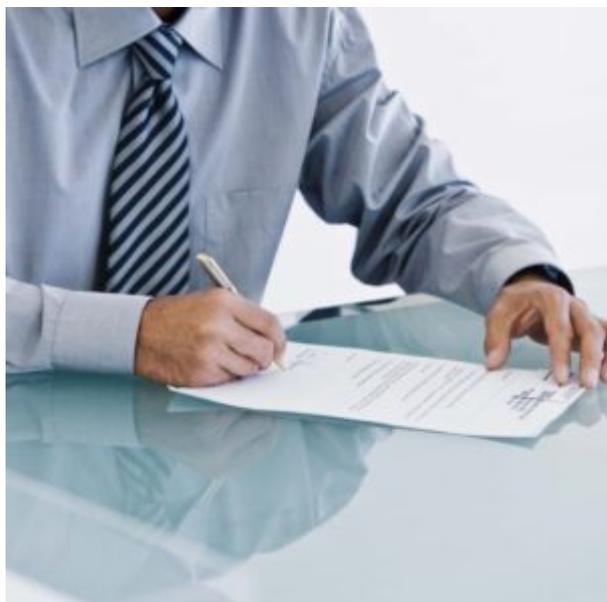


DOS & DON'TS: [û] Document Discipline Imposed on Workers



You may need disciplinary records to justify a worker's firing or to prove due diligence.