나 고도의 보안 환경과 같은 모든 참석자의 행동을 규정하는 특정한 환경에서 통역사는 통역 윤리 강령과 함께 관련 규정과 절차를 따른다.

2012年11月

澳洲翻譯協會道德守則及行為守則

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緒論

《澳洲翻譯協會道德守則》最初是在90年代初作為章程起草。後來於1995年全國年度大會上以擴展的形式獲得批准，並在接下來的15年裡在澳洲翻譯協會(以下稱為AUSIT)及許多其他行業中之行之有效。許多海外教育機構和專業機構都將其作為參考或自身守則的模型。

但是翻譯和口譯行業的變化表明道德守則的要求也需進行調整。2010年底，AUSIT接受了蒙納許大學的提議，隨即成立AUSIT暨蒙納許大學聯合工作組，目的是審查《道德守則》，並向作為其領導者的奧德斯·歐則林博士(Dr Uldis Ozolins)提供資金予以協助。十二個月後，資金用罄，克里斯欽·施密特(Christian Schmidt)便接管了這個項目並完成此項目。在審查過程中，徵求了AUSIT所有成員以及筆譯和口譯行業所有領域代表的意見及回饋。

工作組成員按英文字母順序排列如下：

教育家和手語翻譯家，澳洲手語翻譯協會維多利亞分支前主席，現任AUSIT維多利亞及塔斯馬尼亞分支主席，梅瑞迪絲·巴特利特博士(Dr Meredith Bartlett)。

AUSIT成員，西南雪梨衛生區衛生語言服務專業口譯、研究和培訓經理，維斯納·波格列夫(Vesna Boglev)。

翻譯從業者和AUSIT創始成員，澳洲第一位本土全職翻譯及口譯教授(迪肯大學)，也是國際翻譯工作者聯合會前主席以及澳洲全國翻譯認證機構董事會前主席，阿道夫·真塔由(Adolfo Gentile)。

前AUSIT副主席，前AUSIT維多利亞及塔斯馬尼亞分支主席，現正經營自己的語言服務公司的翻譯和口譯家，伊娃·胡思恩(Eva Hussain)。

曾在澳洲及國際上撰寫過許多有關翻譯和口譯的文章，並在澳洲幾所大學任教的研究員，奧德斯·歐則林博士(Dr Uldis Ozolins)。

畢業於海德堡大學，現在阿德萊德經營翻譯和編輯業務的克里斯欽·施密特(Christian Schmidt)。

顧問：蒙納許大學的吉姆·拉法克博士(Dr Jim Hlavac) 和瑞塔·威爾森教授(Prof. Rita Wilson)。

自由譯者和教育家，芭芭拉·麥格夫雷(Barbara McGilvray)。

AUSIT全國委員會謹向克里斯欽(Christian Schmidt)以及奧德斯(Dr Uldis Ozolins) 對審查小組的領導以及所有小組成員的寶貴貢獻表示衷心的感謝。

芭芭拉·麥格夫雷(Barbara McGilvray)

AUSIT國家副主席

序言

AUSIT的《道德守則》和《行為守則》旨在規範AUSIT成員，也就是澳洲口譯和筆譯學會成員的專業行為。

AUSIT成立於1987年，當時澳洲全國翻譯認證機構(以下稱為NAATI)呼籲澳洲各地的從業者、教育家和政府語言服務提供者代表參加在坎培拉舉行的會議，以建立一個全國性的專業協會。AUSIT的成立是澳洲和紐西蘭口譯及翻譯歷史發展架構之中的一部分，其中包含國家認證和資格標準、廣泛的語言服務、專業教育和受人尊敬的道德守則。

AUSIT最初的《道德守則》於1995年完成，當時該守則由NAATI認可並由AUSIT在其全國年度大會上通過。1996年，《道德守則》於AUSIT在墨爾本主辦的世界大會上提交給國際翻譯工作者聯合會(以下稱為FIT)。NAATI贊同將AUSIT的道德守則作為持有NAATI證書的人職業行為的基礎，即任何持有NAATI認證或認可的人都適用。

AUSIT的《道德守則》和《行為守則》更新版本於2012年撰寫，旨在表彰澳洲該領域的重大發展和多樣化，以及對世界各地口譯和筆譯行業所面臨的道德問題的日益重視。國際上對口譯員和筆譯員地位的認可日漸重要，他們透過媒體、國際事務和地方政治問題上突顯出自身重要性，因此對於他們的審查標準也愈來愈嚴格。

修訂後的《道德守則》於2012年年度大會上由紐西蘭全國口譯和筆譯專業人員協會(創辦於1985年)通過。

澳洲的翻譯行業屬於一個全球性的專業，而該專業日益專心面對跨國道德問題，例如保護翻譯員和翻譯文本(聯合國教科文組織《奈洛比宣言》和《國際翻譯工作者聯合會章程》)，保護身處衝突地區的口譯員以及刑事法院訴訟程序中的個人獲得口譯和筆譯服務的權利。

在澳洲境內，大量的機構、機關、語言服務提供商以及口譯和筆譯服務購買者現在要求與他們合作的從業人員—無論是否是AUSIT的成員—都需遵守《道德守則》。《道德守則》被認為是為口譯和筆譯製定了一套標準。

總的來說，《道德守則》規定成員有義務：

- 保持專業的超然、公正、客觀和保密
- 通過持續的定期專業發展追求卓越表現
- 婉拒超出能力範圍的工作
- 增進工作條件、工作關係以及對工作角色的理解，以便有助於促進合作和優質服務
- 遵守爭議解決程序

與口譯和筆譯從業人員合作的客戶或其他方應向AUSIT提出任何有違反本守則的行為。AUSIT有調查此類投訴的流程，許多購買口譯和筆譯服務並要求從業人員遵守《道德守則》的機構或機關也應如此。

任何組織若對口譯和筆譯員具有特定制度或操作方面的要求，AUSIT會支持並將協助制訂其良好工作指南或協議，以便有助於補充本守則。

AUSIT的《道德守則》界定了口譯和筆譯專業人員實踐決策的價值觀和原則。下列《行為守則》和《筆譯及口譯人員特有的專業行為》將為口譯及筆譯專業人員提供一套框架，供其在實踐中作出判斷時使用，而並非旨在列出所有可能包含遵守和不遵守《道德守則》的處境和情況的詳盡清單。口譯和筆譯的道德實踐需在考慮情況下進行判斷和決策。承諾按照《道德守則》執業的口譯員和筆譯員接受他們將根據AUSIT的違規流程對其行為負責。

以下標準和原則將為口譯和筆譯的實踐提供參考。

道德守則

一般原則

1. 職業操守

口譯員和筆譯員在任何時候都應按照AUSIT—國家口譯和筆譯從業者專業協會的目標行為標準和禮儀行事。

解釋：口譯員和筆譯員對其工作和行為負責，他們致力於以尊重和對文化敏感的方式提供優質的服務，誠實且公平地與各方及同事打交道，並誠實地處理所有商業行為。他們揭露任何利益衝突或可能損害其公正性的事項。他們遵守勤勉的共同職業道德，並對工作中其他參與者的需求做出回應。

2. 保密

口譯員和筆譯員隨時都要保密且不能透露任何在工作過程中所獲得的資訊。

解釋：口譯員和筆譯員必須遵守嚴格的保密規則，與他們一起在專業或商業領域合作的人亦是如此。

3. 職業能力

口譯員和筆譯員通過培訓和獲取證書取得專業資格，因此他們只能從事能力範圍內能勝任的工作。

解釋：口譯員和筆譯員需要為特定類型的工作具備特定級別的專業知識才能從業。那些與口譯員和筆譯員合作的人們有權期望他們與符合資格的從業人員合作。從業人員總是誠實地闡明資歷。若沒有正式培訓或認證的情況下（例如：較少使用的語言以及新興語言），從業人員有義務通過自主專業發展提高和保持技能（見下文原則8）或要求雇主、機構或機關提供相關培訓。

4. 公正客觀

口譯員和筆譯員在所有專業交流上都保持其公正性。口譯員在口譯過程中與任何人之間進行交流都保持公平公正。翻譯者不會對原文作者或其翻譯的目標讀者出現偏見。

解釋：口譯員和筆譯員的重要性在於促進不享有共同語言的各方能有效的溝通。他們目的在確保所有訊息都能完整的傳達。口譯員和筆譯員不對當事人所說的內容負責，只對資訊的完整和準確傳遞負責。他們不會使偏見影響表現；同時，他們也不會減弱、加強或改變所要傳達的訊息。

5. 準確性

口譯員和筆譯員會使用他們最專業的判斷，在任何時候都忠於文本和訊息的含意。

解釋：出於本守則的規範，準確性意味將訊息最佳且完整地轉移到目標語言，不會失真或遺漏，並且保留源訊息或文本的內容及含意。

6. 明晰角色界線

口譯員和筆譯員在擔任訊息傳遞者以作為促進溝通的橋樑以及參與任何可能有其他方介入的工作時始終都保持明確的界線。

解釋：口譯員和筆譯員工作的重點是資訊傳遞。

從業人員在口譯或筆譯的過程中不會參與其他工作，例如宣傳、指導或建議。即使在特定情況下受安排執行此類工作，從業人員仍要堅持在口譯和筆譯與其他工作之間商定明確的界線。此情況下為達到目的，口譯員和筆譯員將根據《道德守則》的規範對其角色界線進行解釋。

