## **AMERICAN TRANSLATORS ASSOCIATION - ETHICS COMPLAINT**

## PERSONAL AND CONFIDENTIAL

Date:	Case identifier:	(to be assigned by EC chair)
A. Complainant information:		
Full name of person submitting	the complaint:	
Postal address:		
B. Respondant information:		
Name of ATA member the ethic	cs complaint refers to:	
ATA membership no. (to be comp	oleted by the EC Chair):	
Postal address:		
and also describe the effor	escription of your complaint (include ts you may have made to resolve th ry or provide this information in a s	-

Version 7/7/2016 Page 1

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D.	Please	mark the provision(s) of the Ethics Code you believe was/were violated:	
		#1 - to convey meaning between people and cultures faithfully, accurately, and impartially; #2 - to hold in confidence any privileged and/or confidential information entrusted to us in the course of our work; #3 - to represent our qualifications, capabilities and responsibilities honestly and to work always within them; #4 - to enhance those capabilities at every opportunity by continuing education in language, subject field, and professional practice; #5 - to act collegially by sharing knowledge and experience; #6 - to define in advance by mutual agreement, and to abide by, the terms of all business transactions among ourselves and with others; #7 - to ask for and offer due recognition of our work, and compensation commensurate with our abilities; #8 - to endeavor in good faith to resolve among ourselves any dispute that arises from our professional interactions	
E.	compla	the supporting documentation that accompanies the complaint (please note that your int cannot be processed without appropriate documentation): Examples: copies of e-mail condence, contracts, invoices, purchase orders, etc.	
Ple	ase sub	mit this form and any supporting documentation to <a href="mailto:ethics@atanet.org">ethics@atanet.org</a>	
Signature:			
(Note: Electronic signatures are acceptable)			

Version 7/7/2016 Page 2