

## **ATA Business Practices List Policy**

The ATA Business Practices list (hosted on Yahoo Groups) is provided by the Business Practices Education Committee of the American Translators Association (ATA) as a communication tool for its members. It is an ATA member benefit.

By joining and using this Business Practices list, you agree that you have read and will adhere to these guidelines. Both ATA and the Business Practices Education Committee reserve the right to restrict posting privileges or remove from the list any member who does not abide by these guidelines.

### **Rules without Exception**

1. The ATA Business Practices list is subject to the same anti-trust guidelines that prevail at all association meetings. Therefore,
  - a. Do not post material that includes discussions of rates, and material that includes specific rates, fees, or changes therein, as specified in ATA's Policy Statement of March 25, 1990 (see <http://www.atanet.org/bin/view.fpl/13626.html>); and
  - b. Do not post material that interferes with the ability of others to do business, including the disclosure of information developed solely for an individual's or company's conduct of business (trade secrets).
2. You are responsible and can be held legally liable for what you write. Therefore,
  - a. Do not post any racist, sexist, discriminatory, defamatory, abusive, profane, threatening, embarrassing, or illegal material;
  - b. Do not post any material that causes distress or discomfort to any person or entity; and
  - c. Do not post material that infringes on any person or entity's copyright or other intellectual property (to be safe, assume that all material is copyrighted unless the author has explicitly stated that the material is in the public domain).

### **List Etiquette**

1. This forum is dedicated to the discussion of Business Practices in the translating and interpreting industry. The discussion is about issues, not personalities. Although views may differ, list participants are expected to communicate respectfully and politely at all times.
2. Please sign your postings with your real name.
3. Do not challenge or attack others. Postings on the Business Practices list are meant to stimulate conversation and not to create contention. Let others have their say, just as you may.
4. Do not post sales messages.
5. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.
6. Check your facts.

7. Please refrain from making generalizations or analogies based on culture, cultural heritage, nationality, product country of origin, race, gender, sexual orientation, etc. If you think a remark you are about to make \*might\* be offensive, then someone probably will be offended by it. Try to reword it or find another way to make your point so that there's no doubt in your mind.
8. Conversely, please let's all give each other the benefit of the doubt. If you feel a colleague has made an offensive or disparaging remark, contact a moderator or contact the colleague privately and gently let them know that their remarks were hurtful or offensive.

Finally, when a moderator steps into the conversation to remind the list of list rules, it is not necessarily directed at the most recent poster, and often it is an anticipatory effort to keep the discussion within list policy guidelines.

### **Disclaimer**

ATA takes no responsibility for the opinions and information posted on this site. By subscribing to the Business Practices list, you agree to release, hold harmless, indemnify, and defend the American Translators Association and the association management, officers, and employees from any and all legal or civil actions and penalties arising from messages you have posted on this list.

### **Contacting ATA Leadership**

The list is moderated by volunteers, generally members of the Business Practices Education Committee. The moderators act in accordance with the above guidelines and not in the capacity of or in proxy for the ATA Board or staff.

This list is not formally monitored by the ATA Board or staff. Therefore, to register a comment, suggestion, or complaint about ATA policy or activities, direct your message to [president@atanet.org](mailto:president@atanet.org).

You may also want to share your ideas with a board member, a chair of one of the various committees (e.g., Certification, Ethics, Public Relations), or a staff member. Addresses for all can be found at <http://www.atanet.org/aboutus/contactus.php>.