7. 保持專業關係

無論口譯員和筆譯員是員工、自由職業者還是口譯和筆譯機構的承包商，他們都對其工作品質負責。他們總是努力確保滿意的工作條件以便能履行職責，其中包括物理設施、適當的情況簡介、傭金透明化以及在特定機構環境中需要制定的明確行為協議。他們確保自己有足夠的時間完成工作；他們與工作夥伴建立相互尊重的商業關係，並鼓勵他們熟悉口譯或筆譯的角色。

解釋：口譯員和筆譯員會在各種具有特定制度和廣泛專業及商業的環境中工作。有些情況會涉及嚴謹的協議，其中口譯員或筆譯員是完全獨立的一方，而其他情況則要求口譯員或筆譯員以合作和共同責任為標誌。口譯員和筆譯員必須熟悉這些情況，並努力使與其合作的人了解他們的角色。對於通過代理機構獲得工作的從業人員來說，為他們提供工作的機構就是他們的客戶之一，而從業人員在與他們合作的時候應保持與個別客戶合作時相同的專業標準。與此同時，各機構必須制定適當和公平的程序以重視並培養口譯和筆譯從業人員的專業精神。

8. 專業發展

口譯員和筆譯員持續發展專業知識和技能。

解釋：從業人員致力於終身學習，並認清個體、服務和業務會隨著時間的推移而發展和變化。他們不斷提升自己的語言能力和應用技能以及對語境和文化的理解。為了繼續提供優質的服務，他們會不斷掌握與其業務相關的技術發展。從業人員翻譯工作的語言若沒有標準培訓或證書，從業人員可能需要獨立評估、維護和更新其標準。

9. 職業團結

口譯員和筆譯員尊重及支持他們專業的同業，並且維護口譯和筆譯行業的名譽和信譽。

解釋：從業人員對這個行業的忠誠度超越了他們的個人利益。他們支持和促進該行業及其同事的利益，並互相提供幫助。

行為守則

對接受服務者的義務

1. 職業操守	
<p>1.1 口譯員和筆譯員在任何時候都保持其正直和獨立性。</p> <p>1.2 口譯員和筆譯員為所有工作進行適當的準備。</p> <p>1.3 口譯員和筆譯員會完成他們已經接受的工作，除非因為道德原因無法完成其工作（見以下3.4和4.2）。</p> <p>1.4 口譯員和筆譯員遵守預約時間和截止日期，或若有任何障礙即時告知客戶。</p> <p>1.5 口譯員和筆譯員不會對其客戶行使權力或影響力。</p> <p>1.6 口譯員和筆譯員不會索取或接受小費或其他福利。然而，他們可以在特定的文化環境下接受特有的小禮物。</p>	道德原則: 口譯員和筆譯員在任何時候都應按照AUSIT—國家口譯和筆譯從業者專業協會的目標行為標準和禮儀行事。

2. 保密	
<p>2.1 口譯員和筆譯員受到嚴格保密規則的約束，與他們在專業或商業領域工作的各方也是如此。</p> <p>2.2 在需要團隊合作的情況下，保密的道德義務延伸至團隊和/或機構的所有成員。</p> <p>2.3 從業人員不會試圖利用在工作期間或工作過程中所獲得的資訊獲取利益。</p> <p>2.4 在客戶同意或法律規定的情況下，可以允許公開資訊（見Int15）。</p>	道德原則: 口譯員和筆譯員隨時都要保密且不能透露任何在工作過程中所獲得的資訊。

3. 專業能力	
3.1 接受口譯或筆譯工作	道德原則: 口譯員和

<p>是對口譯員或筆譯員執行該工作能力的一種含蓄聲明。</p> <p>3.2 口譯員和筆譯員熟悉他們所接受工作的領域的不同背景、制度結構、術語和類型。</p> <p>3.3 如果客戶提出要求，口譯員和筆譯員將清楚地說明他們在特定語言或語言翻譯方向的資格。</p> <p>3.4 如果工作過程中顯然需要超出口譯員和筆譯員能力範圍的專業知識，他們應立即通知客戶並努力解決問題，或退出工作，或遵循另一個可接受的策略。</p> <p>3.5 如果客戶希望將口譯或筆譯的語言改為另一種語言，只有在口譯員或筆譯員具備另一種語言的相關能力時才能如此。</p>	<p>筆譯員只能從事他們通過培訓和證書所具備的專業語言資格的工作。</p>
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<p>4.公正客觀</p> <p>4.1 在所有情況下，口譯和筆譯工作都需要公平無私。</p> <p>4.2 如果由於個人信仰或其他情況而難以保持公正性，口譯員和筆譯員不會接受其工作，或表示願意退出其工作。</p> <p>4.3 口譯員和筆譯員不對客戶所說或寫的內容負責。</p> <p>4.4.口譯員和筆譯員在工作期間不管是否被主動徵求，都不會就任何事項或人員發表或撰寫意見。</p> <p>4.5 口譯員和筆譯員會坦誠地表明所有利益衝突，例如：為親屬或朋友工作以及會影響其雇主的工作。</p> <p>4.6 口譯員和筆譯員不會在不向客戶充分表明利益的情況下向客戶推薦任何與他們有個人或經濟利益的業務、仲介、流程、金融或物質事項。</p>	<p>道德原則:口譯員和筆譯員在所有專業交流上都保持其公正性。</p> <p>口譯員在口譯過程中與任何人之間進行交流都保持公平公正。</p> <p>翻譯者不會對原文作者或其翻譯的目標讀者表現出偏見。</p>
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<p>5. 準確性</p>	
<p>5.1 口譯員和筆譯員會將目標語言中的源話語或文本準確再現。準確性在此被定義為翻譯得最佳且完整，沒有失真或遺漏，並且保留源訊息或文本的內容及含意。口譯員和筆譯員能夠利用他們通過培訓和教育所獲得的技能和理解力，準確和完整地翻譯源訊息。</p> <p>5.2 口譯員和筆譯人員不會改變、添加或省略源訊息的內容及含意。</p> <p>5.3 口譯員和筆譯員承認並及時改正任何口譯或筆譯上的錯誤。</p> <p>5.4 若情況允許，口譯員和筆譯員在有任何不清楚之處時可以要求重複、改寫或解釋。</p>	<p>道德原則:口譯員和筆譯員會使用他們最專業的判斷，任何時候都忠於文本和訊息的含意。</p>

<p>6. 明晰角色界線</p>	
<p>6.1 口譯員和筆譯員在履行口譯或筆譯職責時不會承擔其他職責，如提供宣傳、指導或諮詢。即使在特定情況下受安排執行此類工作（例如對員工具體的制度要求），從業人員仍堅持要求各方在口譯和筆譯與其他工作之間商定明確的界線。</p> <p>6.2 口譯員和筆譯員尊重參與工作的其他人的專業界線。</p> <p>6.3 口譯員和筆譯員會注意到任何有關其他方誤解口譯或筆譯角色或有不恰當期望的情況。</p> <p>6.4 口譯員和筆譯員了解並幫助其客戶理解專業和個人互動之間的差異。他們負責建立和維護自己與其他參與者交流互動之間的適當界線。</p>	<p>道德原則:口譯員和筆譯員在擔任訊息傳遞者以作為促進溝通的橋樑以及參與任何可能有其他方介入的工作時始終保持明確的界線。</p>

<p>7. 保持專業關係</p>	
<p>7.1 從業人員在從事口譯或筆譯工作時都應遵守本守則- 不管是作為員工、自由職業者、</p>	<p>道德原則:無論口譯員和</p>

<p>代理承包商或其他口譯員和筆譯員的主管或雇主。</p> <p>7.2 在作為自由職業者工作時，口譯員和筆譯員會誠實且公開地與客戶和代理商打交道。</p> <p>7.3 在通過代理機構工作時，口譯員和筆譯員保持與個別客戶合作時相同的專業標準。</p> <p>7.4 口譯員和筆譯員要求在工作開始前提供簡介和查閱參考資料和背景訊息。</p> <p>7.5 在口譯工作時，口譯員努力確保給定的物理環境能實現最佳的訊息傳遞。這包括使用者通常所需用於聽和說的任何裝置和輔助設備，例如用於會議口譯的標準小房間或用於保密的適當實物安排，或用於保障身體風險的安全措施。其中還包括座位的提供和合理的休息時間以避免口譯疲勞。</p> <p>7.6 在確認提供有效語言服務的共同責任時，口譯員和筆譯員可以期望以本守則作為強制規定的機構、雇主或客戶具有適當的程序以承認從業人員的專業義務，並且支持口譯員和筆譯員確保上述7.4和7.5中所列出的條件。</p>	<p>筆譯員是員工、自由職業者還是口譯和筆譯機構的承包商，他們都對其工作品質負責。他們總是努力確保滿意的工作條件以便能履行職責，其中包括物理設施、適當的情況簡介、傭金透明化以及在特定機構環境中需要制定的明確行為協議。他們確保自己有足夠的時間完成工作；他們與工作夥伴建立相互尊重的商業關係，並鼓勵他們熟悉口譯或筆譯的角色。</p>
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8.專業發展	
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<p>8.1 口譯員和筆譯員透過其職業生涯中的持續學習和職業發展提高他們的技能和知識。</p> <p>8.2 口譯員和筆譯員保持語言的精通並熟悉他們為其提供專業口譯和筆譯服務的文化。</p> <p>8.3 口譯員和筆譯員支持及鼓勵行業內部和同事之間的專業發展。</p> <p>8.4 口譯員和筆譯員努力隨時了解新的趨勢和發展以及該領域的研究成果，以便提高他們的專業能力和工作品質。</p>	<p>道德原則:口譯員和筆譯員持續發展他們的專業知識和技能。</p>
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<p>9 職業團結</p>	
<p>9.1 口譯員和筆譯員支持和促進該行業及其同事的利益，並互相提供幫助。</p> <p>9.2 口譯員和筆譯員會以合作性、建設性和專業性的方式解決與口譯和筆譯同事間的任何爭議。</p> <p>9.3 AUSIT成員會將與其他協會成員之間尚未解決的任何爭端提交到國民議會。議會的一致結論對成員具有約束力，而成員出於自然公正的權益尚可提出上訴或審查。</p>	<p>道德原則:口譯員和筆譯員尊重和支持他們的專業同行，並且維護口譯和筆譯行業的名譽和信譽。</p>

