



PEEMPIP

PANHELLENIC ASSOCIATION OF
PROFESSIONAL TRANSLATORS
GRADUATES OF THE IONIAN UNIVERSITY

Code of Professional Practice & Conduct

2012 Version



FÉDÉRATION INTERNATIONALE DES TRADUCTEURS
INTERNATIONAL FEDERATION OF TRANSLATORS

CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR THE MEMBERS OF THE PANHELLENIC ASSOCIATION OF PROFESSIONAL TRANSLATORS GRADUATES OF THE IONIAN UNIVERSITY

1. PURPOSE

- 1.1 This Code of Professional Practice and Conduct sets forth standards for practicing and advancing the translation profession, as well as professional courtesy and solidarity standards that all PEEMPIP members should ideally adhere to when practising their profession, given that PEEMPIP is a professional association of high standards and specifications offering amongst others the necessary reliability and validity guarantees for translation work carried out and authenticated by its members.
- 1.2 For the purposes of this Code, *Member* refers to all holders of a university degree in Translation Studies, graduates of the Department of Foreign Languages, Translation and Interpreting (DFLTI) of the Ionian University, as well as graduates of peer Foreign Languages and Translation Departments in Universities abroad that offer the necessary qualifications, as set forth in article 5 of PEEMPIP's Bylaws; *Association* refers to the Panhellenic Association of Professional Translators Graduates of the Ionian University; *Code* refers to this Code of Professional Practice and Conduct.

2. PROJECT OR ASSIGNMENT ACCEPTANCE AND DELIVERY

- 2.1 Prior to accepting a project or assignment, PEEMPIP members shall objectively assess their ability to accept the said project or assignment based on criteria such as language combination, field, required terminology and translation tools, client instructions, delivery timelines and availability.
- 2.2 Upon delivery of the final text, the translator should always spell-check the target-text, confirm and cross-check that the target-text corresponds to the source-text and confirm the stylistic quality, terminology consistency and compliance with basic grammar and syntax rules.
- 2.3 As to all remaining matters, [EN 15038](#): Translation services – EU Service requirements shall apply.

3. PROFESSIONAL CONDUCT

- 3.1 Members of PEEMPIP shall refrain from any activity that may potentially defame the translation profession or harm their colleagues; to be more exact, they shall refrain from plagiarism, covert sub-contracting, inconsistency in the agreed prices, false authentication and false stamping of official translations in a way that contravenes PEEMPIP's relevant instructions regarding official translations, as well as unjustifiably evaluating the work of a colleague as being substandard with

the intent of defaming him or her.

- 3.2 Members of PEEMPIP shall have all necessary certificates or means of proof for their post-graduate training and work experience.
- 3.3 Members of PEEMPIP may subcontract work and hire third parties, as stipulated by Greek laws, more precisely the Hellenic Code for Books and Records applicable to self-employed professionals, notwithstanding the applicable cooperation framework and any existing contracts and/or agreements.
- 3.4 The licensed use of another translator's draft, including the use of an interim translation drafted in a third language, shall be communicated to the client and shall be approved accordingly.

4. DATA PROTECTION AND CONFIDENTIALITY

- 4.1 Members shall comply with any confidentiality agreements they are required to sign and shall inform the client in case they become aware of any circumstances that may lead to a breach of confidentiality. The same will be true if they are asked to do so under oath.
- 4.2 Members shall take all measures deemed necessary to protect the data stored in their work computers, including but not limited to using the necessary antivirus or malware protection software, creating back-ups, using back-up hard drives and, where required, destroying all copies related to the project at the client's request.
- 4.3 Unless otherwise provided for, the confidentiality clause shall also apply to any materials distributed or posted by PEEMPIP's elected Administrative Board, including but not limited to materials sent by email or posted on closed Internet-based groups as part of their efforts to fulfil the objectives of PEEMPIP's Bylaws.

5. PROFESSIONAL STANDARDS

- 5.1 PEEMPIP does not recognise as professional any translation work into Greek carried out within the territory of the Hellenic Republic by:
 - 5.1.1 Amateurs;
 - 5.1.2 Translators not duly enrolled with the competent tax/insurance authorities;
 - 5.1.3 Children or minors;
 - 5.1.4 Any person lacking a relevant degree or proof of education.
- 5.2 In the course of their professional activities, PEEMPIP members may assist and receive assistance from their colleagues provided that they act in an honourable manner; more precisely, members that are owners of translation bureaus/agencies/companies and members that resort to the services of other freelancers shall ensure reasonably satisfactory working conditions for their associate translators, including satisfactory remuneration proportionate to the fee that they charge their clients, expressly excluding disproportionately low fees paid to translators as compared to the agency's or the freelancer's profit; further, they shall refrain from any action that constitutes a breach of labour laws or *de facto* exploitation of work.
- 5.3 Members employed by private companies may offer official [authenticated] translations to company clients, provided that such translations feature solely the details of the authenticating translator, as specified in PEEMPIP's guide regarding official translations. The translator may use the PEEMPIP-branded stamps solely in accordance with the aforementioned instructions, explicitly excluding their combination with third-party company details and logos. Any evident abuse of the

association's stamps shall be a reason for bringing the offending member before the judgement of the Disciplinary Board. In particular, regarding the right of performing official translations under salaried employment, the translator shall request the employer to make appropriate references that such official translations are carried out by translators holding a degree by the Department of Foreign Languages, Translation and Interpretation (DFLTI), Ionian University.

