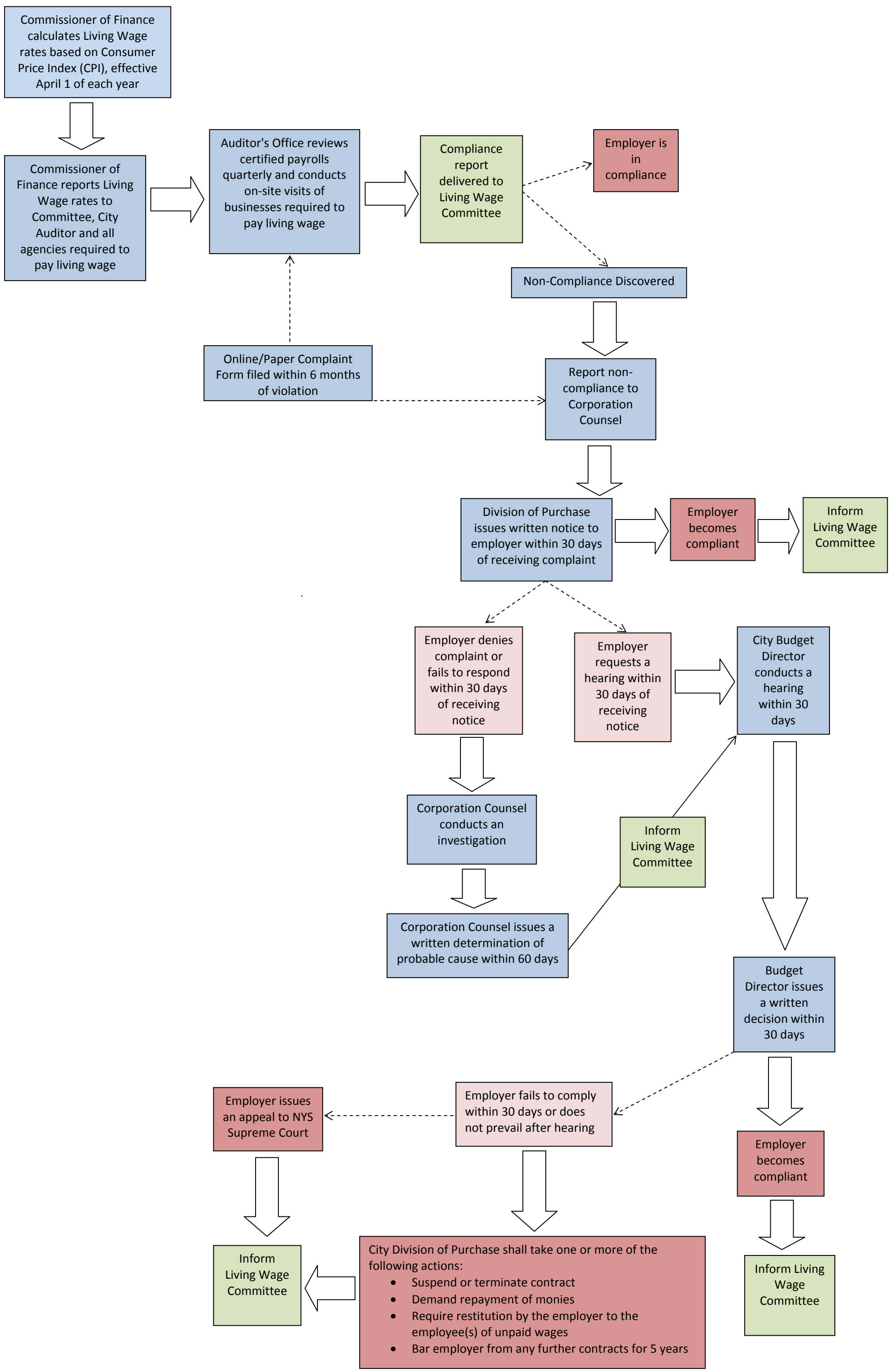LIVING WAGE COMPLIANCE PROCEDURE