筆譯人員特有的專業行為

- T1 開始工作之前，筆譯員會查明翻譯的預期目的和所需交付的形式。
- T2 筆譯員會向客戶盡可能獲取更多的訊息、術語或參考資料，以便適當和及時的執行翻譯委託，並以保密或明確同意的方式處理此類材料。如果客戶擁有但未能提供對期望結果至關重要的參考文本，筆譯員則不對由於此類輔助工具被扣留而導致的翻譯不足負責。
- T3 筆譯員提供的翻譯在目標語言及文化的參數和要求範圍內，完整且公正地呈現源文本的含義和意圖，並符合客戶/發起人委託中的指定目的。
- T4 筆譯員僅能從事他們有資格翻譯的源語言到目標語言的工作。
- T5 筆譯員只從事他們認為屬於其翻譯能力和相關專業能力範圍的工作，並且他們具有必要的資源、轉移能力、理解水平和流利程度，或是此工作將會由具有相關知識或能力的人員進行修訂。
- T6 如果在執行翻譯時源文本包含需要考慮的特定元素，筆譯員會盡最大努力並運用專業判斷將其提請客戶注意（除非翻譯文檔預期或要求準確複製所有源文本內容、含義、風格和語言，從而需要經過認證）。這些要素可能包括含糊不清、事實不準確、語言錯誤、術語不精確、翻譯者判斷為具有歧視性的語言，或可能危及目標語言文化中實現文本目的的措詞或參考文獻。
- T7 如果筆譯員是與代理機構簽訂合約，他/她不會直接與代理機構的客戶聯繫，除了根據與代理機構簽訂的相關協議條款規定之外。如果該機構的客戶直接聯繫筆譯員，筆譯員將遵循與該機構商定的程序行事。
- T8 筆譯員只能將工作分包給確實擁有必要的能力和資源並且遵守本道德守則和行為守則的其他從業人員，並始終遵守與客戶簽訂的任何協議。除非另有明確約定，否則翻譯文本的責任在任何情況下都由將工作分包給另一位從業人員的筆譯員承擔。
- T9 如果翻譯需要修改或由其他筆譯員進行檢查時，修訂版本則將返還原筆譯員進行審批和最終確定。如果在未經筆譯員同意和知情的情況下對交付於客戶後的翻譯文本進行更改，筆譯員則不再對翻譯後的文本負責。

T10 在涉及版權事務領域工作的專業筆譯員努力遵循聯合國教科文組織《奈洛比宣言》中關於翻譯人員和翻譯文本的法律保護以及FIT翻譯人員章程（見FIT網站）的原則。

口譯人員特有的專業行為

Int1 口譯員為了正確執行工作會盡可能向發起者/客戶獲取資訊和簡介以便做好萬全準備，並以保密或明確同意的方式處理此類材料。

口譯的完整性

Int2 為了確保會議各方對所有說明或簽署的內容有相同的權限，口譯員會準確且完整地傳達所有的一切。

Int3 口譯員會以第一人稱口譯。

Int4 口譯員在口譯時保持發言者的情緒，不會軟化或增強所傳達的資訊或所使用的語言的力量。在諸如法庭或心理測量評估等特定情況下，口譯員會以相同的方式保留不一致、猶豫和不明確陳述的現象。

Int5 如果當事人發出明顯的不實之詞，口譯員會與之相同的方式準確地翻譯及傳達這些訊息。

與其他方的關係和在對話情境中口譯的作用

Int6 在一些參與者可能不習慣與口譯員合作的對話情境下，口譯員會鼓勵這些參與者直接相互對話。

Int7 在有多名參與者並且口譯員不向所有人大聲朗讀的情況下，口譯員酌情以低聲同聲傳譯或其他合適的方式使每位參與者在當其他參與者以其不理解的語言進行交流時也能使之理解。

Int8 如果有任何不清楚之處，口譯員會要求重複、重新措辭或解釋，並且告知所有參與者正在發生的情況。

Int9 在緊急情況下，口譯員可能沒有機會獲得充分的情況簡介或有足夠的時間準備，又或者如果存在安全/保障問題，他們會將此訊息傳達給參加會議的負責人或發起人。

Int10 口譯員隨時向參與者通報任何方的意見，或告知試圖讓口譯員參與私人或其他對話的意圖。在一方或多方自帶口譯員的商業或政府間情況下，口譯員應隨時向自己的一方轉達另一方對己方的意見。

Int11 各種參與者可能會對口譯員抱有相互競爭的期望。這些期望可能會違反口譯員的道德規範，因此口譯員有責任澄清其角色界線，並協助客戶了解如何在口譯會議中取得最佳結果。口譯員也會注意，在等待期間可能出現的對話時仍然要保持禮貌，但也不會變成私下對話，而在此類對話過程中所洩露的資訊也一概保密。

Int12 口譯員證明其資格和口譯的準確性，並應要求解釋他們的語言選擇，但不證實參與者對訊息的理解；這仍然是參與者的問題。

遠端口譯

Int13 口譯員會熟悉愈來愈多用於口譯的技術，包括電話、視訊和網路口譯，以及各種記錄/傳輸設備。使用這些技術進行口譯的口譯員會通過了解其使用目的以及這些技術塑造溝通的方式來做好準備。關於這些技術的使用以及口譯員可能具有的任何特定要求，使用該技術的機構、代理商和客戶應該制定相關協議和對口譯員做出簡介。

口譯工作的具體體制設置

Int14 如果口譯員由於特定就業安排而具有除口譯服務以外的其他角色，他們會清楚地表明他們何時擔任口譯員，並且不會在沒有通知的情況下隨意轉換角色。

Int15 在特定的機構環境下，謹慎責任或安全規則規範了所有參與者的行為，例如在醫療保健或高度設防的環境下，口譯員將遵循相關的政策和程序，並將其與口譯的道德規範相結合。

Source Text	Target Text
<p>[665 words] Preamble</p> <p>The AUSIT Code of Ethics and Code of Conduct is intended to regulate the professional conduct of members of AUSIT, the Australian Institute of Interpreters and Translators.</p> <p>AUSIT was founded in 1987, when the National Accreditation Authority for Translators and Interpreters (NAATI) called practitioners, educators and government language service provider representatives from around Australia to a meeting in Canberra to establish a national professional association.. AUSIT's establishment was part of the historical development of the architecture of interpreting and translating in Australia and New Zealand, which has also included national accreditation and qualifications standards, widespread language services, specialised education and a respected code of ethics.</p> <p>AUSIT's original Code of Ethics was completed in 1995, when it was endorsed by NAATI and adopted by AUSIT at its National Annual General Meeting. In 1996 it was presented to the International Federation of Translators at the World Congress hosted by AUSIT in Melbourne. NAATI endorses the AUSIT Code of Ethics as the basis of professional conduct for those with a NAATI credential, that is to say anyone holding NAATI accreditation or recognition.</p> <p>This updated version of the AUSIT Code of Ethics and Code of Conduct</p>	<p>Préambule</p> <p>Le Code d'éthique et le Code de conduite de l'Institut Australien des Interprètes et Traducteurs (AUSIT) visent à réglementer la conduite professionnelle des membres de l'AUSIT.</p> <p>L'AUSIT a été fondé en 1987, lorsque l'Autorité Nationale de Certification pour Traducteurs et Interprètes (NAATI) a réuni des professionnels, des enseignants et des représentants des services de langues gouvernementaux lors d'une réunion à Canberra pour établir une association nationale professionnelle. La mise en place de l'AUSIT a contribué au développement historique de l'architecture de la traduction et de l'interprétation en Australie et en Nouvelle-Zélande, dont la standardisation des certifications et diplômes nationaux, la multiplication des services de langue, l'accès à un enseignement spécialisé et un code de d'éthique respecté.</p> <p>Le premier Code d'éthique de l'AUSIT a été établi en 1995, approuvé par NAATI et adopté par l'AUSIT lors de son assemblée générale annuelle nationale. En 1996, il a été présenté à la Fédération Internationale des Traducteurs au Congrès Mondial organisé par l'AUSIT à Melbourne. NAATI a adopté le code de déontologie de l'AUSIT comme fondement de la conduite professionnelle des accrédités de NAATI, soit toute personne titulaire de la certification NAATI ou de la reconnaissance NAATI.</p> <p>Cette nouvelle version du Code d'éthique et du Code de conduite de l'AUSIT a été rédigée en 2012 suite au développement important et à la diversification du domaine de l'interprétation et de la traduction en Australie, ainsi qu'à l'attention croissante</p>

was written in 2012 in recognition of the significant development and diversification of the field in Australia, and the growing attention to ethical issues in interpreting and translation around the world. International recognition of the status of interpreters and translators becomes even more important as they achieve greater prominence through media, international affairs and local political issues, attracting increased scrutiny of their standards.

The revised Code was adopted by NZSTI, the national association of interpreting and translating professionals in New Zealand (est. 1985), at its Annual General Meeting in 2012.

