



Code of Ethics

Langu-Edge Solutions Inc.'s contractors are bound to fully comply with the rules set forth in the following Code of Ethics.

General Conduct

The service provider shall, at all times, conduct himself/herself with courtesy, discretion and decorum and provide high-quality service.

While performing his/her professional duties, the service provider shall not give advice, express personal opinions, or engage in any other activity that may be construed to constitute a service other than that which he/she was contracted to do.

Competence

The service provider shall only accept assignments which are within his/her linguistic ability and technical knowledge.

If at any time, the service provider feels that he/she is unable to accurately complete the assigned task, the service provider shall report his/her reservations immediately.

The service provider shall continuously strive to maintain or improve his/her skills and knowledge.

Confidentiality

The service provider shall respect all confidences and keep confidential all information gained in the course of his/her professional duties.

The service provider shall not communicate, report on, publish or in any way divulge to any organization or person privileged or confidential information obtained during the performance of his/her duties.

Accuracy, Completeness and Efficiency

The service provider shall not distort the original message through addition, embellishment or omission, explanation, paraphrasing or expression of opinion. The register, style and tone of the source language should be conserved.

The service provider shall seek clarification in instances of ambiguity.

Any errors committed by the service provider, shall be corrected as soon as possible.

Conflict of Interest and Impartiality

The service provider shall be and shall appear to be impartial, objective and unbiased in the performance of his/her duties.

The service provider shall avoid, and where it arises, shall, without delay, disclose any real or potential conflict of interest in relation to the performance of his/her duties.

The service provider shall not take personal advantage, financial or otherwise, of information obtained in the course of his/her work.

Professional Courtesy

The service provider shall maintain a professional demeanor and be courteous in the execution of his/her functions.

Signature:

Date:

We eliminate linguistic and cultural barriers.