MLT Freelance Linguist Policy and Procedures

1. Freelance linguists should follow national and international Code of Ethics, their professional association requirements, and applicable federal, state, and local law.
2. Freelance linguists should keep strictly confidential of all information obtained during interpreting sessions, while observing relevant requirements regarding disclosure.
3. Freelance linguists should dress in appropriate attire, such as business or business casual.
4. Freelance linguists are expected to be punctual and prepared before entering into any interpreting session, such as reviewing all assignment-related information beforehand to avoid confusion regarding dates, times, and/or locations.
5. Freelance linguists should start and end any interpreting session with a professional introduction and closing to the best of their ability.
6. Freelance linguists should remain at the appointed location (on-site or online) until the encounter ends or until dismissed. When in doubt, contact the MLT Interpreting Department immediately.
7. If a freelance linguist is going to be late for or miss an assignment, she/he must contact the MLT Interpreting Department as soon as possible to report. A pattern of tardiness will result in lowered eligibility or ineligibility to receive assignments through MLT.
8. When a pre-scheduled assignment is canceled by the consumer after the linguist has arrived at the appointed location (on-site or online), the linguist should report that to the MLT Interpreting Department immediately.
9. Freelance linguists should report any assignments that are past the scheduled duration within 24 hours of completing the assignment.
10. No invoice submission is needed, however, freelance linguists are required to submit their ProZ account information during the onboarding process. Freelancers are responsible for submitting the correct information in order to be paid on time. MLT will calculate and send payments once a month to the ProZ account provided around the 25th of the following month.
11. Freelance Linguists are Independent Contractors. The relationship between MLT and freelance linguists is considered "at-will". Both freelance linguists and MLT may terminate the Independent Contractor Agreement without cause or in the event that a freelance linguist fails to perform services consistent with the assignment. Notice of termination shall be delivered in writing.

Detailed terms and conditions are included in the MLT Independent Contractor Agreement, the Code of Ethics, and other paperwork to be signed during onboarding. **Please review them carefully before signing.**