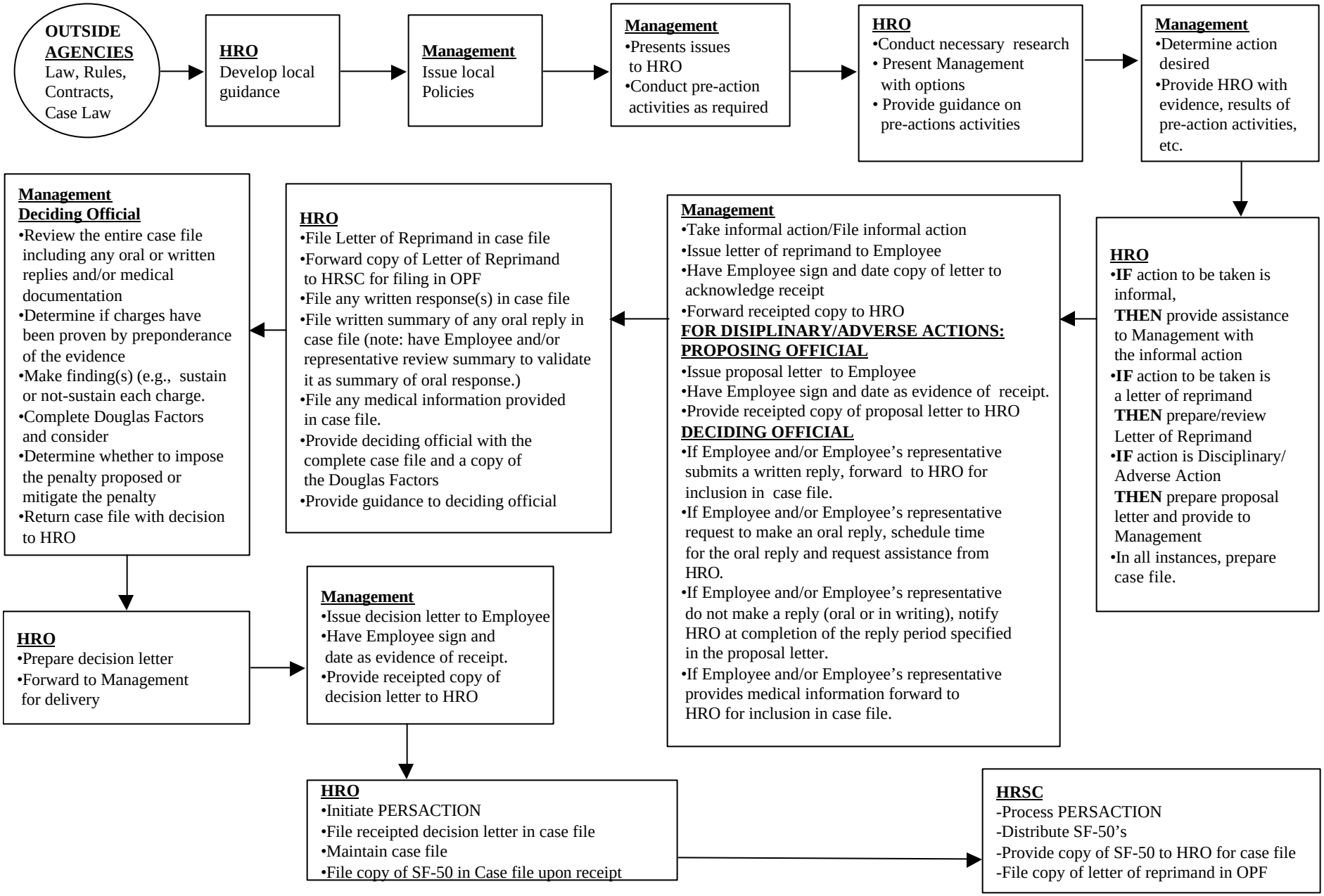A7.13 - Administer Discipline and Adverse Action Program