

# Connecticut Theatre Company Code of Conduct

Revision: 12/16/2025

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# Connecticut Theatre Company Code of Conduct

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### Purpose

The Connecticut Theatre Company Code of Conduct is a broad document which details the expectations that community members should have with one another and with the organization in various contexts. It is meant to provide both conceptual and practical guidance that everyone can use both in forming other, more specific policies, and in their day-to-day interactions. This document is also meant to be used as a clear reference of expectations - a resource when raising concerns or complaints. By making this document clear, readable, and asking for consistent affirmation that community members have understood its content, we can have a shared understanding of expected and acceptable behavior, in line with our values of safety, transparency, and action.

Connecticut Theatre Company has a strong commitment to creating an environment that serves our community and provides a safe place to practice our craft. Many positive friendships and relationships - even marriages - have grown out of the Connecticut Theatre Company community. We celebrate that, and this Code of Conduct is not meant to discourage connection, which is part of what makes Connecticut Theatre Company a warm and welcoming community.

However, our community members must thoughtfully consider the real and perceived power dynamic involved in any interaction with other members of the community, and their role in creating a comfortable and welcoming environment for all. The guidelines in this Code of Conduct are intended to help everyone do just that.

The Connecticut Theatre Company Code of Conduct is an extension of our values and reflects the type of community we aim to build and support.

- Safety: we prioritize physical and psychological safety over everything else and do not compromise safety for the creative output of a show.
- Transparency: we ensure that everyone is clear about how everyone else is expected to behave, including what to expect when an issue is identified.
- Action: we commit to taking action in the face of feedback, issues, and complaints, starting with the action of listening closely and honestly to the parties involved.

### Scope

The Connecticut Theatre Company Code of Conduct has a broad scope in two ways:

1. We define the community broadly - inclusive of board members, managers, volunteers, performers, and audience members.
2. We cover a broad range of contexts - inclusive of rehearsals, shows, organizational meetings, and interaction of community members outside of any specific activity associated with Connecticut Theatre Company.

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Specifically, this Code of Conduct applies to how community members interact in-person, over the phone, digitally (via social media, online conferencing systems, and email), and at the physical space occupied by Connecticut Theatre Company activities. Further, it may apply to interactions among community members outside of those spaces, in particular in relation to unacceptable behavior that threatens the psychological or physical safety of a community member.

We will update and add to this document as new areas become apparent.

## If You Only Read This...

There are a lot of important details in this Code of Conduct, but hopefully most are only there as a reference you won't often need to consult. If you read and understand these key points, you should be well prepared to be a member of the Connecticut Theatre Company community.

1. All community members are expected to treat one another with respect, and harassment or discriminatory conduct of any kind will not be tolerated.
2. A Code of Conduct is a social contract among all members of the community, including audience members, performers, volunteers, managers, and board members.
3. This is a tool for the community to self-manage its own safety, and does not replace the legal process.
4. We endeavor to make reporting of issues as safe and simple as possible, and forbid retaliation against anyone who raises a complaint.
5. When in doubt, make decisions that prioritize the safety of yourself and of others.

Connecticut Theatre Company strives to maintain:

- **An environment free from predatory and exploitative behavior.** These policies are designed to challenge and prevent such behavior.
- **Objective and impartial hiring and casting.** These policies are also intended to illuminate and help us avoid allowing personal biases (positive or negative) to affect hiring or casting decisions.
- **Direct communication.** If someone's conduct seems or feels inappropriate to you, and you are comfortable doing so, say something to them. The sooner the better. If you cannot speak with them, please reach out to your director or Connecticut Theatre Company Board of Directors listed in the Reporting, Investigations, and Appeals document. Again, the sooner, the better. Each interaction we have builds not only this community, but our personal reputations. Beyond the strict dos, don'ts, and consequences of the policies outlined below, common courtesy, direct communication, and thoughtful consideration can go a long way in keeping our community and our reputation strong.
- **A fair and ethical culture.** Connecticut Theatre Company expects its community to demonstrate mature judgment, ethical and honest behavior, and to represent

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Connecticut Theatre Company as a role model in all activities and social situations throughout the larger community.

- **A culture without retaliation.** Encouraging people to raise concerns is important for a transparent and healthy culture. No one will suffer punitive effects from raising a concern at Connecticut Theatre Company in good faith.

