



INTERPRETER GUIDELINES

Dear Interpreter,

Thank you for your assistance in interpreting for the St. James-Assiniboia School Division.

Please read the following guidelines, which we ask our interpreters to follow.

1. Accuracy and Completeness: Please interpret the message as accurately as possible, without leaving anything out or changing the meaning. Even if you disagree with what is being said, do not change the message.
2. Impartiality: The interpreter should remain a neutral party. We ask that you do not take sides, mediate, or advocate.
3. Client Self-Determination: The client may ask the interpreter for advice. However, we ask that you do not give advice or influence the clients' decisions. This guideline can be explained to the client.
4. Professionalism: We ask interpreters to be respectful and courteous. If there is an assignment that you do not feel comfortable with, please decline or withdraw from the assignment.
5. Confidentiality: All information must be treated as confidential.*

If you have any questions about your assignment or any of the above guidelines, please feel free to ask.

I _____ have read the above guidelines and agree to comply.
(print name)

I agree to keep all information that I have interpreted confidential.

Signature

Date

* These guidelines are a summary of the *International Institutes Interpreter's Code of Ethics*.

**One copy to Interpreter and one copy to the school principal

This personal information is collected under the authority of the Public Schools Act and the Privacy provisions of the Freedom of Information and Protection of Privacy Act (FIPPA), and will be used for personnel administration purposes. If you have any questions about the collection of information contact the Access and Privacy Officer, St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, MB, R3J 0H8, 204-888-7951.