



### Code of Conduct for Interpreters In Administrative Hearings

1. **Accuracy and Completeness.** Interpreters shall render a complete and accurate interpretation or sight translation, without altering, omitting, or adding anything to what is stated or written, and without explanation.
2. **Impartiality and Avoidance of Conflict of Interest.** Interpreters shall be impartial and unbiased. They shall refrain from conduct that may give an appearance of bias. Interpreters shall disclose any real or perceived conflict of interest.
3. **Scope of Practice.** Interpreters shall limit themselves to interpreting and translating and shall not give legal advice, express personal opinions to the individuals for whom they are interpreting, or engage in any other services or activities while serving as an interpreter that are in conflict with being an interpreter in that hearing.
4. **Professional Demeanor.** Interpreters shall conduct themselves in a manner consistent with the dignity of the administrative proceeding and shall be as unobtrusive as possible.
5. **Confidentiality.** Interpreters shall keep confidential all matters interpreted and all conversations overheard between counsel and client. Interpreters should not discuss an administrative case, even when that information is not privileged or required by law to be confidential.
6. **Assessing and Reporting Reservations About Performance.** Interpreters shall assess at all times their ability to deliver their services. When interpreters have any reservation about their ability to satisfy an assignment competently, they shall immediately convey that reservation to the administrative law judge.

I have received a copy of the Code of Conduct for Interpreters in Administrative Proceedings and agree to comply with it in the execution of my responsibilities.

Date \_\_\_\_\_ Signature \_\_\_\_\_

First Name \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_ Suffix \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Case #: \_\_\_\_\_ Case Name: \_\_\_\_\_