

# Connecticut Theatre Company Code of Conduct

## Reporting, Investigations, and Appeals

Revision: 11/11/2025

### Reporting Procedure

If anyone associated with the Connecticut Theatre Company community (board members, managers, volunteers, performers, audience members, etc.) believes that they have been the subject of or witness to discrimination, harassment, or offensive conduct of any kind they are encouraged to report it.

Please feel free to contact your show director to report an incident.

If an individual is uncomfortable contacting their show director, they may contact any member of the Board of Directors of Connecticut Theatre Company at the following email addresses:

Duane Campbell  
Executive Director

[dcampbell@connecticuttheatrecompany.org](mailto:dcampbell@connecticuttheatrecompany.org)

David Nunner  
President

[dnunner@connecticuttheatrecompany.org](mailto:dnunner@connecticuttheatrecompany.org)

Erin Campbell  
Vice President

[ecampbell@connecticuttheatrecompany.org](mailto:ecampbell@connecticuttheatrecompany.org)

Ben Silberman  
Treasurer

[bsilberman@connecticuttheatrecompany.org](mailto:bsilberman@connecticuttheatrecompany.org)

Becky Stanford  
Secretary

[bmclean@connecticuttheatrecompany.org](mailto:bmclean@connecticuttheatrecompany.org)

If you are uncomfortable contacting any of the above individuals directly, you may also use our [Anonymous Reporting Form](#).

**Please note: for any reported complaint, the initial receiver of the complaint will work to maintain confidentiality of the reporting part. In any and all instances, the reporting of a complaint shall NEVER result in negative repercussions of any kind, especially pertaining to casting, volunteering, or any other opportunity with Connecticut Theatre Company.**

### Investigation

When we receive the complaint, Connecticut Theatre Company will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances. Our investigation may include:

# Connecticut Theatre Company Code of Conduct

## Reporting, Investigations, and Appeals

### Revision: 11/11/2025

- Conducting in-person interviews with the individual filing the complaint (the “petitioner”) and the individual (or individuals) whom the complaint is about (the “respondent”) regarding the incident(s) and/or behaviors in question. The petitioner may opt to provide a written statement in lieu of an in-person interview.
- Gathering additional evidence as needed from witnesses.

Based on the information gathered and answers received from the respondent, Connecticut Theatre Company will determine if the respondent violated the Connecticut Theatre Company Code of Conduct. If there was a violation, corrective action will be taken. Corrective actions are up to and including permanent dismissal from Connecticut Theatre Company.

Any administrative action will be communicated to necessary parties (Connecticut Theatre Company Board of Directors, Production Staff, House Manager, etc.) via email using neutral language. It will be an objective statement about the disciplinary action we have taken, free from editorializing, libel, or slander.

Individuals under investigation for Code of Conduct violations may be subject to the following:

- Affected Production Staff or Board Members being placed on leave until the matter is resolved.
- Show cast members or volunteers being unable to perform or attend rehearsals until matters are resolved (no refunds will be given in this circumstance).

An incident report will be created documenting all steps taken from the initial report of the complaint to the ultimate conclusion.

## Disciplinary Action

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct by taking appropriate remedial measures. The confidentiality and privacy of all those involved will be respected during the investigation.

Furthermore, if it is determined that inappropriate conduct has been committed by one of our community members, we will take such action as is appropriate under the circumstances.

Such action may include:

- Counseling
- Removal from an individual show
- Removal from the Board of Directors or a volunteer position with Connecticut Theatre Company

# Connecticut Theatre Company Code of Conduct

## Reporting, Investigations, and Appeals

### Revision: 11/11/2025

- Time limited bans from the theatre 3 months to 1 year
- Permanent ban from Connecticut Theatre Company

### Notice of Non-Retaliation

This policy strictly prohibits any retaliation against an individual who has filed a complaint or been party to an investigation.

### Appeals Procedure

If either the Petitioner or the Respondent is dissatisfied with the results of an investigation or the disciplinary action, then they may request an appeal.

The appeals procedure will consist of a review of the matter by a committee composed of Board of Director members who are objective, disinterested parties with no stake in the outcome of the complaint process.

Based on the evidence provided, the Appeals Committee will make a recommendation for action that Connecticut Theatre Company will abide by.

**Ultimately, each complaint, at every stage of the process, will be handled on a case-by-case basis and take into consideration all of the available evidence and given circumstances of each case. There is no “one-size-fits-all” method to handle a complaint, and our procedures will be followed through each complaint process.**

### Version History

Version	Authors	Date	Changes Made
1.0	Duane Campbell	11/11/2025	Initial Version