

# **The Swedish Association of Professional Translators Code of Professional Conduct**

(Preliminary adoption at the 2007 AGM; subject to final adoption at the 2009 AGM)

(The following is a translation into English of the Swedish original)

## I - PURPOSE AND SCOPE

### Article 1

- a) The purpose of the SFÖ Code of Professional Conduct is to create and promote a positive collegial relationship between SFÖ members, as well as to strengthen the reputation and influence of SFÖ and its members in their profession, in society as a whole and in relation to organisations abroad.
- b) The SFÖ Code of Professional Conduct (hereinafter called *the Code*) establishes standards of professional conduct and confidentiality that all full, associate and corporate members of SFÖ should abide by in their translation work.
- c) Full, associate and corporate members of SFÖ (hereinafter called *SFÖ members*) undertake to follow the Code through their membership of the Association.

## II - CODE OF PROFESSIONAL CONDUCT

### Article 2

SFÖ members shall

- a) not accept assignments or terms that may undermine the dignity of the translation profession.
- b) operate in such a way as to uphold faith in and respect for the translation profession among the general public.
- c) observe loyalty to their colleagues, principals, employers and employees.
- d) consider themselves colleagues with a shared interest in shaping a smooth-running SFÖ organisation and a profession based on cooperation and shared values.
- e) continuously strive to maintain and improve their language skills and other professional skills.
- f) support and assist colleagues, as well as supplying principals and the general public with correct, unprejudiced information about the translation profession and its activities.

### Article 3

SFÖ members shall

- a) treat all documents and information provided by a principal for the completion of an assignment as strictly confidential, both while the work is in progress and after its completion,
- b) not show drafts or other material to third parties without the express consent of the principal, nor use such material personally for other purposes than those defined by the assignment,
- c) not seek personal gain through the confidential information to which translators are given access.

### Article 4

SFÖ members

- a) shall, for each assignment, carefully consider whether their own skills and qualifications are such that the assignment can be completed in an acceptable manner. Should the terms of the assignment not be met or should some personal or other reason prevent acceptable completion of the assignment, the principal shall be informed of this situation. Once an SFÖ member accepts an assignment, such acceptance includes a moral undertaking to act professionally.
- b) who recruit other translators shall ensure that the undertaking as stated in point 4 a) above embraces all persons involved, including subcontractors, regardless of whether they are SFÖ members or not.

### Article 5

SFÖ members shall

- a) neither accept nor offer terms that contravene the spirit of this Code, either for themselves or for translators they recruit, regardless of whether they are SFÖ members or not.
- b) not use the names of other translators or companies in quotes or marketing without their consent unless the SFÖ member genuinely intends to use their services.
- c) inform their principals without delay should problems arise regarding the contents or wording of the original material or if the agreed terms of delivery cannot be met.
- d) respect and comply with the terms they, as either principal or contractor, have accepted in connection with the assignment.

### III - ETHICS COMMITTEE AND COMPLAINTS PROCEDURES

#### Article 6

a) SFÖ members shall refrain from harming the interests or reputation of the Association and/or its members, in word and deed. Complaints received from a customer or another SFÖ member regarding a member's performance or actions, as well as differences of opinion regarding decisions made by the Association, shall be reported to the SFÖ Secretariat in writing and investigated by the Ethics Committee.

b) Within the framework of its rules and procedures, the Ethics Committee may decide upon sanctions in the event of contravention of the standards established in this Code. This shall only apply to such SFÖ members who, in the capacity of translators or as members of SFÖ, do not observe these standards or current rules, who seriously mismanage their translation assignments, or who in their conduct harm the reputation of the profession or the Association.

c) SFÖ members as referred to in point 6 b) above have the right to appeal any decision by the Ethics Committee to this committee.

d) Professional disputes that arise between SFÖ members may be referred to the Ethics Committee for arbitration.

### IV - AMENDMENTS TO THE SFÖ CODE OF PROFESSIONAL CONDUCT

#### Article 7

This Code may be amended by a two-thirds majority of votes cast at the AGM, provided that opinions on the proposed changes have been obtained.