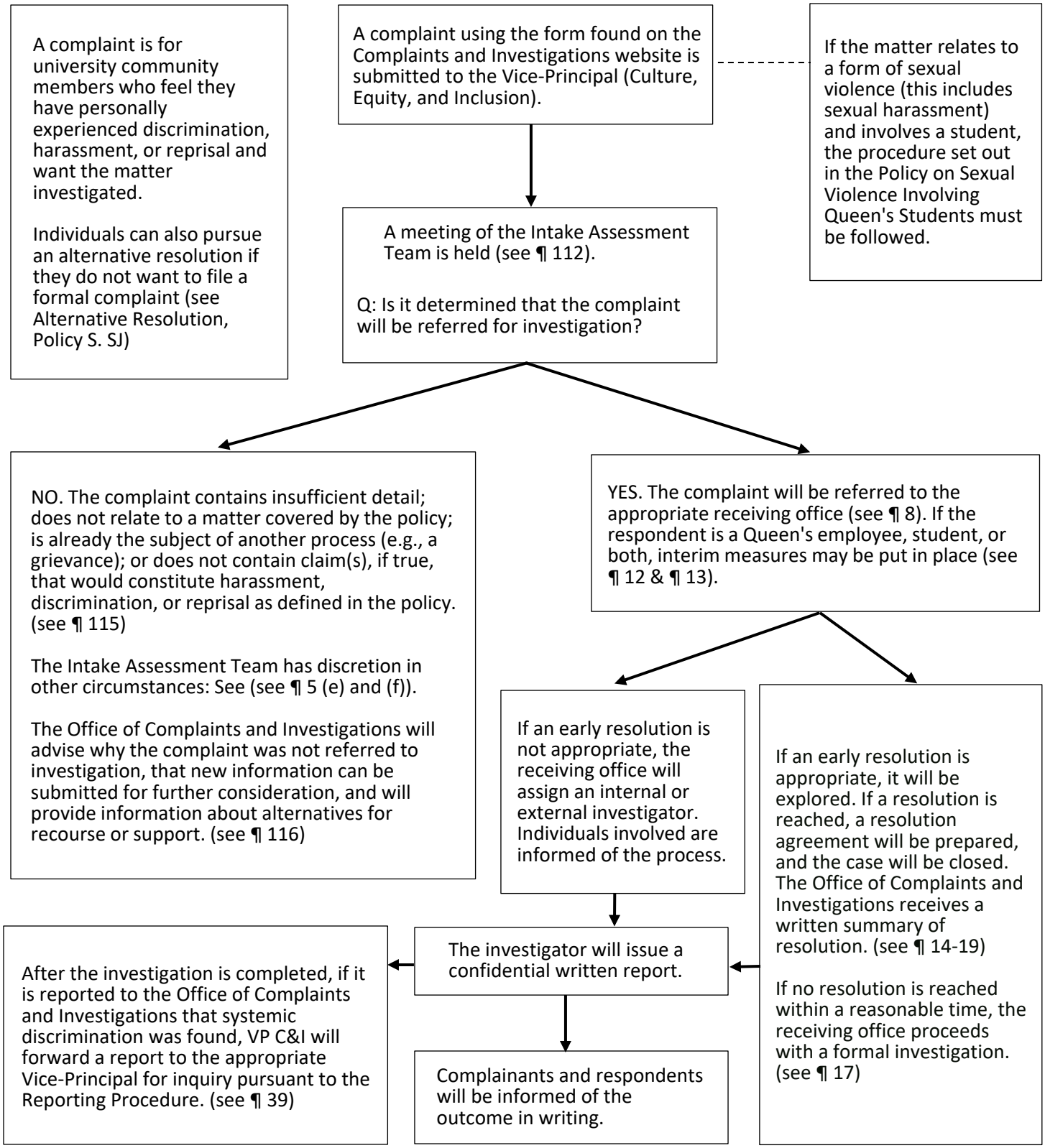Harassment and Discrimination Prevention and Response Policy - Complaint Procedure