## Legal Limitations

The scope and purpose of the Code of Conduct is to create and maintain a safe environment for all members of the Connecticut Theatre Company community. The Code of Conduct is not a replacement for the legal process or an avenue to seek or apply legal action.

If any member of the Connecticut Theatre Company community believes that they have been the victim of a crime, they are encouraged to seek legal counsel from a licensed attorney.

Relatedly, if Connecticut Theatre Company is made aware of a legal order (such as a restraining order), we will support those orders and follow them as legally required.

## Our Guiding Principles and Policies

Connecticut Theatre Company community members are expected to give each other the best experience possible, onstage and off. Connecticut Theatre Company supports the artistic expression of its community. That being said, Connecticut Theatre Company does not condone intimidating, abusive, or harassment-based action from any member of the community. These actions undermine Connecticut Theatre Company's core values, are inherently destructive in nature, and will not be tolerated under any circumstances. These behaviors may include, but are not limited to:

1. Discrimination, harassment, or intimidation of any kind based on:
  - a. Age
  - b. Creed (religion)
  - c. Sex (including pregnancy and breastfeeding)
  - d. Sexual Orientation
  - e. Gender Identity
  - f. Gender Expression
  - g. Family Status
  - h. Marital Status
  - i. Disability (including mental, physical, developmental or learning disabilities)
  - j. Race
  - k. Ancestry
  - l. Place of Origin
  - m. Ethnic Origin

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- n. Citizenship
  - o. Colour
  - p. Physical Appearance, including, but not limited to body size and shape
  - q. Illness (current or past)
  - r. Neurodiversity
  - s. Socioeconomic background or status
  - t. Education
  - u. Political Affiliation
  - v. Record of Offences (criminal conviction for a provincial offence, or for an offence which a pardon has been received)
  - w. Association or relationship with a person identified by one of the above grounds
  - x. Perception that one of the above grounds applies
2. Assaultive or otherwise violent conduct (verbal or physical) directed toward another community member.
  3. Inappropriate or unwanted sexual harassment, conduct, or advances (written, verbal, or pictorial) made toward another community member.
  4. Wanton or deliberate destruction of Connecticut Theatre Company's property or another community member's personal property.

Connecticut Theatre Company also acknowledges the following behaviors as requiring corrective action:

1. Being under the influence of drugs or alcohol during a performance or rehearsal.
2. For performers and crew members, giving unsolicited notes to another cast or crew member in the context of a performance or rehearsal.
3. Being excessively or consistently late to a rehearsal or performance calls, or failing to provide notice thereof.
4. For directors, calling cast or crew for rehearsals or performances when they are not required, or keeping cast or crew for undue or unreasonable rehearsal lengths.

The above-listed actions demand prompt and appropriate discipline, up to and including removal from a show, or even being barred from Connecticut Theatre Company events. Refunds will not be given to community members who are removed from an event due to conduct.

## Definitions

### Discrimination

Any form of unequal treatment, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways.

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Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this Code of Conduct.

### Harassment

Unwelcome conduct, whether verbal, physical or visual, that is so severe or pervasive that it unreasonably interferes with an individual's participation in Connecticut Theatre Company programs, or creates an intimidating, hostile, or offensive working environment.

Examples of harassment include:

- Epithets, remarks, jokes, or innuendos related to a person's race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground.
- Posting or circulating offensive pictures, graffiti or materials, whether in print form or via email or other electronic means.
- Singling out a person for humiliating or demeaning "teasing" or jokes because they are a member of a protected group.
- Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person's dress, speech or other practices that may be related to their sex, race, gender identity, or creed.

If a person does not explicitly object to harassing behavior, or appears to be going along with it, this does not mean that the behavior is okay. The behavior could still be considered harassment.

### Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, sexually-motivated physical conduct or other verbal or physical conduct or communication of a sexual nature where:

- Submission to that conduct or communication is made a term or condition of status as a performer or volunteer at Connecticut Theatre Company either explicitly or implicitly; or
- Submission to or rejection of that conduct or communication by an individual is used as factor in the decisions affecting that individual's status as a performer or volunteer at Connecticut Theatre Company; or
- Such conduct or communication unreasonably interferes with an individual's job or theatrical performance, or creates an intimidating, hostile, or offensive environment.

