

Code of Ethics

1. PROFESSIONAL CONDUCT

At Idea Language Services, LLC we act at all times in accordance with the standards of conduct and decorum of the American Translator Association and the Association of Language Companies.

We take responsibility for our work and conduct; we are committed to providing quality service in a respectful and culturally sensitive manner, dealing honestly and fairly with other parties and colleagues, and collaborating with candor in all business practices. We disclose any conflict of interest or any matter that may compromise our impartiality.

2. CONFIDENTIALITY

At Idea Language Services, LLC we maintain confidentiality and do not disclose any information acquired in the course of our work.

3. COMPETENCE

At Idea Language Services, LLC we only undertake work we are competent to perform, in the languages for which we have professional training and credentials.

4. IMPARTIALITY

Idea Language Services, LLC observes impartiality in all professional contacts. We remain unbiased throughout the communication exchanges between the participants in any encounter. Idea Language Services, LLC does not show any preference towards either the author of the source text or the intended readers of our translations.

5. ACCURACY

At Idea Language Services, LLC we use our best professional judgement in remaining faithful to the meaning of the source text at all times, unless the service or client specifies otherwise.



6. CLARITY OF ROLE BOUNDARIES

Idea Language Services, LLC maintains clear boundaries between our task as facilitators of communication through message transfer, and any tasks that may be undertaken by other parties involved in the assignment.

7. MAINTAINING PROFESSIONAL RELATIONSHIPS

Idea Language Services, LLC is responsible for the quality of our work as translation, editing, proofreading, DTP, programming, eLearning and interpreting providers. We are committed to securing suitable working conditions for the performance of our duties, including providing physical facilities, appropriate briefing, and clear commission and conduct protocols when needed in specific institutional settings. Idea Language Services, LLC ensures that we establish adequate timeframes to complete work, fostering a mutually respectful business relationship with our collaborators, while encouraging them to become familiar with the linguist role.

8. PROFESSIONAL DEVELOPMENT

Idea Language Services, LLC encourages the constant development of our employees and contractors' professional knowledge and skills.

9. PROFESSIONAL SOLIDARITY

We respect and support our fellow professionals, and we commit ourselves to uphold the reputation and trustworthiness of language professionals.

10. LABOR AND NON-DISCRIMINATION POLICIES

- We will not employ children under the age of 16.
- We will not use forced labor, require employees to give up their ID, or request money from the employee prior to commencing employment.
- We will not use undeclared, or dangerous labor.
- We will comply with the rules and regulations of the country in which we conduct our business.
- We will not engage in or support discrimination in hiring, remuneration, access to training, promotions, termination or retirement based on gender, race, caste, color, national origin, religion, disability, sexual orientation, union membership, political affiliation or opinion, or age.



11. COMMERCIAL LOYALTY

IDEA LANGUAGE SERVICES, LLC respects and complies with every law related to commercial loyalty, and reassures that all sales and marketing strategies are bound to said regulations.

12. REPORT CHANNEL

At IDEA LANGUAGE SERVICES, LLC we encourage free speech and the communication of any concerns and queries in a respectful, honest and impartial manner. To that end, we have an open web channel for anonymous reports: <https://ideatranslations.com/what-we-live-by/#coe-form>

