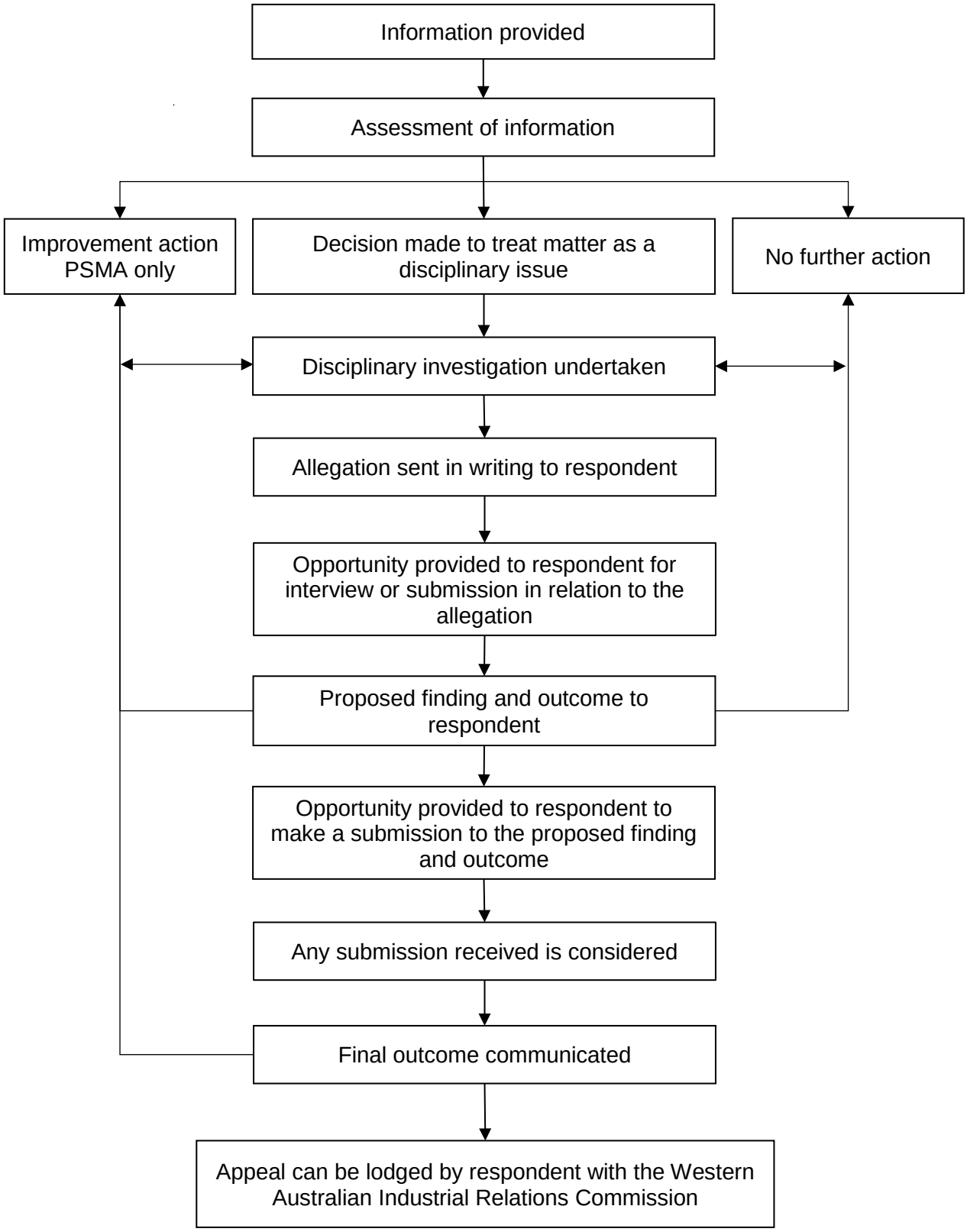APPENDIX A. DISCIPLINE PROCESS FOR STAFF