



Ethiopian Translators Association
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Code of Conduct for the Ethiopian Translators Association (ETA)

Preamble

The **Ethiopian Translators Association (ETA)** was established on December 29, 2024, with the mission to promote professionalism, ethical standards, and the development of the translation and interpretation sector in Ethiopia. This Code of Conduct outlines the ethical principles and professional standards that all members of ETA, including individual professionals and translation companies, are expected to adhere to. The Code of Conduct is designed to ensure the integrity, quality, and reputation of the translation and interpretation profession in Ethiopia.

1. Professional Integrity

1.1. **Honesty and Transparency:** Members shall conduct their professional activities with honesty, integrity, and transparency. They shall not engage in any form of deceit, misrepresentation, or fraudulent behavior.

1.2. **Confidentiality:** Members shall respect the confidentiality of all information obtained during the course of their professional duties. They shall not disclose any confidential information without the explicit consent of the client or as required by law.



1.3. **Conflict of Interest:** Members shall avoid any situation that may lead to a conflict of interest. If a conflict arises, they shall disclose it to the relevant parties and take appropriate steps to resolve it.

1.4. **Professional Competence:** Members shall only accept assignments for which they possess the necessary skills, knowledge, and experience. They shall not misrepresent their qualifications or capabilities.

2. Quality of Service

2.1. **Accuracy and Precision:** Members shall strive to provide accurate and precise translations and interpretations, ensuring that the meaning of the source text is faithfully conveyed in the target language.

2.2. **Cultural Sensitivity:** Members shall be culturally sensitive and aware of the cultural context of both the source and target languages. They shall avoid any form of cultural bias or stereotyping.

2.3. **Timeliness:** Members shall adhere to agreed-upon deadlines and communicate promptly with clients regarding any delays or issues that may affect the delivery of their work.

2.4. **Continuous Improvement:** Members shall engage in continuous professional development to enhance their skills and stay updated with industry trends, technologies, and best practices.

3. Professional Relationships

3.1. **Respect for Clients:** Members shall treat clients with respect, professionalism, and courtesy. They shall respond to client inquiries and concerns in a timely and professional manner.

3.2. **Respect for Colleagues:** Members shall treat their colleagues with respect and fairness. They shall not engage in any form of discrimination, harassment, or unprofessional behavior.

3.3. **Collaboration:** Members shall collaborate with other professionals in the field to promote the growth and development of the translation and interpretation sector in Ethiopia.



3.4. **Fair Competition:** Members shall engage in fair competition and shall not engage in any practices that undermine the reputation or business of other members or professionals in the field.

4. Ethical Business Practices

4.1. **Fair Pricing:** Members shall provide fair and transparent pricing for their services. They shall not engage in price-fixing or any other anti-competitive practices.

4.2. **Contracts and Agreements:** Members shall honor all contracts and agreements with clients, colleagues, and other stakeholders. They shall ensure that all terms and conditions are clearly communicated and agreed upon in writing.

4.3. **Intellectual Property:** Members shall respect intellectual property rights and shall not plagiarize or use copyrighted material without proper authorization.

4.4. **Advertising and Marketing:** Members shall ensure that all advertising and marketing materials are truthful, accurate, and not misleading. They shall not make false claims about their qualifications, experience, or services.

5. Compliance with Laws and Regulations

5.1. **Legal Compliance:** Members shall comply with all applicable laws, regulations, and professional standards in Ethiopia. They shall not engage in any illegal or unethical activities.

5.2. **Professional Licensing:** Members shall maintain valid professional licenses and certifications as required by law or professional standards.

5.3. **Tax Compliance:** Members shall comply with all tax obligations and shall not engage in any form of tax evasion or fraud.

6. Dispute Resolution

6.1. **Internal Disputes:** In the event of a dispute between members, the parties shall first attempt to resolve the matter amicably through negotiation or mediation. If the dispute cannot be resolved internally, it may be referred to the ETA Dispute Resolution Committee.



6.2. **Client Disputes:** Members shall make every effort to resolve disputes with clients in a fair and professional manner. If a resolution cannot be reached, the matter may be referred to the ETA Dispute Resolution Committee.

6.3. **Dispute Resolution Committee:** The ETA Dispute Resolution Committee shall be responsible for investigating and resolving disputes in accordance with the Association's bylaws and procedures.

7. Enforcement and Sanctions

7.1. **Violations of the Code of Conduct:** Any member found to be in violation of this Code of Conduct may be subject to disciplinary action, including but not limited to warnings, suspension, or expulsion from the Association.

7.2. **Reporting Violations:** Members are encouraged to report any violations of this Code of Conduct to the ETA Executive Committee. Reports shall be treated confidentially and investigated promptly.

7.3. **Appeals:** Members who are subject to disciplinary action may appeal the decision to the General Assembly of the Association in accordance with the Association's bylaws.

8. Amendments to the Code of Conduct

8.1. **Proposal for Amendments:** Any member may propose amendments to this Code of Conduct by submitting a written proposal to the ETA Executive Committee.

8.2. **Approval of Amendments:** Amendments to the Code of Conduct shall be approved by a three-fourths majority vote of the General Assembly, in accordance with the Association's bylaws.

9. Regional Branch Offices

9.1. Regional branch offices shall operate under the supervision of the central office and adhere to the Association's Code of Conduct.

9.2. Regional branches shall submit quarterly reports to the central office, including financial statements, membership updates, and compliance with licensing requirements.



9.3. Regional branch managers shall be appointed by the central office and shall undergo regular training on the Association's policies and procedures.

Article 10: Licensing and Certification

10.1. All members must obtain and maintain valid licenses as required by the FDRE Ministry of Culture and Sport.

10.2. Members shall provide proof of licensing during membership renewal or upon request by the Association.

10.3. Members who fail to comply with licensing requirements may face suspension or expulsion from the Association.

Article 11: Disciplinary Procedures

11.1. Complaints against members shall be investigated by the Dispute Resolution Committee, which shall include legal and professional experts.

11.2. Members accused of violations shall have the right to present evidence and defend themselves.

11.3. Decisions of the Dispute Resolution Committee may be appealed to the General Assembly.

Article 12: Data Protection and Privacy

12.1. Members shall comply with Ethiopia's data protection laws and international best practices.

12.2. Members shall use secure digital platforms for storing and transmitting sensitive client information.

12.3. Breaches of data protection and privacy shall result in disciplinary action.

Article 13: Intellectual Property Rights

13.1. Members shall obtain proper authorization before translating copyrighted works.

13.2. Members shall not plagiarize or use copyrighted materials without permission.



13.3. Disputes related to intellectual property shall be resolved through the Dispute Resolution Committee.

Article 14: Non-Discrimination and Inclusivity

14.1. Members shall not discriminate based on ethnicity, gender, religion, disability, or any other protected characteristic.

14.2. The Association shall promote inclusivity and equal opportunities for all members.

Article 15: Financial Ethics

15.1. Members shall maintain transparent financial records and avoid conflicts of interest in financial transactions.

15.2. Translation companies shall undergo regular financial audits to ensure compliance with ethical standards.

Adopted on March 8, 2025 by the Executive Committee of the Ethiopian Translators Association.

This Code of Conduct is binding on all members of the Ethiopian Translators Association and shall be reviewed periodically to ensure its relevance and effectiveness in promoting ethical and professional standards within the Association.