

**SCHENECTADY LIGHT OPERA COMPANY**  
**427 Franklin Street**  
**P.O. Box 1006**  
**Schenectady, New York 12301**

**SLOC COMPLAINT FORM GUIDELINES**

**(Relating to Breach of Code of Conduct Policy)**

After you complete this formal complaint form and send it to the President of the Board of Directors, the Board will meet within five (5) to seven (7) days of its receipt to review the content and take action as necessary to resolve the situation. It is the responsibility of the Board of Directors at SLOC to determine whether and how to investigate and address the alleged breach of policy. If the Board President deems the need to review the content urgent based on the nature of the complaint, the Board of Directors will meet within 24 to 48 hours to review the content and take action as indicated.

It is important that you provide as much information as you reasonably can about the problematic behavior (*e.g.*, who is acting in opposition to the terms of the decorum policy and where the behavior or action took place; the type of behavior in question; how often the behavior happens and how long it lasts; how long the behavior has been going on, who witnessed the behavior, etc.). This information can help the Board of Directors in any investigation it conducts.

The Board of Directors may take any of several steps in response to your request. For example, the Board may determine that there is a conduct problem and begin enforcement activities that could result in action against the alleged policy offender. The Board of Directors may determine that there was no true breach of policy or that the problem has since been resolved. The Board of Directors also may determine that the conduct problem has not been resolved, but that the Board of Directors is not in a position to proceed with consequences or enforcement activities at the time.

The Board of Directors will update you as to the process and proposed recommendations of the investigation of your complaint within two weeks of the submission of this form. As in all cases of this nature, this will be kept confidential, and information on this form will be privy only to those currently serving on the Board of Directors of SLOC.

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**FORMAL COMPLAINT**

**REQUEST FOR INVESTIGATION**

1. Your Contact Information

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
\_\_\_\_\_  
Email Address: \_\_\_\_\_  
Cell Phone # (     )     - \_\_\_\_\_  
Other Phone #: (     )     - \_\_\_\_\_

2. Name of alleged offender(s) (ie, person(s) whose conduct precipitated the filing of this complaint)

Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_

3. Describe in detail the behavior and location of the incident(s) including who, if anyone, witnessed the behavior / incident (Feel free to attach additional pages):

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4. Describe the duration of the behavior, including when you first noticed the behavior, how frequently it occurs, and any pattern of when and with whom it occurs (as applicable):

5. Provide any additional information that might help in an investigation: