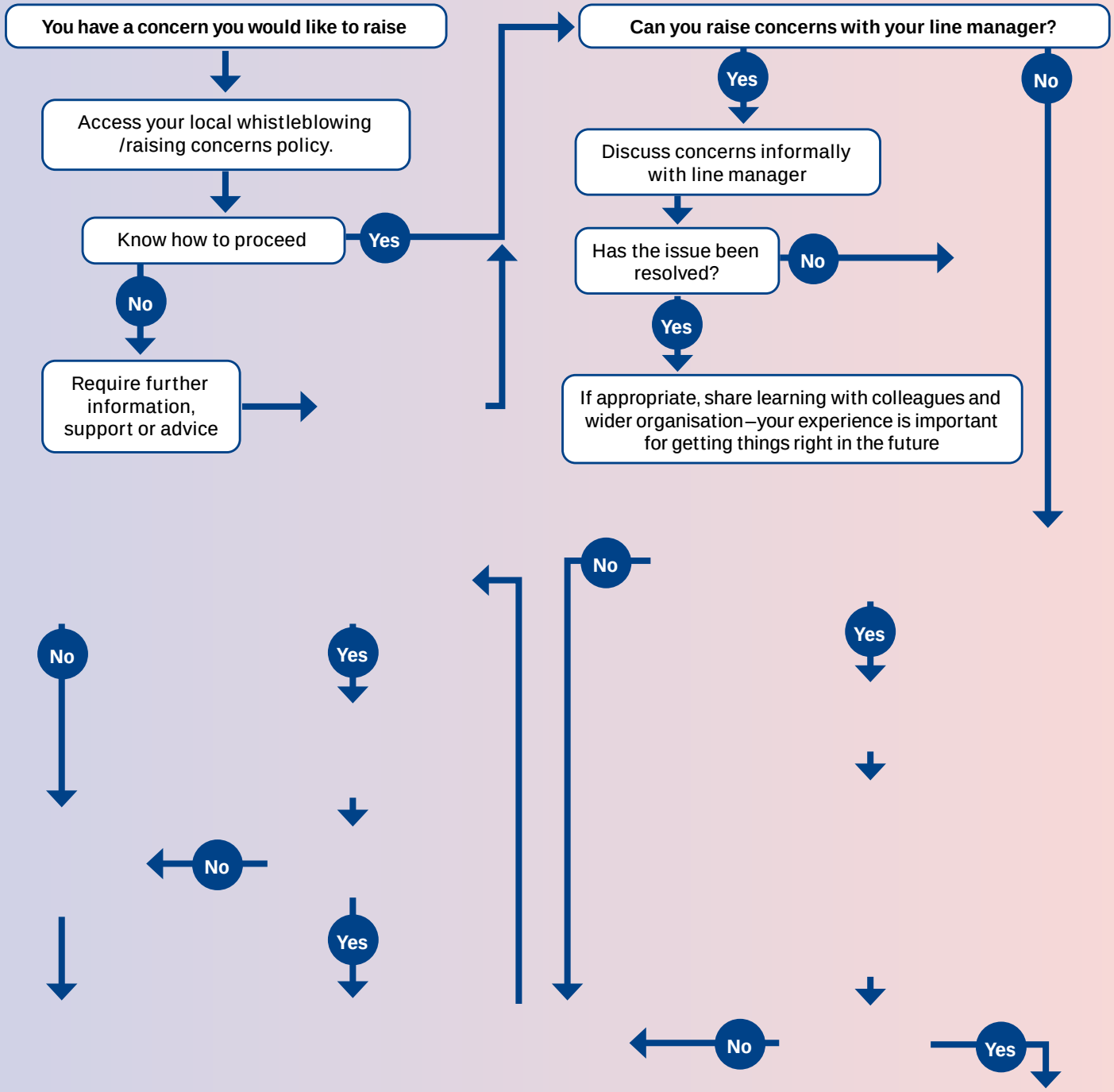
Four steps for raising and escalating concerns



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