The interpreting and translation profession in Australia is part of a global profession increasingly concerned to address ethical issues that transcend national boundaries, such as protection of translators and translations (the Nairobi Declaration of UNESCO and the Translator's Charter of the International Federation of Translators), protection of interpreters in conflict areas or the right of individuals in criminal court proceedings to have access to interpreting and translating services.

Within Australia, a large number of agencies, institutions, language service providers and purchasers of interpreting and translating services now require practitioners who work with them – whether AUSIT members or not – to adhere to this Code of Ethics. It is recognised as setting a general standard for interpreting and translating.

In summary, the Code obliges members to: • maintain professional

portée aux problèmes d'éthique liés à la pratique de l'interprétation et de la traduction dans le monde. La reconnaissance internationale du statut des interprètes et des traducteurs devient d'autant plus importante qu'ils gagnent en visibilité à travers les médias, les affaires internationales et les questions politiques locales, entraînant un examen accru de leurs principes éthiques et professionnels.

Le Code révisé a été adopté par NZSTI, l'Association Nationale des Professionnels de l'Interprétariat et de la Traduction en Nouvelle-Zélande (fondée en 1985), lors de sa réunion générale annuelle en 2012.

La profession de l'interprétariat et de la traduction en Australie fait partie d'une profession mondiale de plus en plus soucieuse de s'occuper des problèmes éthiques dépassant les frontières nationales, comme la protection des traducteurs et des traductions (à retrouver dans la Déclaration de Nairobi de l'UNESCO et dans la Charte des Traducteurs de la Fédération internationale des Traducteurs), la protection des interprètes dans les zones de conflit ou le droit des individus impliqués dans des procédures pénales à accéder à des services d'interprétariat et de traduction.

En Australie, de nombreuses agences, institutions, fournisseurs de services de langues et clients des services d'interprétariat et de traduction exigent désormais que les professionnels qui travaillent avec eux – qu'ils soient ou non membres de l'AUSIT – adhèrent à ce Code d'éthique. Celui-ci établit les principales lignes de conduite de la pratique de l'interprétariat et de la traduction.

En résumé, le Code contraint les membres à :

detachment, impartiality, objectivity and confidentiality

- strive for excellence through continuous regular professional development
- decline work beyond their competence
- promote working conditions, relationships and an understanding of roles that facilitate collaboration and quality service delivery
- adhere to dispute resolution procedures

Clients or other parties who work with interpreting and translating practitioners should bring any breach of this Code to AUSIT's attention.

AUSIT has processes for investigating such complaints, as do many of the agencies or institutions that purchase interpreting and translating services and require their practitioners to adhere to the AUSIT Code.

AUSIT also encourages, and will assist, organisations with specific institutional or operational requirements of interpreters and translators to develop their own organisation-specific Good Practice Guides or protocols, which may usefully supplement this Code.

The AUSIT **Code of Ethics** defines the values and principles guiding the decisions interpreting and translating professionals make in practice. The related **Code of Conduct and Conduct issues specific to translators and interpreters** provide a framework for interpreting and translating professionals to use when exercising judgment in their practice. They are not intended to be exhaustive lists of the situations and circumstances that may comprise compliance and non-compliance with

- respecter la distance professionnelle, l'impartialité, l'objectivité et la confidentialité requises ;
- viser l'excellence grâce à un développement de compétences continu et régulier ;
- refuser tout travail jugé au-dessus des compétences du traducteur ou de l'interprète ;
- promouvoir des conditions de travail, des relations ainsi qu'une compréhension des rôles de chaque partie visant à faciliter la coopération et la qualité du service fourni ;
- adhérer aux procédures de résolution de conflits.

Les clients ou toutes autres personnes travaillant avec des professionnels de l'interprétariat et de la traduction doivent faire connaître à l'AUSIT tout manquement au présent code d'éthique. L'AUSIT dispose de procédures permettant d'enquêter sur ces manquements, tout comme les agences et les institutions qui payent pour des services de traduction et d'interprétariat et qui exigent que les professionnels adhèrent au Code de l'AUSIT.

L'AUSIT encourage (et assistera) également les organisations avec des exigences institutionnelles ou opérationnelles spécifiques concernant les interprètes ou traducteurs à développer leurs propres codes de conduite ou protocoles internes, qui pourraient compléter le présent code de conduite.

Le **Code d'Éthique** de l'AUSIT définit les valeurs et les principes devant guider les décisions des professionnels de l'interprétariat et de la traduction au cours de leur pratique. Le **Code de Conduite et le Code Conduite relatif aux interprètes et traducteurs** fournissent également un

the **Code of Ethics**. Ethical interpreting and translating practice requires judgment and balanced decision-making in context. Interpreters and translators who commit to practise in accordance with the **Code of Ethics** accept that they will be accountable for their conduct under AUSIT's processes for non-compliance.

The following values and principles will inform our interpreting and translating practice.

cadre pour ces professionnels, notamment lorsqu'ils sont amenés à faire preuve de jugement dans leur pratique. Ces codes ne prétendent pas fournir une liste exhaustive des situations et des circonstances entrant en conformité ou non avec le **Code d'Éthique**. Une pratique éthique de l'interprétation et de la traduction requiert de faire preuve de jugement et nécessite des prises de décision objectives suivant le contexte. Les interprètes et traducteurs qui s'engagent à travailler selon les principes du **Code d'Éthique** comprennent qu'ils seront responsables de leur conduite dans le cadre des processus de non-conformité de l'AUSIT.

Les valeurs et principes suivants guideront notre pratique de l'interprétation et de la traduction.

[2423 words]

CODE OF ETHICS

GENERAL PRINCIPLES

1. PROFESSIONAL CONDUCT

Interpreters and translators act at all times in accordance with the standards of conduct and decorum appropriate to the aims of AUSIT, the national professional association of interpreting and translation practitioners.

Explanation: Interpreters and translators take responsibility for their work and conduct; they are committed to providing quality service in a respectful and culturally sensitive manner, dealing honestly and fairly with other parties and colleagues, and dealing honestly in all business practices. They disclose any conflict of interest or any matter that may compromise their impartiality. They observe common professional ethics of diligence and responsiveness to

CODE D'ETHIQUE

PRINCIPES GÉNÉRAUX

1. CONDUITE PROFESSIONNELLE

Les interprètes et traducteurs exercent leurs compétences conformément aux règles de conduite et protocoles adaptés aux objectifs de l'AUSIT, l'association nationale des professionnels de l'interprétariat et de la traduction.

Explication : Les interprètes et traducteurs sont responsables de leur travail et de leur conduite ; ils s'engagent à fournir un service de qualité avec respect et en étant sensibles aux caractéristiques culturelles ; à être honnêtes et justes dans leurs interactions avec des tierces parties ou avec leurs collègues ainsi que dans toutes pratiques commerciales. Ils s'engagent à faire connaître tout conflit d'intérêt ou tout problème pouvant compromettre leur impartialité. Ils répondent aux règles éthiques et professionnelles d'assiduité et de réactivité

the needs of other participants in their work.

2. CONFIDENTIALITY

Interpreters and translators maintain confidentiality and do not disclose information acquired in the course of their work.

Explanation: Interpreters and translators are bound by strict rules of confidentiality, as are the persons they work with in professional or business fields.

3. COMPETENCE

Interpreters and translators only undertake work they are competent to perform in the languages for which they are professionally qualified through training and credentials.

Explanation: In order to practise, interpreters and translators need to have particular levels of expertise for particular types of work. Those who work with interpreters and translators are entitled to expect that they are working with appropriately qualified practitioners. Practitioners always represent their credentials honestly. Where formal training or accreditation is not available (e.g. in less frequently used language combinations and new and emerging languages), practitioners have an obligation to increase and maintain skills through their own professional development (see Principle 8 below) or request employers, agencies or institutions to provide it.

4. IMPARTIALITY

Interpreters and translators observe impartiality in all professional contacts. Interpreters remain unbiased throughout the communication exchanged between the participants in any interpreted

vis-à-vis des besoins des autres parties impliquées dans leur travail.

2. CONFIDENTIALITÉ

Les interprètes et traducteurs respectent le principe de confidentialité et ne divulguent aucune information acquise au cours de leur travail.

Explication : Les interprètes et traducteurs, ainsi que les personnes avec lesquelles ils travaillent dans un cadre professionnel ou commercial, sont liés par une règle de stricte confidentialité.

3. COMPÉTENCE

Les interprètes et traducteurs n'acceptent que les missions pour lesquelles ils ont les compétences nécessaires et dans les langues pour lesquelles ils ont reçu une qualification professionnelle au moyen d'une formation ou d'un diplôme.

Explication : Afin d'exercer, les interprètes et traducteurs doivent avoir un certain niveau de compétence pour certains types de travail. Les personnes travaillant avec des interprètes et traducteurs ont le droit de s'attendre à travailler avec des professionnels qualifiés. Les professionnels doivent toujours être honnêtes quant à leurs qualifications. Lorsqu'une formation ou une certification officielle ne peut être fournie (par exemple, dans le cas de combinaisons de langues moins fréquentes et de langues nouvelles et émergentes), les professionnels ont l'obligation de développer et de maintenir leurs compétences au moyen de leur propre développement professionnel (voir Principe 8 ci-après) ou d'exiger que les employeurs, agences ou institutions le leur fournissent.

4. IMPARTIALITÉ

Dans leurs relations professionnelles, les interprètes et traducteurs doivent faire preuve d'impartialité. Au cours de leur travail, les interprètes se doivent d'être

encounter. Translators do not show bias towards either the author of the source text or the intended readers of their translation.

