



Translation of Documents Policy

The English version of Zonta International and Zonta Foundation for Women documents or other content including material from the Zonta International website, approved by the convention, international board, foundation board or their designees shall be the official version. The official version of Zonta International and Zonta Foundation for Women documents or other content may be translated by districts, areas or clubs¹ in the language of their choice. The cost of any such translation shall be at the expense of the district, area or club.

Translations should reflect as closely as possible the meaning of the original document or content.

Translations from official documents must have a disclaimer stating: *Translated from the English version which is the official version.*

Document control:

Original document	Date: February 2000
First adopted by the international board	Date: February 2000
Most recent review by the risk manager	Date: January 2018
Amended policy adopted by the board	Date: April 2022
Convention 2022 update	Date: June 2022
Next review date	Date: February 2027

Committee responsible	Zonta International Board
-----------------------	---------------------------

Printed hard copies of controlled documents are considered uncontrolled. All personnel using hard copies for ease of reference are required to determine the up-to-date status of any hard copy document ensuring it matches the current electronic version.

¹ References to Zonta club(s) or club(s) include e-clubs.