In short, no one involved with Connecticut Theatre Company may request or require a community member to submit to sexual harassment as a condition of receiving any benefit or avoiding any detriment.

Examples of sexual and gender-based harassment include:

- Gender-related comments about a person's physical characteristics or mannerisms
- Paternalism based on gender which a person feels undermines their self respect or position of responsibility

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- Unwelcome physical contact
- Suggestion or offensive remarks or innuendoes about members of a specific gender
- Propositions of physical intimacy
- Gender-related verbal abuse, threats or taunting
- Leering or inappropriate staring
- Bragging about sexual prowess or questions or discussions about sexual activities
- Offensive jokes or comments of a sexual nature
- Rough and vulgar humor or language related to gender
- Display of sexually offensive pictures, graffiti or other materials including through electronic means
- Demands for dates or sexual favors

### Safety as Priority

There may be situations in a rehearsal or performance where you feel a choice must be made between safety and whatever else is going on. We encourage everyone to choose safety and adopt a practice of harm reduction.

This applies to any scale of issue, from a conversation that might be interpreted as hurtful to the extremes of physical safety. When in doubt - stop the conversation, and yes, if necessary, stop the show.

Connecticut Theatre Company will support decisions made in favor of safety, and these will not impact future booking of shows (as an audience member or performer).

### Expectations for Auditions

To help prospective participants make informed decisions about proposed productions' requirements and expectations we seek to communicate what we expect of our participants and what those participants may expect of us. For the purpose of this section, auditions may constitute readings, presentations of prepared pieces, improvisation, singing, movement, or similar activities involved in a casting process.

### Audition Notices

We intend to include the following information in our audition notices:

- Dates, Times, and Location of Auditions
- Roles available
  - Calling out any role that depicts a character with a specifically stated disability
- The nature of the activity to be performed at the audition (i.e. sides from the play, choreography, vocal audition)

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- Advance notice of any potential stage combat, nudity, partial nudity, sexual content, or other reasonably-understood high-risk activities

### Auditions

- We intend to provide a safe space for the audition including:
  - A smoke-free environment.
  - A reasonably clean space with sufficient lighting and safe temperature.
  - A safe surface for dance calls, if applicable.
- We will not ask prospective participants to attend more than two (2) audition calls for a single production.
- Audition calls should be no longer than three (3) hours, and should not run later than 10pm.
- Required materials (audition forms or sides) should be provided at the audition.
- We will not ask prospective participants to perform violence or simulated sexual situations as part of the audition without disclosing this expectation in the audition notice.
- Any physical contact required for an audition should be disclosed and choreographed. Actors will not be asked to improvise violent or simulated sexual situations.
- We will not ask prospective participants to disrobe at an audition.
- In the event recordings are made, there will be assurance that the recording will be used privately among casting authorities and destroyed/deleted after the completion of casting.
- We will endeavor to make reasonable accommodations to facilitate access, such as providing audition materials in advance.
- Disclosures should be clearly posted at all auditions and callbacks.
- We will not charge prospective participants a fee to audition.
- Once casting is complete, all participants will be notified who were not cast.
- A tentative rehearsal schedule should be available for participants to review the night of auditions. While it's normal that this rehearsal schedule may change based on actor availability, every effort should be made to adhere to the original schedule.

### Requires Disclosure

- If scenes of violence, sexual content, or other choreography will be part of the audition.
- Whether or not understudies will be engaged for the production.
- Who is in the audition room.
- If an audition will be recorded.
- If known, when callbacks are scheduled.

### Basic Health and Safety

We endeavor to create spaces and processes for auditions, rehearsals, and performances that are physically safe as possible. We intend to make health and safety a regular topic at

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production meetings, and to maintain awareness and procedures that contribute to a safe environment at all times. We seek to prevent injuries, identify and remedy situations that might be considered unsafe or unhealthy, and respond to injuries and medical events, and seek medical attention when required.