Explanation: Interpreters and translators play an important role in facilitating parties who do not share a common language to communicate effectively with each other. They aim to ensure that the full intent of the communication is conveyed. Interpreters and translators are not responsible for what the parties communicate, only for complete and accurate transfer of the message. They do not allow bias to influence their performance; likewise they do not soften, strengthen or alter the messages being conveyed.

5. ACCURACY

Interpreters and translators use their best professional judgement in remaining faithful at all times to the meaning of texts and messages.

Explanation: Accuracy for the purpose of this Code means optimal and complete message transfer into the target language preserving the content and intent of the source message or text without omission or distortion.

6. CLARITY OF ROLE

BOUNDARIES Interpreters and translators maintain clear boundaries between their task as facilitators of communication through message transfer and any tasks that may be undertaken by other parties involved in the assignment.

Explanation: The focus of interpreters and translators is on message transfer. Practitioners do not, in the course of their interpreting or translation duties, engage in other

objectifs avec tous les participants. Les traducteurs ne doivent prendre le parti ni de l'auteur du texte source ni des lecteurs auxquels leur traduction est destinée.

Explication : Les interprètes et traducteurs jouent un rôle important, dans la mesure où ils aident des parties qui ne parlent pas la même langue à communiquer de manière efficace. Leur mission est de transmettre le message avec exactitude. Les interprètes et traducteurs ne sont pas responsables de ce que les parties disent ou écrivent. Ils sont uniquement tenus de communiquer le message de manière complète et exacte. Lors de leur travail, ils s'engagent à ne pas se laisser influencer. De même, ils n'atténuent, ne renforcent ou ne modifient pas le message original.

5. EXACTITUDE

Les interprètes et traducteurs feront preuve de jugement pour rester fidèles au sens du texte ou du message en tout temps.

Explication : Dans le cadre de ce Code, exactitude signifie traduire dans son intégralité et de manière optimale le message dans la langue cible, sans distorsion ni omission et en préservant le contenu et la fonction du document.

6. DÉLIMITATION DES RÔLES

Les interprètes et traducteurs doivent établir une limite claire entre la tâche qui est la leur, celle de faciliter la communication par le transfert de message, et toute tâche pouvant incomber à d'autres professionnels impliqués dans la mission.

Explication : Les interprètes et traducteurs se concentrent sur le transfert de message. Lors de leurs missions, les professionnels ne doivent en aucun cas prendre le rôle de défenseur ou de conseiller. Dans le cas où de tels rôles

tasks such as advocacy, guidance or advice. Even where such other tasks are mandated by particular employment arrangements, practitioners insist that a clear demarcation is agreed on between interpreting and translating and other tasks. For this purpose, interpreters and translators will, where the situation requires it, provide an explanation of their role in line with the principles of this Code.

7. MAINTAINING PROFESSIONAL RELATIONSHIPS

Interpreters and translators are responsible for the quality of their work, whether as employees, freelance practitioners or contractors with interpreting and translation agencies. They always endeavour to secure satisfactory working conditions for the performance of their duties, including physical facilities, appropriate briefing, a clear commission, and clear conduct protocols where needed in specific institutional settings. They ensure that they have allocated adequate time to complete their work; they foster a mutually respectful business relationship with the people with whom they work and encourage them to become familiar with the interpreter or translator role.

Explanation: Interpreters and translators work in a variety of settings with specific institutional demands and a wide range of professional and business contexts. Some settings involve strict protocols where the interpreter or translator is a totally independent party, while others are marked by cooperation and shared responsibilities. Interpreters and translators must be familiar with these contexts, and endeavour to have the people they work with

sont imposés par des dispositions particulières, les professionnels rappellent la délimitation claire entre les tâches d'interprétation et de traduction et les autres. A cet effet, lorsque la situation l'exige, les interprètes et traducteurs expliqueront le rôle qui est le leur conformément aux principes de ce Code.

7. MAINTENIR DES RELATIONS PROFESSIONNELLES

Les interprètes et traducteurs sont responsables de la qualité de leur travail, qu'ils soient employés, travailleurs indépendants ou qu'ils travaillent pour des agences de traduction. Ils s'efforcent toujours de maintenir des conditions de travail satisfaisantes : installations matérielles, instructions appropriées, commission précise, et protocoles de conduite clairs tels que requis dans certains cadres institutionnels. Ils doivent s'assurer d'avoir alloué suffisamment de temps pour réaliser leur travail. Ils doivent entretenir des relations commerciales respectueuses avec les personnes avec qui ils travaillent et les encourager à se familiariser avec le rôle de l'interprète et du traducteur.

Explication : Les interprètes et traducteurs travaillent dans divers cadres, avec des exigences institutionnelles particulières et des contextes professionnels et commerciaux très variés. Certains cadres imposent des protocoles stricts, où l'interprète et le traducteur sont totalement indépendants. D'autres promeuvent la coopération et le partage des responsabilités. Ces contextes doivent être familiers à l'interprète et au traducteur. C'est à ces derniers de faire comprendre leur rôle aux personnes avec lesquelles ils travaillent. En ce qui concerne les professionnels qui travaillent pour des agences, ils doivent travailler aussi professionnellement que pour leurs propres clients. L'agence leur envoie du travail, elle fait donc partie de leurs clients.

understand their role. For practitioners who work through agencies, the agency providing them with the work is one of their clients, and practitioners maintain the same professional standards when working with them as when working with individual clients. At the same time agencies must have appropriate and fair procedures in place that recognise and foster the professionalism of interpreting and translating practitioners.

8. PROFESSIONAL DEVELOPMENT

Interpreters and translators continue to develop their professional knowledge and skills.

Explanation: Practitioners commit themselves to lifelong learning, recognising that individuals, services and practices evolve and change over time. They continually upgrade their language and transfer skills and their contextual and cultural understanding. They keep up to date with the technological advances pertinent to their practice in order to continue to provide quality service. Practitioners working in languages where there is no standard training or credential may need to assess, maintain and update their standards independently

9. PROFESSIONAL SOLIDARITY

Interpreters and translators respect and support their fellow professionals, and they uphold the reputation and trustworthiness of the profession of interpreting and translating.

Explanation: Practitioners have a loyalty to the profession that extends beyond their individual interest. They support and further the interests of the profession and their colleagues and offer each other assistance.

Parallèlement, les agences doivent avoir mis en place des procédures justes et adéquates qui reconnaissent et promeuvent le professionnalisme des professionnels de l'interprétation et de la traduction.

8. DÉVELOPPEMENT PROFESSIONNEL

Les interprètes et traducteurs s'engagent à continuer à développer leurs connaissances et leurs compétences professionnelles.

Explication : Les professionnels s'engagent à apprendre tout au long de leur vie, et reconnaissent que les individus, les services et les pratiques évoluent et changent avec le temps. Ils améliorent continuellement leurs compétences linguistiques et leurs compétences de transfert de message. Ils développent aussi leur compréhension des contextes et des cultures. Ils se tiennent informés des progrès technologiques relatifs à leur pratique afin de continuer à effectuer un service de qualité. Les professionnels qui travaillent dans des langues pour lesquelles il n'existe ni formation ni accréditation peuvent avoir besoin d'évaluer, de maintenir et d'améliorer leur niveau de manière autonome.

9. SOLIDARITÉ PROFESSIONNELLE

Les interprètes et traducteurs respectent et soutiennent leurs confrères. Ils défendent la réputation et le sérieux des professions d'interprète et de traducteur.

Explication : La loyauté des professionnels envers la profession va au-delà de leur intérêt individuel. Ils soutiennent et promeuvent les intérêts de la profession, de leurs collègues et s'entraident.

CODE DE CONDUITE

1. Conduite professionnelle

CODE OF CONDUCT

1. Professional conduct

1.1 Interpreters and translators maintain their integrity and independence at all times.

1.2 Interpreters and translators undertake appropriate preparations for all assignments.

1.3 Interpreters and translators complete assignments they have accepted, unless they are unable to do so for ethical reasons (see 3.4 and 4.2 below).

1.4 Interpreters and translators adhere to appointment times and deadlines, or advise clients promptly of any hindrance.

1.5 Interpreters and translators do not exercise power or influence over their clients.

1.6 Interpreters and translators do not solicit or accept gratuities or other benefits. They may, however, accept typical small gifts in specific cultural contexts.

Ethical principle: Interpreters and translators act at all times in accordance with the standards of conduct and decorum appropriate to the aims of AUSIT, the national professional association of interpreting and translation practitioners.

2. Confidentiality

2.1 Interpreters and translators are bound by strict rules of confidentiality, as are the parties they work with in professional or business fields.

2.2 Where teamwork is required, the ethical obligation for confidentiality extends to all members of the team and/or agency.

2.3 Practitioners do not seek to take advantage of information acquired during or as a result of their work.

1.1 Les interprètes et traducteurs conservent leur intégrité et leur indépendance en toutes circonstances.

1.2 Les interprètes et traducteurs préparent correctement toutes leurs missions.

1.3 Les interprètes et traducteurs effectuent les missions qu'ils ont acceptées, à moins qu'ils soient dans l'incapacité de les mener à bien pour des raisons éthiques (voir 3.4 et 4.2 plus bas).

1.4 Les interprètes et traducteurs respectent les dates limites ainsi que les heures de rendez-vous. En cas de problème, ils préviennent immédiatement les clients.

1.5 Les interprètes et traducteurs n'exercent aucun pouvoir ou influence sur leurs clients.

1.6 Les interprètes et traducteurs ne sollicitent et n'acceptent aucun pourboire ou autre avantage. Cependant, ils peuvent accepter de petits cadeaux typiques dans certains contextes culturels.

