

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone no.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**B. Respondent information:**

Name of ATA member the ethics complaint refers to: \_\_\_\_\_

ATA membership no. (to be completed by the EC Chair): \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone no.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**C. Please provide a detailed description of your complaint (include dates and other specific information and also describe the efforts you may have made to resolve the situation). You may attach additional pages if necessary or provide this information in a separate document.**

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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. Specify the supporting documentation that accompanies the complaint (please note that your complaint cannot be processed without appropriate documentation): Examples: copies of e-mail correspondence, contracts, invoices, purchase orders, etc.

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Please submit this form and any supporting documentation to [ethics@atanet.org](mailto:ethics@atanet.org)

Signature: \_\_\_\_\_

(Note: Electronic signatures are acceptable)