



## ***Translator Identification Number (TIN) Program Code of Conduct***

1. I shall always remain neutral, impartial and objective, and shall carefully refrain from "altering" or "colouring" the spoken word to the benefit of one party. Any biased, partial or subjective translations should be avoided.
2. I shall render exactly the idea or the meaning behind the words. For many languages, this is not a literal translation because words do not exactly match between English and the other language. It may take a phrase to convey the meaning of one English word.
3. I will not divulge any information of a confidential nature, such as the results of the knowledge tests or the identities of my clients, without the clients' consent.
4. I shall possess a sound knowledge of both the language being read (English) and the target language being spoken.
5. I shall only accept assignments for which I have the requisite knowledge and ability and which I can perform to a high standard.
6. I shall inform my clients of the approximate anticipated cost, if any, of my services, except where it may be reasonably assumed that the client has already been so informed.
7. I will immediately terminate a knowledge test if the client asks me to commit illegal, unfair, immoral or fraudulent acts. This includes asking for an answer or for any information that is not on the test sheet.
8. I will not provide anything other than a direct sight translation of any driver's knowledge test. I understand that I am not allowed to provide any tutoring, coaching, explanation, examples, hints leading to a particular answer, or any other assistance.
9. I will not conduct myself in any way that may bring the Translation Identification Number Program into disrepute, which includes but is not limited to acts in contravention of this Code of Conduct.
10. I must immediately report to Driver Programs and Licensing Standards any change in circumstances including organizational affiliation and contact information. Failure to do so may result in termination from the Program.

**I understand that if I am deemed to have assisted with cheating or breaching any code of conduct, my authorization to act as a sight translator for the purposes of any driver knowledge testing will be revoked. Alberta Transportation or Service Alberta reserves the right to contact my originating organization about this action. Any investigations of alleged breaches of code of conduct may result in administrative penalties and/or charges under the Criminal Code of Canada.**

I have read and understood the information above and agree to follow this Code of Conduct.

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_