- 5.4 Members of PEEMPIP, in the spirit of solidarity towards their fellow translators, shall seek partners among and shall recommend their fellow PEEMPIP members for translation projects or assignments.
- 5.5 Members of PEEMPIP shall refrain from deliberately harming the work of another translator, e.g. by contacting another colleague's client to offer lower prices, and/or by taking advantage of information that may come to their knowledge relating to the pricelists and client base of their colleagues.
- 5.6 Members of PEEMPIP may decline/refuse a project that offends their personal or moral principles.

6. PROMOTION OF PEEMPIP AND PARTICIPATION OF MEMBERS IN OTHER ASSOCIATIONS

- 6.1 Members of PEEMPIP shall promote the aims and objectives of PEEMPIP and shall defend their studies, the Association and their trade.
- 6.2 If members of PEEMPIP are also members of other translation associations, they shall refrain from acting in a manner contrary to PEEMPIP's aims and objectives, they shall not use any material or information distributed by PEEMPIP to the benefit of other associations or otherwise act maliciously, hence causing incidental or consequential damage, by deliberate act or by omission, to PEEMPIP and – by extension – to PEEMPIP's members.
- 6.3 In the event that a member is *de facto* forced to act contrary to PEEMPIP's aims and objectives, or if a member believes that there is a conflict of interest among associations of which he or she is a member, such member shall inform PEEMPIP accordingly and shall request suspension of his or her membership, until further notice.

7. DISPUTES AND CONFLICTS

- 7.1 In the event that a client or any other stakeholder reports a member for unethical conduct, the case shall be impartially judged by the Disciplinary Board, based on PEEMPIP's Bylaws, the Code of Ethics and the Code of Professional Practice and Conduct. If deemed that unethical conduct was in fact the case according to the above, the Disciplinary Board shall convey its judgement to the Administrative Board, which shall then bar the offending member from the association by resolution according to PEEMPIP's Bylaws. The said resolution shall be recorded in the book of records and announced at the next General Assembly, without requiring the General Assembly's approval. A relevant announcement shall be posted on PEEMPIP's official website.
- 7.2 In the event of a conflict between PEEMPIP members regarding a professional matter or following a relevant complaint made under this Code, the Disciplinary Board is vested with the authority to impartially resolve on the matter, according to PEEMPIP's Bylaws and this Code. The Disciplinary Board's judgment shall be communicated to the parties involved. An appeal may be made within one month. In such case, the issue shall be investigated by a three-member arbitration

committee, with the consent of the parties involved. Such committee shall consist of two regular members appointed by each of the parties concerned and one regular member appointed by the Disciplinary Board, who will also serve as the Chairman of the arbitration committee. The final judgement of the arbitration committee shall then be communicated to the Administrative Board, which shall affirm the binding nature of such judgement upon all parties concerned, according to PEEMPIP's Bylaws.

8. ADVERTISING AND FEES

- 8.1 Members of PEEMPIP may advertise their services offered in a fair, non-misleading and professional manner.
- 8.2 Members of PEEMPIP may use the logo and the name of PEEMPIP, including references to their membership therein, in conjunction with their professional details for promotional reasons. PEEMPIP's membership in international association does not imply de jure membership of individual members in such international associations; members are not allowed to directly or indirectly invoke membership in such international associations.
- 8.3 Members of PEEMPIP shall set their fees within the framework of the free market of services, based on their experience, the nature and content of the documents to be translated, the required research, the agreed timelines and any expenses that may be incurred.
- 8.4 Members of PEEMPIP shall avoid translation projects or assignments against prices that are unreasonably lower than the acceptable prices appropriate to the trade, both at national and international level.
- 8.5 Members of PEEMPIP shall safeguard their professional/working rights by appropriate negotiations and agreements in writing, particularly as regards to protecting their intellectual property rights, collecting their legitimate fees and ensuring acknowledgement by fiscal and other state authorities. In this context, [UNESCO Recommendation on the Legal Protection of Translators and Translations and the Practical Means to improve the Status of Translators](#) of 22 November 1976 shall apply.

9. AMENDMENTS

- 9.1 This Code and any future amendments thereto is made available for public deliberation and is unanimously approved by the Administrative Board of PEEMPIP as provided for in PEEMPIP's Bylaws, without requiring a consenting opinion by the General Assembly.



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