

AMERICAN TRANSLATORS ASSOCIATION (ATA)

# 美国翻译协会

## Code of Professional Conduct and Business Practices

### 操守准则与职业规范

I. As a Translator or Interpreter, a bridge for ideas from one language to another and one culture to another, I commit myself to the highest standards of performance, ethical behavior, and business practices.  
本人身为翻译/口译人员, 职在跨越语文与文化差异协助顾客进行沟通, 矢志追求最高标准之服务品质, 遵守最高标准之职业道德, 并服膺已知之专业善良惯例。本人愿:

A. I will endeavor to translate or interpret the original message faithfully, to satisfy the needs of the end user(s). I acknowledge that this level of excellence requires:

履行忠信之翻译, 全力满足顾客之需求及为顾客解决问题。本人了解此等专业翻译工作必须具备以下条件:



1. Mastery of the target language equivalent to that of an educated native speaker,  
精熟于译出语文, 表达能力相当于以该语文为母语并受高等教育者;

2. Up-to-date knowledge of the subject material and its terminology in both languages,  
就翻译主题所属知识领域随时进修新知, 熟悉两种语文之专用辞语;

3. Access to information resources and reference materials, and knowledge of the tools of my profession,  
建立并接触丰富之信息来源与参考资料, 熟知专业工作所需之各项工具;

4. Continuing efforts to improve, broaden, and deepen my skills and knowledge.  
不断改进及加强工作所需之知识与技术。

B. I will be truthful about my qualifications and will not accept any assignments for which I am not fully qualified.

信实呈报专业资格与经历, 不承接自身资历不胜任之工作。

昆山志远翻译社有限公司

地址: 江苏省昆山市长江南路 666 号利得国际商贸中心 508 室

电话: 0512-57381418 传真: 0512-57381498 网址: <http://www.ATA.com.cn>

C. I will safeguard the interests of my clients as my own and divulge no confidential information.

尽力维护顾客权益，不披露或滥用顾客之机密信息与智能财产。

D. I will notify my clients of any unresolved difficulties. If we cannot resolve a dispute, we will seek arbitration.

如实告知顾客翻译/口译工作所遇之困难，与顾客共谋解决。

E. I will use a client as a reference only if I am prepared to name a person to attest to the quality of my work.

未经顾客同意不滥用顾客之推荐。

F. I will respect and refrain from interfering with or supplanting any business relationship between my client and my client's client.

尊重顾客与其客户或事业伙伴之商业关系，不加以破坏或图利。

II. As an employer or contractor of translators and/or interpreters, I will uphold the above standards in my business. I further commit myself to the following practices with translators and interpreters:

专业翻译机构自律规范:

本公司为雇用翻译/口译人员之翻译机构，愿恪守前述职业道德标准，并承诺遵守下述各项行业优良惯例:



A. I will put my contractual relationship with translators and interpreters in writing and state my expectations prior to work.

应于翻译/口译工作开始之前与翻译/口译人员约定双方之期望与条件，并订立书面契约。授予著作人按例应获之承认。

B. I will adhere to agreed terms, payment schedules, and agreed changes, and will not capriciously change job descriptions after work has begun.

应遵守约定之条件及经双方同意之条件变更，绝不于工作开始后要求变更工作内容或给付条件。

C. I will deal directly with the translator or interpreter about any dispute. If we cannot resolve a dispute, we will seek arbitration.

如遇任何与工作相关之争议，应直接与翻译/口译人员交涉。不能解决之争议应交付仲裁。如经同意使用，应善意使用于约定之用途。

D. I will not require translators or interpreters to do unpaid work for the prospect of a paid assignment.

不得为争取顾客之译案而要求翻译/口译人员从事免费或折价之工作。

E. I will not use translators' or interpreters' credentials in bidding

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or promoting my business without their consent or without the bona fide intention to use their services.

未经翻译/口译人员同意，不得擅借翻译/口译人员之信誉作为接案报价或行销之助力；

F. For translations for publication or performance over which I have direct control, I will give translators recognition traditionally given authors.

委托翻译/口译人员从事出版品或演出活动之翻译，本公司应在权限内对翻译/口译员授予著作人按例应获之承认。

As Amended by the ATA Board of Directors March 2002

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