We will strive to promote basic health and safety practices by providing the following:

- Toilets and sinks, with soap and towels or a hand dryer
- Access to drinking water or disclosure of the lack of availability
- A reasonable working temperature (avoiding inclement weather or unsafe temperatures outdoors)
- Lighting suitable for the work being carried out
- Reasonably clean and well-maintained rehearsal space
- Floors and traffic routes that are free from undue obstructions and tripping hazards
- Functional, non-expired fire extinguishers
- A suitably stocked first-aid kit
- An insurance policy that covers on-site injuries

At the first rehearsal and first tech day with actors, a safety walk with the Stage Manager should include:

- Fire exit locations
- Locations of first-aid kits
- Emergency procedures (including contact information for local police stations and nearest Emergency Room)
- Tripping or safety hazards in rehearsal settings and constructed stage settings
- Location of restrooms
- Scenic units, stage floor surfaces, and special effects
- Areas of potential hazard that may require glow tape, including the opportunity for performers to point out where they need additional glow tape.

If unsafe conditions are discovered, they should be immediately reported to the stage manager, who should keep a record of concerns and their resolution.

## Dressing Rooms

Performers need time and space to prepare for their performance. The space provided for this preparation should be safe, respectful, and wherever possible, private. We will endeavor to create a dressing room environment where all inhabitants recognize the values of privacy and concentration and participate in fostering a safe place for community members to prepare.

- Children under the age of 18 will have access to a private area to change.
- Children under the age of 18 will not share space with Adults in the same dressing room.
- Reasonable accommodations should be made to respect individual modesty, and designated space should be provided for participants to change clothes and prepare for their performance.

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- Non-actors (with the exception of the Stage Manager and Costume Staff) should not be allowed in the dressing room during the time between 30 minutes before the performance begins and 30 minutes after the performance ends. In the event that is not possible, communication between the dressing room inhabitants and those who need to pass through is encouraged to establish the least intrusive way to share the space.
- Where costumes are used, a clothing rack and hangers should be provided.
- Recording by any means, and posting any recordings or photos online, is not permitted in the dressing room without prior consent of all individuals present.
- Reasonable accommodations should be made to respect the preferences of all participants sharing a dressing room, particularly with playing music, discussing reviews, or who is in the audience, etc.
- Inhabitants of the dressing room should respect the property and personhood of fellow inhabitants by limiting their use of perfumes, smelly or messy food, and behavior such as talking on cell phones or other similar activities.
- While separate dressing and restroom facilities are available for men and women, actors should be allowed to occupy the dressing room in accordance with their gender identification.

## Working With Minors

The protection and well-being of children under the age of 18 is a priority to Connecticut Theatre Company, which is committed to providing a safe and secure environment for Minors. The intent of this policy is to provide clear guidelines for working with Minors in any Connecticut Theatre Company activity.

### Definitions

**Minor** for purposes of this policy means any person under the age of 18 who is participating in a Connecticut Theatre Company activity.

**Authorized Adults** for purposes of this policy means all individuals, ages 18 and over, who instruct, supervise, chaperone, or otherwise oversee Minors in connection with Connecticut Theatre Company activities.

**Adults** for purposes of this policy means all individuals, ages 18 and over, including but not limited to performers, volunteers, crew, or anyone else who participates in any way in a Connecticut Theatre Company activity that includes Minors.

### Consent

Any minor who is not accompanied by a legal guardian must have the written consent of a legal guardian to participate in a Connecticut Theatre Company activity.

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## Background Checks of Authorized Adults

The protection of our minors and vulnerable adults is of paramount concern to Connecticut Theatre Company. Accordingly, Connecticut Theatre Company requires any Authorized Adult in direct custodial care of a Minor or vulnerable adult to undergo a background check and sign the Connecticut Theatre Company Code of Conduct. Additionally, anyone on a sex offender list must self-report. No one will be permitted to volunteer in any position where they may have leadership contact with minors or vulnerable adults without undergoing this background check.

- Background checks are completed by SafeScreener and are initiated via the Connecticut Theatre Company account.
  - This is a Level 1 Volunteer Background Screen which includes an SSN Trace, National Criminal Data, Sex Offender Data and Government Watch Lists.
  - The Board of Directors will complete a background check each year.
  - Production staff including: Directors, Musical Directors, Choreographers, and Stage Managers will receive a background check at the beginning of each show's rehearsal period and that background check will be good for a year before a new background check will be required.
- Authorized Adults will receive an email from SafeScreener with instructions on how to log in and provide the necessary details for the company to complete the background check. This includes the Authorized Adult accepting any necessary disclosures.