Principe éthique : Les interprètes et traducteurs doivent agir conformément aux règles de conduite et aux protocoles promus par l'AUSIT, l'association professionnelle des interprètes et traducteurs d'Australie, en toutes circonstances.

2. Confidentialité

2.1 Les interprètes et traducteurs sont soumis à des règles strictes de confidentialité, tout comme les parties avec lesquelles ils travaillent dans le milieu professionnel et commercial.

2.2 Lorsque le travail d'équipe est requis, l'obligation éthique de confidentialité s'étend à tous les membres de l'équipe et / ou de l'agence.

2.3 Les professionnels s'engagent à ne pas tirer profit des informations collectées dans leur travail, ou à la suite de leur travail.

2.4 La divulgation d'informations peut être autorisée avec l'accord des clients ou

2.4 Disclosure of information may be permissible with clients' agreement or when disclosure is mandated by law (see Int15).

Ethical principle: Interpreters and translators maintain confidentiality and do not disclose information acquired in the course of their work.

3. Competence

3.1 The acceptance of an interpreting or translation assignment is an implicit declaration of an interpreter's or translator's competence to carry out that assignment. 3.2 Interpreters and translators are familiar with the varied contexts, institutional structures, terminology and genres of the areas in which they accept work. 3.3 Interpreters and translators clearly state their qualifications in particular languages or language directions if requested by the client. 3.4 If it becomes apparent in the course of an assignment that expertise beyond their competence is required, interpreters and translators inform the client(s) immediately and work to resolve the situation, either withdrawing from the assignment or following another acceptable strategy. 3.5 If a client wishes to change the language of the interpretation or translation to a different language, this can only be done if the interpreter or translator has relevant competence in the other language.

Ethical principle:

Interpreters and translators only undertake work they are competent to perform, in the languages for which they are professionally qualified through training and credentials.

4. Impartiality

4.1 Professional detachment is required for interpreting and

lorsque celle-ci est prescrite par la loi (voir Int15).

Principe éthique : Les interprètes et traducteurs doivent respecter la confidentialité et ne pas divulguer d'information reçue au cours de leur travail.

3. Compétence

3.1 L'acceptation d'une mission d'interprétation ou de traduction est une déclaration implicite de la compétence d'un interprète ou d'un traducteur à entreprendre cette mission.

3.2 Les interprètes et traducteurs connaissent les différents contextes, structures institutionnelles, terminologie et genres des domaines des missions qu'ils acceptent.

3.3 Les interprètes et traducteurs déclarent clairement leurs qualifications, notamment en termes de langues ou de directions de traduction et d'interprétation si un client l'exige.

3.4 Si l'interprète et le traducteur se rendent compte que leurs compétences ne correspondent pas à la mission, ils doivent en informer le client immédiatement et essayer de résoudre le problème, soit en se retirant de la mission, soit en trouvant une autre stratégie acceptable.

3.5 Si un client souhaite changer la direction de traduction ou d'interprétation, les professionnels peuvent accepter cette mission seulement s'ils sont qualifiés dans l'autre langue.

Principe éthique : Les interprètes et traducteurs effectuent seulement les missions relevant de leurs compétences, dans les langues pour lesquelles ils ont reçu une qualification professionnelle grâce à une formation ou un diplôme.

4. Impartialité

translation assignments in all situations.

4.2 Where impartiality may be difficult to maintain because of personal beliefs or other circumstances, interpreters and translators do not accept assignments, or they offer to withdraw from the assignment.

4.3 Interpreters and translators are not responsible for what clients say or write.

4.4. Interpreters and translators do not voice or write an opinion, solicited or unsolicited, on any matter or person during an assignment.

4.5 Interpreters and translators frankly disclose all conflicts of interest, e.g. in assignments for relatives or friends and those affecting their employers.

4.6 Interpreters and translators do not recommend to clients any business, agency, process, substance or material matters in which they have a personal or financial interest, without fully disclosing this interest to the clients.

Ethical principle:

Interpreters and translators observe impartiality in all professional contacts. Interpreters remain unbiased throughout the communication exchanged between the participants in any interpreted encounter. Translators do not show bias towards either the author of the source text or the intended readers of their translation.

5. Accuracy

5.1 Interpreters and translators provide accurate renditions of the source utterance or text in the target language. Accurate is defined for this purpose as optimal and complete, without distortion or omission and preserving the content and intent of the source message or text. Interpreters and translators are able

4.1 Une distance professionnelle est requise en toute situation lors des missions de traduction et d'interprétation.

4.2 Les interprètes et traducteurs s'engagent à ne pas accepter de mission ou à s'en retirer si leur impartialité était compromise en raison de croyances personnelles ou autres.

4.3 Les interprètes et traducteurs ne sont pas responsables de ce que leurs clients disent ou écrivent.

4.4 Les interprètes et traducteurs ne doivent en aucun cas écrire ou exprimer oralement leurs opinions, sollicitées ou non, sur un sujet ou un individu au cours de leur mission.

4.5 Les interprètes et traducteurs expriment ouvertement tout conflit d'intérêt potentiel. Ce principe s'applique, par exemple, lors de missions engageant des proches ou des amis, ou affectant leurs employeurs.

4.6 Les interprètes et traducteurs ne recommandent à leurs clients aucune affaire, agence, pratique, contenu ou document dans lesquels ils ont un intérêt économique sans en avoir fait part aux clients.

Principe éthique :

Dans leurs relations professionnelles les interprètes et traducteurs doivent faire preuve d'impartialité. Au cours de son travail, l'interprète doit être objectif avec tous les participants. Le traducteur ne doit prendre parti ni en faveur de l'auteur du texte source ni en faveur des lecteurs potentiels de sa traduction.

5. Exactitude

5.1 Les interprètes et traducteurs s'engagent à restituer dans la langue cible le message du document qui leur est confié avec exactitude. Exactitude signifie ici traduit dans son intégralité et de manière optimale, sans distorsion ni omission et en préservant le contenu et la fonction du document. Les interprètes et traducteurs doivent être en mesure de

to provide an accurate and complete rendition of the source message using the skills and understanding they have acquired through their training and education.

5.2 Interpreters and translators do not alter, add to, or omit anything from the content and intent of the source message.

5.3 Interpreters and translators acknowledge and promptly rectify any interpreting or translation mistakes.

5.4 Where circumstances permit, interpreters and translators ask for repetition, rephrasing or explanation if anything is unclear.

Ethical principle:

Interpreters and translators use their best professional judgement in remaining faithful at all times to the meaning of texts and messages.

6. Clarity of role boundaries

6.1 Interpreters and translators do not, in the course of their interpreting or translation duties, assume other roles such as offering advocacy, guidance or advice. Even where such other tasks are mandated (e.g. by specific institutional requirements for employees), practitioners insist that a clear demarcation is agreed on by all parties between interpreting and translating and other tasks.

6.2 Interpreters and translators respect the professional boundaries of other participants involved in an assignment.

6.3 Interpreters and translators draw attention to any situation where other parties misunderstand the interpreter or translator role or have inappropriate expectations.

6.4 Interpreters and translators understand, and help their clients understand, the difference between professional and personal interactions. They assume

restituer le message source dans sa totalité et avec exactitude en utilisant les compétences et capacités de compréhension acquises tout au long de leur formation.

5.2 Les interprètes et traducteurs ne doivent ni modifier, ni ajouter, ni omettre des éléments du texte source.

5.3 Les interprètes et traducteurs reconnaissent et corrigent immédiatement toute erreur d'interprétation ou de traduction.

5.4 Si les circonstances le permettent, les interprètes et traducteurs demandent à ce que le message soit répété, reformulé ou expliqué lorsque celui-ci n'est pas clair.

Principe éthique :

Les interprètes et traducteurs feront preuve de jugement pour rester fidèles au sens du texte et du message en tout temps.

6. Délimitation claire des rôles

6.1 Lors de leurs missions, les interprètes et traducteurs ne doivent en aucun cas assumer le rôle de défenseur ou de conseiller. Dans le cas où de tels rôles sont imposés par des dispositions particulières, les professionnels rappellent la délimitation claire entre les tâches d'interprétation et de traduction et les autres.

6.2 Les interprètes et traducteurs respectent les limites professionnelles des différents participants de la mission.

6.3 Les interprètes et traducteurs signalent toute situation dans laquelle d'autres parties méconnaissent le rôle de l'interprète et du traducteur ou ont des attentes inadéquates.

6.4 Les interprètes et traducteurs comprennent et aident leurs clients à comprendre la différence entre les interactions professionnelles et personnelles. Ils ont pour responsabilité d'établir et de maintenir des limites adéquates entre eux et les autres participants.

responsibility for establishing and maintaining appropriate boundaries between themselves and the other participants in the communicative interaction.

Ethical principle:

Interpreters and translators maintain clear boundaries between their task as facilitators of communication through message transfer and any tasks that may be undertaken by other parties involved in the assignment.

7. Maintaining professional relationships

7.1 Practitioners follow this Code whenever they are interpreting or translating – as employees, as freelancers, as agency contractors or as supervisors or employers of other interpreters and translators.

7.2 When working as freelancers, interpreters and translators deal with clients and agencies honestly and transparently. 7.3 When working through agencies, interpreters and translators maintain the same professional standards as when working with individual clients.

7.4 Interpreters and translators request briefing and access to reference material and background information before their work commences.

7.5 In interpreting assignments, interpreters endeavour to secure a physical environment that enables optimal message transfer in the given context. This includes the use of any devices and aids which participants typically require for hearing and speaking, such as appropriate standard booths for conference interpreting or appropriate physical arrangements for confidentiality, or security measures in cases of physical risk. It also includes

Principe éthique :

Les interprètes et traducteurs doivent établir une limite claire entre la tâche qui est la leur, celle de faciliter la communication par le transfert de message, et toute tâche pouvant incomber à d'autres professionnels impliqués dans la mission.

