

## **National Association for Interpretation Code of Ethics**

The NAI Ethics Committee reviews issues of ethics violations by NAI members, and the committee is charged with the enforcement of the NAI Code of Ethics as written below.

*See page 2 for signatory page.*

### **As a member of the National Association for Interpretation, I pledge to:**

1. Realize that I have moral responsibilities not only to my professional associates, my fellow employees, and the public, but also to the resources under my care.
2. Display the highest integrity, the best judgment or ethics possible in the use of my professional skills.
3. Deal fairly with members in the dissemination of professional information and advice.
4. Maintain high standards of professional and business conduct and behavior.

### **Enforcement**

Members of NAI are responsible for upholding the Code of Ethics. Any active member of NAI may file a charge for a violation of any of the standards of the Code of Ethics.

### **Procedures for alleged violations**

1. The member making the charge( s) must submit a letter with supporting information to the Chair of the Ethics Committee. This must be done within six months of the alleged violation.
2. The Chair will review the letter and submit copies of all information to the members of the Ethics Committee. At that time, the Committee will request the member being charged to respond in writing to the allegations within 30 days, and the Committee will decide:
3. Within 45 days after receipt of the charge(s), the Chair will inform the members involved whether or not there is an apparent violation.
4. The Chair will poll each member of the Committee by telephone, mail, electronic media or in person for a recommendation for committee action.
5. The Committee's decision must be unanimous to recommend any disciplinary action to the Board of Directors.
6. The Chair must submit the results of the investigation with recommendations to the President and Board of Directors within 60 days of the receipt of the charges.
7. The President and Board of Directors upon recommendation of the Ethics Committee have the following options, including but not limited to:
  - a) To dismiss the charge(s)
  - b) To issue a letter of reprimand to be signed by the President and the Board of Directors.
  - c) To expel the member from NAI.
8. The President and Board of Directors must inform the members involved of the disposition of the case within 90 days of the initial receipt of the charge(s) by the Chair of the Ethics Committee. If the charges are not acted upon within the above timeframe, they will be considered null and void.
9. After the initial disposition, the accused member may appeal the decision of the Board of Directors to the Appeals Board within 30 days. The Appeals Board shall consist of two NAI members of the disciplined member's choosing, two members appointed by the President, and the Chair of the Ethics Committee. The Appeals Board may review all evidence previously submitted. No new evidence or new testimony will be allowed. The Appeals Board shall make a recommendation within 30 days whether to uphold, modify or vacate the original decision, and submit their recommendation to the Board of Directors for final disposition. There shall be no further right of appeal.

**National Association for Interpretation Board of Directors, Regional Officer,  
Section Officer and Ethics Committee Member**

**CODE OF ETHICS**

As an elected officer of the National Association for Interpretation (NAI) or as a member of the National Association for Interpretation Ethics Committee I will:

- Represent the affairs of all NAI members without prejudice or favor of special interests within or outside the Association.
- Always keep confidential items and information confidential.
- Never use my leadership position in NAI for personal gain or for the advantage of other individuals within or outside NAI. Exercise my authority in a leadership role only when acting in official board meetings and/or as I am directed by the NAI Board of Directors.
- Consider all issues presented for my review with an open mind to base my decisions on what is best for NAI and to never violate the trust of the membership of NAI.
- Avoid any conflicts of interest between my position with NAI and my professional or personal life, and to remove myself from any discussion and voting on matters in which I have conflict.
- Agree to resign my position as an NAI representative if I find myself unable to carry out my duties or unable to abide by this code of ethics.
- Commit myself as a trustee of NAI members to ensure the Association's present and future financial security, growth and development.

\_\_\_ I give my personal pledge to exercise the duties and responsibilities of this office or appointment with integrity, dedication, and commitment.

\_\_\_ I have read the NAI Conflict of Interest Policy (separate document) and agree to abide by its policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Leadership Level (indicate which region, section, or chapter in the space below):

National     Regional # \_\_\_\_\_     Section: \_\_\_\_\_     Chapter: \_\_\_\_\_

Please indicate what leadership position you hold:

\_\_\_\_\_

Approved by NAI Board of Directors, November 1, 1994:

"To be signed by all NAI national, regional, and section officers as a condition for running for and holding office and for serving on the Ethics Committee."

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Or Fax to: 970-484-8179