The following criteria will be applied in considering whether or not an individual will be eligible for initial or continued service as a volunteer in any positions at Connecticut Theatre Company where the individual may have contact with minors or vulnerable adults. In some instances, criminal convictions will automatically bar an applicant. In other instances, the totality of the circumstances may result in the barring of an individual. Other circumstances may necessitate obtaining additional information. In all instances, the safety of the minors and/or vulnerable adults is paramount.

In all other instances where there are criminal convictions, Connecticut Theatre Company will evaluate the record to determine whether a decision to accept volunteer services on an initial or continued basis is appropriate. In making this determination, Connecticut Theatre Company shall base its decision on the totality of the circumstances, including but not limited to, the nature of the crime(s), the conviction(s), the age of the person at the time of the offense, the age of the person at the present time, the relationship of the crime(s) to the volunteer duties contemplated, whether the person was forthcoming in any applications made to Connecticut Theatre Company, etc.

If Connecticut Theatre Company determines that the results of a criminal background search do not provide sufficient detail, Connecticut Theatre Company may make further inquiry and/or require the individual to provide further information. The failure or refusal to provide such information would be grounds to bar that individual from volunteer service.

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<b>Criminal Convictions Resulting In Automatic Bar From Volunteering</b>	
<b>Criminal Conviction History</b>	<b>Period of Automatic Bar</b>
Any Sexual Offense Involving a Minor (felony or misdemeanor) (One incident)	Barred Forever
Felonies of a Sexual Nature (e.g. rape, sexual assault, etc.) (One incident)	Barred Forever
Felonies of a Physically Violent Nature (One incident)	Barred Forever
Nonsexual/Nonviolent Offense Against Minors (Felony or Misdemeanor) (One Incident)	Barred for 15 years from date of offense
Sale of Narcotics, Controlled or Illegal Substances (One incident)	Barred for 15 years from date of offense
Other Felonies (One incident)	Barred for 5 years from date of offense
Possession of an Illegal/Controlled Substance (One incident)	Barred for 5 years from date of offense
Two or More Misdemeanor Offenses (Including driving under the influence) arising from two or more separate incidents within the past five years	Barred for 5 years from date of last offense
Misdemeanors of Sexual Nature (One incident)	Barred for 15 years from date of offense
Misdemeanors of Physically Violent Nature (One incident)	Barred for 10 years from date of offense
Misdemeanors Involving Dishonesty (e.g. fraud, larceny, forgery, perjury, robbery, burglary, bribe receiving, theft by deception, etc.) (One incident)	Barred for 5 years from date of offense

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### Notification Procedures

If Connecticut Theatre Company determines that the results of the criminal background check make it appropriate to bar an individual from initial or continued volunteer services where they may have contact with minors or vulnerable adults (because the criminal convictions fall into any of the categories listed in the table above or because of the totality of the circumstances), then Connecticut Theatre Company will send a letter to the volunteer notifying them of that decision.

An individual may challenge the accuracy or applicability of a given conviction record provided to Connecticut Theatre Company, but Connecticut Theatre Company will not re-evaluate or re-assess the validity of any conviction that is reflected in the public record. Once it is determined that the record provided to Connecticut Theatre Company accurately reflects the public record of conviction(s), the decision of Connecticut Theatre Company will be final and will not be subject to grievance and/or appeal.

### Supervision

All Minors must stay inside Connecticut Theatre Company facilities while participating in a Connecticut Theatre Company rehearsal or performance and be supervised at all times. Minors must wait inside the facility to be picked up by a parent or guardian. In addition:

- Minors must be adequately supervised by their legal guardians or Authorized Adults. Minors should never be left unattended.
- Adults shall never spend one-on-one time with Minors and will always adhere to the “rule of three” with at least two Adults in a group at all times.
- Individual coaching must be conducted in a room that is open and accessible at all times.

### Reporting of Abuse, Neglect, or Inappropriate Interaction

Instances or suspected instances of abuse, neglect, or inappropriate interaction with Minors must be reported immediately to the Executive Director and/or another member of the Board of Directors. For purposes of this Policy, immediately means within 24 hours of becoming aware of an instance or suspected instance of abuse or neglect.

Individuals reporting and cooperating on an assessment of inappropriate conduct or suspected inappropriate conduct in good faith are protected under Connecticut law from criminal and civil liability or making such report. A good-faith report of suspected abuse or neglect must not be retaliated against.

