



IRISH TRANSLATORS' AND INTERPRETERS' ASSOCIATION
CUMANN AISTRITHEOIRÍ AGUS ATEANGAIRÍ NA hÉIREANN

ITIA Internal Code of Conduct

This Internal Code of Conduct was last updated on 8th February 2022.

The ITIA Internal Code of Conduct sets out standards of behaviour for all members in their professional relationships within the association. It applies to all meetings of the association including meetings of the Executive Committee, sub-committee meetings, Annual General Meeting, Extraordinary General Meeting, external meetings, CPD events and to all other professional communication between members.

Preamble

The ITIA aims to support the growth and development of our members and our sector and to foster a spirit of open exchange.

The ITIA values leadership, inclusivity, cooperation, representation at regional and international levels, innovation, progress and professionalism. It is a place for open communication and collaboration among members.

This code is formulated to support the above aims and core association values. It contains standards of behaviour for the members in their professional relationships within the ITIA.

When members join or renew their membership in the ITIA, they are affirming that they agree to this code of conduct.

Ethical Behaviour

The ITIA maintains the highest ethical standards in its activities and values inclusion, transparency and fair conduct. The ITIA pledges to honour and promote among its members and partners the highest standards of ethical conduct.

Professionalism

All members share responsibility for upholding the environment of trust and community within the ITIA and maintaining the highest degree of professional conduct. Members will behave conscientiously, honestly and with integrity when performing volunteer duties and when interacting with other members.

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Conflicts of Interest

Members will not use their positions, roles or membership for their own personal advantage. Executive Committee and sub-committee members will declare any potential conflicts of interest to the Executive Committee.

Confidential Information

Members will uphold trust and confidentiality regarding information disclosed in member-only forums and/or in the course of other member communications. Each member agrees that such information is to be considered confidential and does not become the property of the member. Members agree to maintain the confidentiality of all confidential information using the same degree of care they use to protect their own confidential information.

Meetings:

- Meetings are inclusive and members are expected to be polite and respectful to each other.
- Members do not cause offence to others.
- Members allow others to participate in meetings.
- Members do not insult or demean others in any way.
- Members treat each other as equals and avoid being discriminatory towards others.
- Members are mindful of others whose first language is not English.
- Members respect the authority of the chair.
- If members wish to raise items of any other business, this should be done with the honorary secretary before the meeting.
- Members will focus on issues rather than singling out individuals for criticism.
- At meetings, only one person speaks at a time. If there is an issue with two people speaking, the chairperson decides who shall speak.
- Members respect the agenda and do not bring up side issues.
- Voters respect the majority decision.
- It is the responsibility of the chair with the assistance and co-operation of all members to ensure that the Internal Code of Conduct is adhered to during meetings.

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Additionally, all committee members will:

- Act in the best interest of the association
- Never use their position to seek preferential treatment for themselves, their family or relatives
- Attend committee meetings – if unable to do so send apologies beforehand to the honorary secretary – and prepare appropriately for the meeting
- Accept collective responsibility for the decisions of the committee
- Not divulge any association business which is treated as confidential to other persons or organisations.
- Support the Chair at all times in ensuring that members abide by the Internal Code of Conduct.
- Abide by the Internal Code of Conduct when representing the association externally.

Complaints

At its discretion, the Executive Committee will promptly investigate any complaint submitted in relation to infringements of the Internal Code of Conduct on a case-by-case basis. If a member is found have infringed the Internal Code of Conduct, the infringement will be evaluated in line with the ITIA Constitution to determine the appropriate response and, if necessary, sanction.

ITIA Executive Committee
February 2022