

***Starting point: You wish to report harassment or discrimination that has taken place in a show in Cambridge.***

***1. Are you happy to report the matter to ADC Management?***

**Yes:** Proceed to next question.

**No:** If you would prefer not to report to the ADC Management team, then you can make a report to the University Office for Student Conduct, Complaints and Appeals at [www.studentcomplaints.admin.cam.ac.uk](http://www.studentcomplaints.admin.cam.ac.uk)

***2. Do you wish to make the report anonymously?***

**Yes:** You can make an anonymous report by filling out the form at [adctheatre.com/report](http://adctheatre.com/report)

The ADC is not able to initiate disciplinary action based on anonymous reports, nor pass them onto the University for investigation. If you would like either to take place then please make a non-anonymous report.

Anonymous reports can be helpful for the ADC to make internal changes to hopefully prevent such instances from happening in future.

**No:** Proceed to next question.

***3. Did the incident take place at the ADC Theatre or Corpus Playroom?***

**Yes:** Proceed to next question.

**No:** Other venues in Cambridge are not managed by the ADC Theatre. If a report is made to the ADC Theatre then it will be passed on to the University Office for Student Conduct, Complaints and Appeals, who will investigate the matter and take appropriate disciplinary action.

If the report is one that puts students in harm (like that of sexual harassment), then the ADC would write to the organisation that controls the building (such as the Senior Tutor of a College for a college venue), recommending that the person who has been reported is temporarily suspended from theatrical activity there until the investigation has taken place.

***4. Is your report one of an instance that puts the personal safety of students at risk?***

**Yes:** Once you make a report (by visiting [adctheatre.com/report](http://adctheatre.com/report)), the following will take place:

- The ADC will immediately contact the person named in the report and temporarily suspend them from taking place in shows at the ADC Theatre or Corpus Playroom until an investigation has been conducted by the University's University Office for Student Conduct, Complaints and Appeals. This includes going to the ADC Bar or watching a show at either venue. The suspension will either be made permanent if the investigation finds the perpetrator to be guilty, or will be lifted if the investigation finds the perpetrator not to be guilty. In order to safeguard the person who has submitted a report, the person who is being temporarily suspended will not be told any details of the report that has been made.
- The report will be passed on to the University's Office for Student Conduct, Complaints and Appeals for investigation. More information about what takes place next can be found at [www.studentcomplaints.admin.cam.ac.uk](http://www.studentcomplaints.admin.cam.ac.uk)

**No:** We encourage you to make a report by visiting [adctheatre.com/report](http://adctheatre.com/report)

If the safety of students is not immediately at risk, the matter will be passed on to the University's University Office for Student Conduct, Complaints and Appeals at [www.studentcomplaints.admin.cam.ac.uk](http://www.studentcomplaints.admin.cam.ac.uk), and the ADC will contact the Senior Tutor of the person named in the report to let them determine disciplinary action