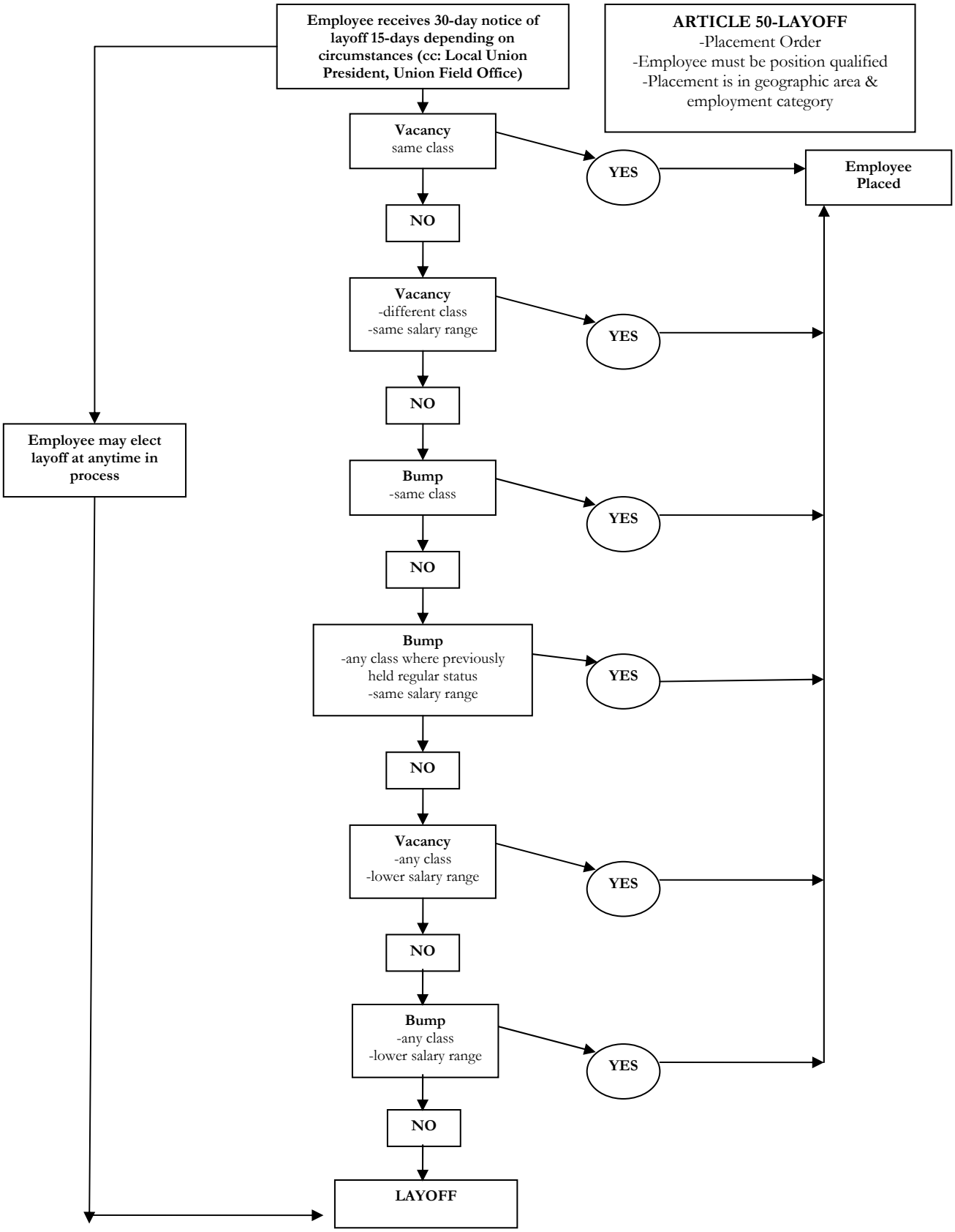Layoff Process Flowchart