7. Maintenir des relations professionnelles

7.1 Les professionnels suivent ce code lors de leurs missions d'interprétation et de traduction – qu'ils soient employés, travailleurs indépendants ou employés par une agence, superviseurs ou employés d'autres interprètes et traducteurs.

7.2 Les interprètes et traducteurs indépendants travaillent avec honnêteté et transparence pour les clients et les agences.

7.3 Les interprètes et traducteurs se doivent de travailler aussi professionnellement pour des agences que pour leurs propres clients.

7.4 Les interprètes et traducteurs demandent un nombre suffisant d'informations, un accès à des ressources de référence et une mise en contexte avant de commencer leur mission.

7.5 Lors des missions d'interprétation, les interprètes prennent soin de travailler dans un environnement qui permet le transfert optimal de messages dans une situation donnée. Cela comprend la mise à disposition d'appareils et d'infrastructures qui permettent l'écoute et le transfert de messages telles que des cabines convenables pour l'interprétation de conférence, des dispositions physiques convenables au maintien de la confidentialité ou des mesures de sécurité en cas de risque physique. Cela comprend également la mise à disposition de places assises et l'organisation de pauses raisonnables pour éviter la fatigue de l'interprète.

provision of seating and reasonable breaks to avoid interpreter fatigue.

7.6 In acknowledging the shared responsibility to provide effective language services, interpreters and translators can expect that agencies, employers or clients who stipulate this Code as mandatory for interpreter or translator behaviour have appropriate procedures in place that recognise the professional obligations of the practitioners, and that they support interpreters and translators in securing the conditions outlined in 7.4 and 7.5 above.

Ethical principle:

Interpreters and translators are responsible for the quality of their work, whether as employees, freelance practitioners or contractors with interpreting and translation agencies. They always endeavour to secure satisfactory working conditions for the performance of their duties, including physical facilities, appropriate briefing, a clear commission and clear conduct protocols where needed in specific institutional settings. They ensure that they have allocated adequate time to complete their work, they foster a mutually respectful business relationship with the people with whom they work and encourage them to become familiar with the interpreter or translator role.

8. Professional development

8.1 Interpreters and translators enhance their skills and knowledge through continuing education and professional development throughout their professional career.

8.2 Interpreters and translators maintain proficiency in the languages and familiarity with the cultures for which they offer professional interpreting and translation services.

7.6 Offrir des services de qualité relève d'une responsabilité partagée. Ainsi, les interprètes et traducteurs peuvent espérer des agences, clients ou employeurs qui imposent l'adhésion à ce code pour les interprètes et traducteurs, qu'ils mettent en place des procédures adéquates afin de reconnaître les obligations professionnelles des médiateurs linguistiques. De même, ils peuvent espérer qu'ils garantissent les conditions exprimées ci-avant en 7.4 et 7.5.

Principe éthique :

Les interprètes et traducteurs sont responsables de la qualité de leur travail, qu'ils soient employés, travailleurs indépendants ou qu'ils travaillent pour des agences de traduction. Ils s'efforcent toujours de travailler dans des conditions satisfaisantes : installations matérielles, instructions convenables, commande précise, et le cas échéant, dans certains cadres institutionnels, des codes de conduite clairs. Ils doivent s'assurer d'avoir alloué suffisamment de temps pour réaliser leur travail. Ils doivent entretenir des relations commerciales respectueuses avec les personnes avec qui ils travaillent et les encourager à se familiariser avec le rôle de l'interprète et du traducteur.

8. Développement professionnel

8.1 Les interprètes et traducteurs améliorent leurs compétences et connaissances par le biais d'une formation continue et d'un développement professionnel tout au long de leur carrière professionnelle.

8.2 Les interprètes et traducteurs maintiennent leurs compétences linguistiques et culturelles dans les langues dans lesquelles ils offrent des services professionnels d'interprétation et de traduction.

8.3 Les interprètes et traducteurs soutiennent et encouragent le développement professionnel au sein de la profession et parmi leurs collègues.

<p>8.3 Interpreters and translators support and encourage professional development within the profession and among their colleagues.</p> <p>8.4 Interpreters and translators endeavour to keep themselves informed about new trends and developments and the results of research in the field to improve their competence and practice.</p> <p>Ethical principle: Interpreters and translators continue to develop their professional knowledge and skills.</p> <p>9. Professional solidarity</p> <p>9.1 Interpreters and translators support and further the interests of the profession and their colleagues and offer each other assistance.</p> <p>9.2 Interpreters and translators resolve any disputes with their interpreting and translating colleagues in a cooperative, constructive and professional manner.</p> <p>9.3 AUSIT members refer any unresolved disputes with other AUSIT members to the National Council. The conclusive direction of the Council is binding on members, with the provision of appeal or review in the interests of natural justice.</p> <p>Ethical principle: Interpreters and translators respect and support their fellow professionals and they uphold the reputation and trustworthiness of the profession of interpreting and translating.</p>	<p>8.4 Les interprètes et traducteurs doivent se tenir informés des nouvelles tendances, des nouveaux développements ainsi que des résultats de la recherche dans le domaine afin d'améliorer leurs compétences et leur pratique.</p> <p>Principe éthique : Les interprètes et traducteurs continuent à développer leurs connaissances et compétences professionnelles.</p> <p>9. Solidarité professionnelle</p> <p>9.1 Les interprètes et traducteurs soutiennent et encouragent les intérêts de la profession et de leurs collègues. Ils s'offrent par ailleurs une assistance mutuelle.</p> <p>9.2 Les interprètes et traducteurs résolvent tout conflit avec leurs collègues interprètes et traducteurs de manière coopérative, constructive et professionnelle.</p> <p>9.3 Les membres de l'AUSIT communiquent au Conseil National tout conflit non résolu avec d'autres membres. Les membres s'engagent à respecter la décision définitive du conseil. Ils ont toutefois la possibilité de faire appel ou de demander une révision dans les intérêts de la justice naturelle.</p> <p>Principe éthique : Les interprètes et traducteurs respectent et soutiennent leurs collègues et maintiennent la réputation et le sérieux des métiers de l'interprétariat et de la traduction.</p>
<p>[1155 words]</p> <p>Conduct issues specific to translators</p> <p>T1 Before commencing work, translators ascertain the intended</p>	<p>Code de conduite spécifique aux traducteurs</p> <p>T1 Avant de débiter leur travail, les traducteurs vérifient le but de la traduction et le mode de livraison requis.</p>

purpose of the translation and the form of delivery required.

T2 Translators obtain from the client as much information, terminology or reference material as possible and necessary for the proper and timely execution of the translation commission, and treat such material confidentially or as expressly agreed. If the client possesses but fails to provide reference texts crucial to the desired outcome, the translator is not responsible for inadequacies in the translation that are demonstrably due to such aids being withheld.

T3 Translators deliver a translation that completely and impartially renders the meaning and intention of the source text within the parameters and requirements of the target language and culture and is in keeping with the purpose specified in the commission received from the client/initiator.

T4 Translators work only from source languages and into target languages in which they are qualified.

T5 Translators only perform work which they believe is within their translation competence and relevant specialist competence and for which they have the necessary resources, transfer abilities, level of understanding and fluency, or which will be revised by a person with the relevant knowledge or competence.

T6 If the source text contains particular elements that need to be taken into account in carrying out the translation, translators use their best endeavours and apply professional judgement to bring this to the attention of the client (except where the translated document is expected or required to be an exact reproduction of all source text

T2 Les traducteurs obtiennent toutes les informations, terminologie et supports de référence possibles et nécessaires de la part du client de façon à exercer correctement leur travail de traduction et à le remettre dans les délais déterminés. Les traducteurs veillent à traiter ces documents de manière confidentielle ou comme convenu avec le client. Si le client possède des documents cruciaux à la traduction mais ne les fournit pas au traducteur, alors ce dernier n'est pas responsable des insuffisances dans la traduction relevant de l'absence de ces documents de référence.

T3 Les traducteurs remettent une traduction qui rend le sens et l'intention du texte source de façon complète et impartiale dans les paramètres et prérequis de la langue et culture cibles et conformément à l'objectif spécifié dans la commande du client/initiateur.

T4 Les traducteurs travaillent seulement dans les langues dans lesquelles ils sont qualifiés.

T5 Les traducteurs s'engagent à n'accepter que des traductions dans leurs domaines de compétences, en rapport avec leurs spécialisations et pour lesquelles ils possèdent les ressources, capacités de transfert, niveau de compréhension et maîtrise nécessaires ou des traductions qui seront révisées par une personne ayant les connaissances ou compétences appropriées.

T6 Si le texte source contient des éléments particuliers qui doivent être pris en compte pendant le travail de traduction, les traducteurs feront preuve de jugement et en feront part au client (sauf dans le cas où il est demandé ou requis que le document soit une reproduction exacte du contenu, du sens, du style, et du langage du texte source à des fins de certification).

content, meaning, style and language and needs to be thus certified). Such elements may include ambiguities, factual inaccuracies, linguistic errors, imprecise terminology, language that in the judgement of the translator is discriminatory, or wording or references that would jeopardise achieving the purpose of the text in the target language culture.

T7 If a translator is contracted by an agency, he or she does not contact the client of the agency directly, except as provided for under the terms of the relevant agreement entered into with the agency. If contacted by the client of the agency directly, the translator follows the procedures agreed with the agency.

