



THE APOL CODE OF ETHICS AND PROFESSIONAL STANDARDS

Adopted September, 1997

In General (your employer is here referred to as the Client)

1. Speak well of your fellow APOL members.
2. Maintain fair and honest pricing standards in conjunction with the prevailing local union rates.
3. Honor all written contracts, except in dire emergencies.
4. Only accept engagements suitable for your musical group or abilities.
5. Ensure your promotional materials are representative of the personnel and the sound of your musical organization.
6. Only pursue clients who have not committed to another APOL member in writing or verbally.
7. Honor all written and verbal commitments to clients, fellow leaders and musicians.
8. Respond to all communications—phone, e-mail, fax or mail—promptly and courteously.
9. Provide your client with a detailed contract, explaining all charges etc.
10. Use date “holds” judiciously and pay your musician employees in a fair and timely manner.

During The Engagement

1. Begin and finish playing at designated times.
2. Provide maximum musical value by keeping your break times to a minimum.
3. Ensure your musicians and singers are appropriately attired.
4. Be on site for the duration of all engagements unless subleadership is approved by the client.
5. Use your regular group of musicians/singers except in dire emergencies.
6. Honor all client requests - musical and otherwise.
7. Allow adequate lead time and exercise care when setting up your equipment.
8. Adjust the volume to a level compatible with the venue and client requests.
9. Instruct your employees to refrain from eating, drinking or smoking on the bandstand or at the venue unless approved by the client.
10. Have the client designate where your musicians are to “hang out” during their breaks, during the event and if they are permitted to fraternize with the guests.
11. Don't compromise your clients's privacy by inviting a prospective employer to view your musical organization at your clients's event.
12. Be helpful, courteous and flexible when dealing with other service providers at your musical engagement.
13. Maintain a professional decorum and dignity at all times.