



Legacy Language Services LLC Company Policy

Welcome

Welcome to Legacy Language Services LLC. We are committed to providing high-quality, accurate, and professional language services while maintaining a safe, ethical, and transparent environment for clients and contractors.

Confidentiality & Privacy

- All client communications, documents, and assignments are strictly confidential.
- We comply with HIPAA and other privacy regulations when applicable.
- Contractors and staff must not disclose any sensitive client information.

Professionalism & Conduct

- All interactions with clients, colleagues, and contractors are courteous and professional.
- Accuracy, impartiality, and cultural competence are mandatory in every assignment.
- Contractors follow the Interpreter Code of Professional Conduct or equivalent standards for translation and voiceover services.

Equal Opportunity & Respect

- Legacy Language Services LLC values diversity and inclusion.
- All clients, contractors, and staff are treated with fairness and respect.

Scheduling & Assignments

- Contractors manage their availability while meeting client needs.
- Assignments should be confirmed promptly.
- Cancellations or changes must be communicated in advance whenever possible.

Payments & Invoicing

- Contractors are paid according to the agreed hourly rate or project fee.
- Clients are invoiced promptly with clear payment terms (Net 15 or Net 30).
- Accurate records are maintained for tax and accounting purposes.

Quality & Continuous Improvement

- Every assignment is reviewed for accuracy, completeness, and client satisfaction.
- Feedback from clients and contractors is welcome.
- Contractors are encouraged to pursue professional development and certifications.

Ethics & Compliance

- Legacy Language Services LLC adheres to legal, ethical, and professional standards.
- Contractors and staff must comply with all relevant regulations and industry standards.

Related Documents

- Privacy Policy
- Terms of Service
- Independent Contractor Agreement

Contact

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