

# APCI CODE OF CONDUCT

## FUNDAMENTAL PRINCIPLE

1. APCI Members shall at all times act in accordance with the high standards of competence and integrity appropriate to a professional body.

## DEFINITIONS

2. In this Code: APCI shall mean the company limited by guarantee registered under that name, also known as the Association of Police and Court Interpreters; Member shall mean a person who is currently registered as an APCI Member; Principal shall mean a person or body from whom any Member receives work; a Principal may be the Police, a Court, the Crown Prosecution Service, or other work provider; words implying the masculine gender shall include the feminine; words implying the singular shall include the feminine; words implying the singular shall include the plural, and vice versa.

## STANDARDS OF CONDUCT

3. Members shall not act in a dishonourable or unprofessional way or in any way likely to bring APCI into disrepute or prejudice the interests of APCI and shall always act with integrity.
4. Members shall assist each other in every way practicable, and shall conduct themselves with loyalty towards fellow APCI Members.
5. No Member shall in communication of any kind with a Principal or other person or body purport to represent APCI without the prior written authorization of the Directors to do so.
6. A Member who is offered work which he is unable to accept may suggest to the Principal another Member who is competent to accept such work only if asked by the Principal to do so and in an emergency. This also applies when a Member is unable to complete an assignment in which case the incoming interpreter will be fully briefed. A Member shall normally complete a case once started. A Member shall not receive any payment from another Member in respect of any assignment transferred in this way.
7. A Member shall not keep the Principal waiting for an unreasonable period of time once he has accepted work unless agreed with the Principal. A Member shall notify the Principal of the expected length of time needed for travelling to the location of the assignment. If unavoidably held up, a Member shall notify the Principal of the reason for the delay.
8. A Member shall not take on a job in Court unless he has been specifically requested to do so by the appropriate work provider in advance of the hearing.
9. A Member shall not obtain financial gain from fellow Members through his own agency or otherwise.
10. A Member shall not use any Membership Directory produced by APCI for agency purposes.
11. A Member who is offered work in which he has any business, financial or other interest shall declare such interest before accepting such work; if he becomes aware of such interest during the course of the work he shall declare such interest immediately he becomes aware of it.
12. A Member shall not visit a detained person in prison for professional reasons unaccompanied by a legal representative, a probation officer or other appropriate official.
13. Members shall not go to the home of a witness or meet a witness elsewhere at the request of a police officer or anyone else to take a statement or for any other purpose unless accompanied by a police officer.
14. Members shall at no time use their own transport to convey witnesses or defendants even if requested to do so by the Principal.
15. Members shall at no time give their addresses, telephone numbers or other personal details to witnesses or defendants.
16. Members shall not publicise their services in any manner which may reasonably be regarded as being in bad taste. Publicity must not be inaccurate or misleading in any way and should be discreet. Members shall not publicise their services to the Police.
17. Members shall not engage in any activity which results in a conflict of interest or in which there is a significant risk of a conflict of interest with their role as an official interpreter.
18. A Member shall not pass on work to another member of his family.
19. Members shall not accept remuneration or a gift of any kind from any party in respect of work, nor shall they make such remuneration or a gift.

20. A Member shall under no circumstances give advice of any kind legal or otherwise to a defendant or a witness. In particular he must not comment on the choice of a solicitor.
21. A Member shall be courteous at all times when communicating with work providers or with colleagues.

#### **STANDARDS OF WORK**

22. Members shall adopt a professional standard of dress appropriate to the nature and location of each assignment.
23. A Member shall refuse work which he knows to be beyond his competence, either linguistically or with regard to his technical knowledge except if requested by the Principal in exceptional circumstances. In such exceptional circumstances the Member shall make the Principal fully aware of any limitations in his linguistic or technical knowledge and competence.
24. Members shall at all times maintain and endeavour to enhance their professional skills and linguistic ability.
25. Members shall interpret impartially between the various parties and with due regard to the circumstances prevailing at the time shall take all reasonable steps to ensure complete and effective communication between the parties.
26. A Member shall when interpreting convey the exact meaning of what has been said by any party for whom he is interpreting without adding or subtracting anything and a Member shall not give opinions or make comments.
27. A Member shall assist both parties for whom he is interpreting in the understanding of different cultural backgrounds.

#### **CONFIDENTIALITY**

28. A Member shall treat any information which may become known to him during the course of his work as confidential, and shall not disclose such information to any third party without the written consent of the Principal.
29. No Member shall exploit for gain any confidential information which may become known to him in the course of his work.

#### **DISCIPLINARY PROCEDURE**

30. The Articles of Association confer on the Directors the power to remove from the list of Members any Member who has conducted himself in a manner which is likely to bring the APCI into disrepute or whose conduct renders him in the opinion of the Directors unfit to remain an APCI Member.