

Elia Exchange Code of Conduct

Elia Exchange is the leading programme from Elia that bridges the gap between the academic and business worlds by:

- Creating invaluable and innovative opportunities to help translation students thrive when they enter the language industry.
- Giving Elia Exchange Academic members* access to a range of tools, information and resources to benefit their students.
- Ensuring the application of best practice and ethical standards to internships through the Elia Exchange Memorandum of Understanding.

**Elia Exchange Academic members are universities and academic institutions with higher education translation degree programmes.*

EE Internships Memorandum of Understanding

The Elia Exchange Internships Memorandum of Understanding is an important document that ensures the success of internships and therefore supports the future of the industry by:

- Providing a set of best practice guidelines that Elia member companies commit to following.
- Setting out the framework of the internship opportunity to clarify and outline the roles and tasks and to align expectations for both the intern and the Elia member company.

We wish to sign up to the Elia Exchange Code of Conduct.

We acknowledge that internships are essential to the future of the industry and that successful internships can only happen through ensuring best practice and setting out expectations clearly.

As such, we commit to utilising the Elia Exchange Internships Memorandum of Understanding for all internships, whether organised through the Elia Exchange programme or not, so long as we are an Elia member. In addition, we acknowledge that use of the Elia Exchange Memorandum of Understanding and access to Elia Exchange is only possible with Elia membership.

By signing this Code of Conduct, we agree for our company logo and name to be featured on the Elia Exchange website.

Signed by:

for and on behalf of the Elia member company

[Name]

[Title]

Date

[email]

[phone number]