“If you see something, say something.”

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In the event the Executive Director and/or another member of the Board of Directors suspects inappropriate conduct or receives a credible allegation of any inappropriate conduct, the following actions must take place immediately:

1. Ensure the safety of any Minors participating in the Program, which may include removal of Minors from dangerous or potentially dangerous situations.
2. Notify appropriate authorities as is required by law.
3. The person against whom there are allegations may not participate in any Connecticut Theatre Company Programs until the situation has been satisfactorily resolved.
4. Connecticut Theatre Company reserves the right to restrict any and all participants' involvement in Connecticut Theatre Company activities and events during any external or internal investigation, temporarily or permanently.

## Choreography: Nudity, Violence, Movement, and Physical Theatre

Some forms of theatre and styles of movement carry with them a greater risk of harm than others, and the goal of this section is to outline considerations specific to those forms of higher-risk theatre, including onstage violence, simulated sexual choreography and nudity, and physical theatre, including dance and other forms of choreography.

Whenever possible, a designer or choreographer should be engaged for any production that includes weapons, hand-to-hand combat, sexual violence, specialized movement techniques, or any similar high-risk activity.

- This designer may or may not be the production's director or an actor in the production, so long as the role is clearly communicated to all participants.
- This designer/choreographer should be engaged as early in the production process as possible and be included in production and design meetings whenever feasible.

At the time of audition, prospective participants should be notified about:

- The nature of any specialized movement or physical theatre (i.e. weapons, physical combat, sexual violence, tumbling, aerial acrobatics, dance, yoga, etc.) acknowledging that concepts may change;
- The name of the designer/choreographer if possible.

## Rehearsing Physical Theatre

- A schedule for rehearsing all choreography should be established and followed.
- Before work starts, the actors, director, choreographer, and stage manager should agree to requirements of the planned activities. Participants are then responsible for staying within those agreed-upon boundaries.
- Choreography should be recorded so that performers have a reference for maintaining the choreography.
- Actors should communicate any injury, discomfort, or fatigue experienced before, during, and after rehearsals.

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- A 10-minute break should be provided after every 80 minutes of physical work.

### Sexual Content and Nudity

Sexual Content and Nudity (SC/N) require careful consideration as artists in scenes with SC/N take great personal risk, and our goal is to allow them to take that risk in an environment that is as safe, supportive, and comfortable as possible. SC/N should only be included in a production when it can be done responsibly and according to the following guidelines.

- SC/N should not be required or requested at any audition.
- Actors performing nudity must be at least 18 years old, and should provide proof of age at the audition.
- Actors who will be asked to perform SC/N as part of a production should confirm consent to performing SC/N at the time of the audition.
- Prior to rehearsing scenes with SC/N, the actors, director, choreographer, and stage manager should discuss the content and create consent for the rehearsal. Participants should build consent and discuss boundaries before rehearsing scenes with SC/N. A safe word (such as “hold”) should be established for SC/N rehearsals.
- Initial SC/N rehearsals should be closed, such that only participants involved in the scene are present. SC/N rehearsals should be opened after agreement by the stage manager, director, and actors involved. The stage manager should be present at all rehearsals where SC/N is rehearsed.
- Stage managers should document the terms of consent and details of sexual choreography.
- Actors performing nude scenes should be allowed to have and wear robes or other coverings when not rehearsing.
- Actors should have the option to decline SC/N elements added after the audition disclosure.
- Nude actors will not be photographed or recorded on video at any time during rehearsal, tech, or performance.
- Nudity during rehearsals should be limited to those times when it is absolutely necessary.
- Only participants whose presence is required should be present in the wings or in any backstage space with a view of the stage.

We believe that building consent among participants is an important part of creating an atmosphere of trust and communication. We intend to recognize the following practices when building consent among participants:

- A consent-building conversation should specify the range of contact that is acceptable.
- The boundaries may change over the rehearsal process, either narrowing or broadening, but any change to the boundaries should be discussed and agreed upon before rehearsal.

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- There should be an opportunity to discuss potential boundary violations at the end of each rehearsal and performance.
- The agreed-upon structure of intimate contact should be maintained once a show is in production.
- Actors should inform the stage manager and their scene partner(s) if they are sick (sore throat, cold sore, etc.) , and alternate choreography should be defined for sick days.

