



Code of Ethics
Association of Romanian Translation Agencies (ABTR)

ABTR
19.02.2007

For quality translations 

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Preamble

This document constitutes a guide with regard to the rules applied to ABTR members' conduct. It also refers to the conduct within the Association, as well as to what concerns the clients and the other members of the translation industry.

Chapter 1 Introduction

The Association of Romanian Translation Agencies is a nonprofit organization whose main purposes are:

- to establish minimum quality standards of translations for all Romanian market players;
- to respect the rules of fair competition;
- to combat illicit work in the translation field;
- to promote the Association among other bodies of the kind in the international environment;
- to establish arbitration procedures for the disputes occurred between the Association's members and their clients with regard to the quality of the translation services;
- to organize debates, conferences, round tables and other events, centered on the situation of the Romanian translation market;
- to publish courses, periodicals, magazines, brochures, leaflets, to organize courses, seminars, round tables, workshops with national and/or international attendance, of permanent or temporary nature, targeted to the professional development in the field of translation;
- to award scholarships and prizes in order to stimulate the professional activity in the Association's fields of interest.

The main role of ABTR is to establish the framework for activity performance in translation agencies, for a high level of client satisfaction and for supporting the members that provide quality services.

Chapter 2 Assistance of Colleagues

2.1 ABTR members shall assist each other and may, in some cases, group together for common actions. Thus, in the case of tenders, the members may associate in order to participate with a common offer.

2.2 In the event of a member failing to meet some orders or large projects, that member may sub-contract other colleagues for a commonly agreed price.

2.3 Member agencies shall not engage in negative „advertising”, both for other members of the Association and for the colleagues in the same profession.

2.4 Members of ABTR shall not advertise in the vicinity of another member’s headquarters (flyers distribution, promotion announcements so that the client should change the provider).

Chapter 3 Fair Competition

3.1 The provision of illicit services is forbidden. Each member shall:

- issue a fiscal document for each delivered service to his clients;
- pay the fellow translators, as well as any other providers (interpreters, illustrators, the printing office, providers of sound equipment for interpreting activities) only on a fiscal document basis.

3.2 Member agencies shall not make „dumping” offers, by which are to be understood the following concurring actions:

- setting of prices under the other market prices or under own production cost for the purpose of winning new clients and having as a final action;
- the subsequent raise of prices at the normal level.

3.3 Any form of unfair competition (as it is defined in the available legislation), the collaboration of the Association with companies who engage in such practices are forbidden.

3.4 Member agencies shall not publish false information, nor shall make misleading claims in their advertising material.

Chapter 4 Personnel Recruitment

4.1 ABTR members pledge not to actively recruit personnel from any colleagues from the Association. The transfer of personnel from one provider to another may be affected only if the intention of transfer comes from the free initiative of the person to be transferred.

Chapter 5 Confidentiality

5.1 Any material supplied by the client to a member of ABTR for translation services shall be deemed and treated as confidential material.

5.2 ABTR members commit themselves not to use for other purposes the information contained in the confidential materials, nor to disclose them to a third party, save for the cases provided by the law.

5.3 Association members shall sign confidentiality agreements with the subcontractors and freelance translators with which they are working, thus safeguarding the client's right with regard to the confidentiality of materials.

Chapter 6 Ethics of Profession

6.1 Members of ABTR commit themselves to make every effort in order to provide the best services to their customers.

6.2 Considering article 6.1, the members of ABTR shall submit to their clients the offers for which they can ensure compliance with the norms guaranteed by ABTR Work Standard.

6.3 Each member has to modernize constantly, to use the most recent and best available methods and technologies in the field, in order to provide the best services for their clients.

Chapter 7 Sanctions

7.1 If a violation of this code occurs, it shall be arbitrated by the General Assembly of the Associates.

7.2 The severe breach of this code may lead, after AGA approval, to the exclusion of the respective member from ABTR.

This document was drawn up with the purpose to ensure fair ethical and legal conditions for the ABTR members and clients.

The document shall come into force at the date of its signing by the members of the General Assembly of Associates and has immediate applicability.

Signers

1. Alta Lingua S.R.L.

Represented by Lucian Dumitrescu, Managing Partner

2. Smart Soft Serv S.R.L.

Represented by Andrei Nădejde, General Manager

3. Central European Translations S.R.L.

Represented by Hermann Korte, Administrator

4. Graal Soft S.R.L.

Represented by Matei Dumitrescu, Manager