T8 Translators may sub-contract work only to other practitioners who they have good reason to believe possess the necessary competence and resources and who adhere to this Code of Ethics and Code of Conduct, and always in compliance with any agreement entered into with the client. The responsibility for the translated text in any case rests with the translator who sub-contracted the work to the other practitioner, unless otherwise expressly agreed.

T9 If a translation is subject to revision or checking by another translator, the revision is returned to the original translator for approval and finalisation. If changes are made to the translated text after delivery to the client without the translator's 14 agreement and knowledge, the translator is no longer responsible for the translated text.

T10 Professional translators working in areas involving copyright matters endeavour to follow the principles laid

Ces éléments peuvent comprendre des ambiguïtés, inexactitudes de faits, erreurs linguistiques, terminologie imprécise, langage qui pour le traducteur apparaît discriminatoire, ou formulations ou références qui compromettraient l'objectif du texte dans la langue et culture cibles.

T7 Si le traducteur a signé un contrat avec une agence, il ne contacte pas le client de l'agence directement, sauf si cela entre dans les clauses du contrat d'agence. S'il est directement contacté par un client de l'agence, le traducteur suit les procédures convenues avec l'agence.

T8 Les traducteurs peuvent sous-traiter une mission seulement à des professionnels qu'ils estiment doter des compétences et ressources nécessaires et adhérant au code d'éthique et au code de conduite, et conformément au contrat passé avec le client. Dans tous les cas, le traducteur sous-traitant est responsable du travail sauf s'il en a été convenu autrement.

T9 Si un travail de traduction est sujet à révision ou vérification par un autre traducteur, la révision est renvoyée au traducteur d'origine pour approbation et finalisation. Si des changements sont effectués au texte traduit après sa livraison au client sans le consentement du traducteur, alors le traducteur n'est plus responsable du texte traduit.

T10 Les traducteurs professionnels travaillant dans des domaines impliquant des droits d'auteur s'efforcent de suivre les principes mis en place à la conférence de Nairobi par l'UNESCO sur la protection juridique des traducteurs et traductions, et la charte du traducteur FIT (voir le site internet de la FIT).

Code de conduite spécifique aux interprètes

out in the Nairobi Recommendation of UNESCO on the Legal Protection of Translators and Translations, and the FIT Translator's Charter (see FIT website).

Conduct issues specific to interpreters

Int1 Interpreters prepare themselves by obtaining from the initiator/client as much information and briefing as is necessary for the proper execution of their interpreting, and treat such material confidentially or as expressly agreed.

Completeness in interpreting

Int2 In order to ensure the same access to all that is said or signed by all parties involved in a meeting, interpreters relay accurately and completely everything that is communicated.

Int3 Interpreters interpret in the first person.

Int4 Interpreters maintain the emotions of the speakers in their interpreting and do not soften or enhance the force of messages conveyed or language used. In specific contexts such as in court or psychometric assessments, incoherence, hesitations and unclear statements are maintained in the interpretation.

Int5 If obvious untruths are uttered, interpreters convey these accurately in the same manner as presented.

Relations with other parties and the interpreting role in dialogue situations

Int1 Les interprètes se préparent en obtenant le plus d'informations et d'instructions possibles de la part de l'initiateur/client afin d'assurer la correcte exécution de leur interprétation et traitent ces informations obtenues de manière confidentielle ou comme convenu avec le client.

Transfert de l'ensemble des informations lors de l'interprétation

Int2 Afin d'assurer le même accès à tout ce qui est dit ou signé par toutes les parties en présence, les interprètes relaient fidèlement et complètement tout ce qui est communiqué

Int3 L'interprète interprète à la première personne.

Int4 Les interprètes préservent les émotions de l'orateur dans leur interprétation et n'adoucissent ni n'accentuent la force du message communiqué ou le langage utilisé. Dans des contextes spécifiques tels que dans une cour de justice ou lors d'une évaluation psychologique, les incohérences, hésitations ou manques de clarté doivent être maintenus dans l'interprétation.

Int5 Si des faits manifestement faux sont prononcés, l'interprète doit les interpréter de façon précise et tels qu'ils ont été formulés.

Relations avec les autres parties et rôle de l'interprétation en situation de dialogue

Int6 En situation de dialogue ou lorsque les participants ne sont pas habitués à travailler avec des interprètes, l'interprète encourage les participants à s'adresser l'un à l'autre directement.

Int6 In dialogue situations where some participants may be unaccustomed to working with interpreters, the interpreter encourages such participants to address each other directly.

Int7 In situations with a number of participants and where the interpreter is not interpreting aloud to all, the interpreter enables each participant to remain linguistically present where appropriate by whispered simultaneous interpreting or other suitable means, when other participants are communicating in the language not understood by the party or parties in question.

Int8 If anything is unclear, the interpreter asks for repetition, rephrasing or explanation, informing all participants of what is happening.

Int9 In emergency situations where interpreters may not have had the opportunity to be adequately briefed or given enough time to prepare, or if there are safety/security issues, they communicate this to the responsible person or initiator who is participating in the session.

Int10 Interpreters keep the participants informed of any side comments made by any of the parties or of their attempts to engage the interpreter in a private or any other conversation. In business or intergovernmental contexts where one or more parties bring their own interpreter, it is appropriate for the interpreter to relay side comments of the other party to his or her own party.

Int11 Various participants may place competing expectations on interpreters. These expectations may

Int7 Lorsque plusieurs participants sont présents et l'interprète n'interprète pas à voix haute, l'interprète doit permettre la participation active de chaque partie lorsqu'il est nécessaire en chuchotant ou par d'autres moyens, lorsque les participants communiquent dans une langue qui n'est pas comprise par les parties en question.

Int8 Si certains éléments ne sont pas clairs, l'interprète demande une répétition, reformulation ou explication, en informant les participants de ce qui se passe.

Int9 En cas d'urgence, lorsque les interprètes n'ont peut-être pas eu l'occasion d'être informés de manière adéquate ou de disposer d'un délai suffisant pour se préparer, ou en cas de problèmes de sécurité ou de sûreté, ils doivent en informer la personne responsable ou l'instigateur de la session.

Int10 Les interprètes doivent informer les participants de tout commentaire en aparté émis par les autres parties, ou de toute tentative de dialogue privé ou conversation avec l'interprète. Dans un contexte commercial ou intergouvernemental, lorsque l'une ou plusieurs des parties ont leur propre interprète, l'interprète peut relayer les commentaires émis par l'autre partie en aparté à son ou ses clients.

Int11 Les participants peuvent avoir des attentes concurrentes de la part de l'interprète. Ces attentes peuvent enfreindre les principes éthiques de l'interprète. L'interprète doit alors clarifier les limites de son rôle et aider le client à comprendre les enjeux de l'interprétation lors de la session. Avant le début d'une session d'interprétation, il se peut qu'une conversation s'engage avec le client ou l'une des parties, dans ce cas, l'interprète doit rester courtois mais ne pas entrer dans des détails privés et toute information divulguée lors de telles conversations doit

contravene the interpreters' ethics, therefore the onus is on interpreters to clarify the boundaries of their role and assist their clients in understanding how to achieve the best outcomes in an interpreted session. Interpreters take care that conversations that may arise during periods of waiting remain courteous but do not become personal, and that information divulged in the course of such conversations also remains confidential.

Int12 Interpreters testify to their qualifications and the accuracy of their interpreting and, when requested, explain their linguistic choices, but do not testify to participants' understanding of messages; this remains an issue for participants.

Remote interpreting

Int13 Interpreters familiarise themselves with the increasing use of technology for interpreting, including telephone, video and internet interpreting, and diverse recording/transmitting devices. Interpreters who engage in interpreting using these technologies prepare themselves by understanding the purposes of their use and the way in which communication is shaped by these technologies. Institutions, agencies and clients who use these technologies are encouraged to develop protocols and brief interpreters on their use and on any particular requirements they may have.

Specific institutional settings of interpreting work

Int14 Where interpreters have roles in addition to that of interpreting due to

rester confidentielle.

Int12 Les interprètes attestent leurs qualifications et la précision de leur interprétation, et expliquent leurs choix linguistiques le cas échéant, mais ne confirment pas la compréhension du message par les participants ; cela reste l'affaire des participants.

L'interprétation à distance

Int13 Les interprètes se familiarisent avec l'utilisation de plus en plus courante de la technologie pour l'interprétation, y compris l'interprétation téléphonique/audio, vidéo et informatique/électronique, et les divers appareils d'enregistrement/émission. Les interprètes utilisant ces technologies lors de leur interprétation se préparent en comprenant l'objectif de leur utilisation et la manière dont la communication est façonnée par ces technologies. Les institutions, agences et clients qui utilisent ces technologies sont encouragés à élaborer des protocoles, à informer les interprètes de leurs exigences ainsi qu'à leur expliquer l'utilisation de ces technologies.

Particularités institutionnelles relatives au processus d'interprétation

Int14 Lorsque des arrangements spécifiques octroient un rôle supplémentaire aux interprètes, ils indiquent clairement quand ils agissent en tant qu'interprètes et ne changent pas de rôles sans préavis.

Int15 Dans certains cadres institutionnels, au sein desquels une obligation de prudence ou des règles de sécurité réglementent le comportement de toutes les parties, comme dans le domaine de la santé ou dans un contexte de haut niveau de sécurité, l'interprète suit les procédures

specific employment arrangements, they clearly indicate when they are acting as interpreters and do not switch roles without notice.

Int15 In specific institutional settings where duty of care or security rules regulate the behaviour of all participants, such as in health care or high security settings, interpreters follow the relevant policies and procedures combining them with them interpreting code of ethics.

et les politiques appropriées ainsi que le code d'éthique.