



Global Arena Interpreting: Dress Code and Safety Standards

Global Arena interpreting assignments take place in a variety of settings, spanning from courtrooms to universities to mental health facilities. It is important to maintain a professional appearance no matter the location. Please follow these guidelines while preparing for your assignments:

- Business-conservative attire: clean, neat, moderate in style, well-fitting, and free of holes.
- Polo shirts, oxford shirts, blouses, turtlenecks, sweaters and cardigans, blazers and sports coats, business-casual pants, slacks, and skirts.
- Skirts/dresses no shorter than 1" above the knee
- Shirts must cover the abdomen area at all times
- A blazer, jacket, or sweater must be worn with sleeveless tops or dresses
- Foot attire must appear professional and provide safe, secure footing while offering protection against hazards.

It is unacceptable to wear the following:

- Denim clothing (including but not limited to jeans)
- Flip flops, sandals, and open-toed shoes
- Scarves, caps, and hats are not permitted unless relevant to the interpreter's religion.
- No visible pierced jewelry is acceptable, except for the earlobes. This policy specifically prohibits the display of piercings in the nose, tongue, lip, or eyebrow.
- At psychiatric facilities: jewelry should be limited. Bracelets, necklaces, and rings with raised stones should not be worn while on the unit for safety reasons. Earrings must be post-type only. Dangle and loop earrings are forbidden. A wristwatch is permissible.

A high percentage of our interpreting jobs take place at psychiatric hospitals. Although these hospitals are safe places and the vast majority of patients are not harmful, it is important that all staff take care not to introduce anything onto the unit which could be used by a patient to hurt themselves or another person. Please keep the following regulations in mind and ensure that no personal items are left unattended or given to patients.

While at a mental health center, you must leave the following items in a secure place, such as your car, a locker, or behind the nurse's station:

- Weapons of any nature
- Laptop computers, cell phones and personal electronic devices
- Personal bags
- Alcohol or illegal substances
- Cigarettes, cigars, or any other tobacco products, including e-cigarettes.
- Cameras or recording devices of any kind
- House and car keys
- Medications
- Matches or lighters
- Safety pins

Books are permitted on the unit, provided they are related to interpreting and/or medical terminology (i.e., for study purposes). Notebooks and pens should be kept at the nurse's station when not immediately in use during the assignment.

Thank you for your cooperation!

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