## Expectations of Audience Members

- In the context of a show, everyone watching is an audience member, even if that person is also a board member, volunteer, or performer (but not currently performing).
- Theatre is a particularly vulnerable art form - we ask you to extend your maximum support to those performing - and they will return it to you ten-fold!
- Audience involvement is a common component of live performances, but please only provide contributions when appropriate. That said, we encourage you to honestly and openly react to what you're seeing, whether that's laughter, gasps, tears, or simply applause!
- As covered in our Guiding Principles and Policies, any commentary that is violent, harassing, or discriminatory in nature will not be tolerated, and will be grounds for removal from a show and potentially restriction from attending future shows, temporarily or permanently.
- Other conduct which is unnecessarily disruptive to the performers and other audience members should be avoided - including, but not limited to:
  - Unrelated discussion, phone calls, or other phone activity
  - Photography/Videography
  - Overconsumption of Alcoholic Beverages

## Expectations of Connecticut Theatre Company Volunteers

All members of the Connecticut Theatre Company community are to treat our front of house staff, producers, volunteers, fellow performers, and audience members with respect and help welcome them into the community.

Connecticut Theatre Company volunteers will be available during all performances to contribute to maintaining the safe and supportive environment necessary for our shows. Note that staff members will often have multiple responsibilities during rehearsals and shows, but will be available for logistical and conduct concerns and will either attempt to solve any issues directly or help direct community members to the appropriate resources.

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## Statement on Artistic License

Connecticut Theatre Company welcomes free artistic expression and the treatment of difficult or sensitive topics, but always in a manner consistent with empathy and respect. Playing a judgmental or discriminatory character in the context of art is not the same as exhibiting judgmental or discriminatory behavior. If it is determined that the offensive content of a performance was done in an effort to harass a particular individual from the stage or to express the performer's hatred and/or intolerance to an individual or group, then appropriate disciplinary action will occur.

If it is determined that an action was done without malicious intent, but has nevertheless caused discomfort or feelings of harassment, this behavior will be addressed with the community member or members responsible. If the identified behavior persists, corrective action will be taken.

Connecticut Theatre Company reserves the right to generate work that treads into fearful, discomforting, or disturbing territory, but solely in the interest of artistic enrichment and exploration.

## Reporting Procedure

Violations are addressed and processed according to Connecticut Theatre Company's reporting and investigation policies detailed in the Reporting, Investigations, and Appeals document.

Violations are typically addressed by the show director. Violations of a more serious nature will be addressed by a member of the Connecticut Theatre Company Board of Directors.

As a general rule, err on the side of informing Connecticut Theatre Company of any concerns and do not assume we are aware of a given situation.

**In all reported cases, the confidentiality of the reporting party and the responding party will be maintained as much as possible.**

Community members who wish to appeal a disciplinary action should follow the appeals procedure detailed in the Reporting, Investigations, and Appeals document.

## Implementation and Training

Connecticut Theatre Company recognizes the need to proactively ensure that the community understands this Code of Conduct, especially as it changes. To that end, all Connecticut Theatre Company members, except for audience members, will be required to affirm they have been informed of and understand this Code of Conduct, and that affirmation shall be renewed

# Connecticut Theatre Company Code of Conduct

## Revision: 12/16/2025

regularly, for example with the beginning of the rehearsal process for each new show or upon the introduction of a new board member or volunteer.

### Conclusion

The primary purpose of this Code of Conduct is to create a safe and fair environment for all members of the Connecticut Theatre Company community. Connecticut Theatre Company sets forth these guidelines to hold our community to high standards of communication, collaboration, and artistry. We do not anticipate bad behavior, but rather, we implement this code to explicitly detail the principles we wish to model and exemplify in our mission, vision, values, and everyday practice. This code outlines the major steps and processes for disciplinary action should the need arise, but it does not contain every answer for all the complex and nuanced matters which may require attention. This document is meant to be reviewed, critiqued, and amended periodically to reflect the ever-changing and growing landscape of the Connecticut Theatre Company community.

### Version History

Version	Authors	Date	Changes Made
1.0	Duane Campbell	11/11/2025	Initial Version
1.1	Duane Campbell	12/16/2025	Added Background Check Regulations