

LANGUAGE REACH

Conflict of Interest Policy

All staff and contractors of Language Reach Ltd will strive to avoid any conflict of interest between the interests of the company on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the Language Reach's decision-making process and activities, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of contractors and staff alike.

Upon appointment of each project, staff and contractors will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file, and I will be updated as appropriate.

In the course of translation and interpreting assignments, staff and contractors will disclose any interests in a translation or decision where there may be a conflict between the organisations or personal best interests and the client's best interests.

Any such disclosure and the subsequent actions recorded accordingly.

This policy is meant to supplement good judgment, and staff, contractors and stakeholders should respect its spirit as well as its wording.