

# Interpreter guidelines

Norwegian Directorate of Integration and Diversity, IMDi

## Professional conduct

Interpreters shall translate exactly what is said during a meeting, without changing, withholding, or adding any content. This requires of interpreters to have sufficient interpreting expertise to perform each assignment, including subject-specific terminology. During an interpreting assignment, interpreters shall not undertake any tasks other than translating what is said. If an interpreter discovers that something has been mistranslated or omitted and this may affect the outcome of the matter in question, the interpreter shall inform the parties to the conversation.

Interpreters must at all times act impartially, and not allow their own attitudes or opinions to affect their work. Interpreters must not misuse any information they have become acquainted with through their interpreting work. Finally, interpreters must ensure that the conditions under which interpreting assignments are performed permit proper interpreting.

## Duty of confidentiality

Interpreters are bound by a duty of confidentiality and are expected to abide by this throughout their assignment for IMDi, UDI and/or the Norwegian police. The duty of confidentiality must also be upheld after the assignment is completed. Documents and other materials containing confidential information must be stored securely. After completion of the assignment, all such materials shall be returned to IMDi, UDI or the police, or destroyed.

## Disqualification

Interpreters shall not accept assignments if they are subject to disqualification. An interpreter is disqualified if they are themselves or a family member or relative of theirs is party to the case. The interpreter is also subject to disqualification if there are any other special circumstances which are apt to impair confidence in his impartiality, such as if the decision in the case may entail any special advantage, loss or inconvenience for him personally or for anyone with whom he has a close personal association.

Interpreters shall notify clients as quickly as possible of any circumstance that means or could mean that they are subject to disqualification. Interpreters bear personal responsibility for assessing whether they are subject to disqualification.