

bright horizons employee handbook

bright horizons employee handbook serves as a critical resource for employees navigating their roles within the organization. This comprehensive guide outlines essential policies, workplace expectations, and benefits that support a productive and positive work environment. Understanding the contents of the Bright Horizons employee handbook can empower staff members to align with company standards and foster a culture of compliance and respect. From detailed explanations of employment policies to procedures for workplace conduct, the handbook offers clarity on both employee rights and responsibilities. Additionally, it provides insights into performance management, safety protocols, and opportunities for professional development. This article will explore the key components of the Bright Horizons employee handbook, emphasizing its importance as a foundational document for employees and management alike. The following sections will guide readers through its structure and highlight critical information contained within.

- Overview of the Bright Horizons Employee Handbook
- Employment Policies and Procedures
- Workplace Conduct and Expectations
- Compensation and Benefits
- Health, Safety, and Security Guidelines
- Performance Management and Professional Development
- Employee Resources and Support

Overview of the Bright Horizons Employee Handbook

The Bright Horizons employee handbook is designed to provide employees with a clear understanding of their workplace environment and the organizational culture. It acts as a reference tool that outlines company values, mission statements, and the framework within which employees operate. By clearly stating company policies, the handbook promotes transparency and consistency across all levels of the organization. It also serves to communicate the legal and regulatory standards that employees must adhere to, ensuring compliance with applicable labor laws and regulations.

Purpose and Scope

The primary purpose of the Bright Horizons employee handbook is to establish a uniform set of guidelines that govern employee behavior and organizational procedures. It covers a broad range of topics, from hiring practices and equal employment opportunity policies to leave entitlements and disciplinary measures. The scope of the handbook extends to all employees, including full-time, part-time, and temporary staff, providing a comprehensive framework that supports workplace fairness and accountability.

Accessibility and Updates

To maximize usability, the Bright Horizons employee handbook is typically made available in digital and printed formats. Employees are encouraged to familiarize themselves with the handbook upon hire and to reference it regularly throughout their tenure. The handbook is periodically reviewed and updated to reflect changes in company policies, legal requirements, or operational procedures. Notifications of updates ensure that employees remain informed about their rights and responsibilities within the evolving workplace landscape.

Employment Policies and Procedures

Employment policies within the Bright Horizons employee handbook establish the foundational rules governing the employment relationship. These policies clarify expectations regarding recruitment, onboarding, job classifications, and termination processes. The procedures outlined help maintain consistency in human resource management and support equitable treatment of all employees.

Equal Employment Opportunity and Non-Discrimination

Bright Horizons is committed to fostering a diverse and inclusive workplace. The employee handbook explicitly states the company's stance against discrimination and harassment based on race, color, religion, sex, national origin, age, disability, or any other protected characteristic. These policies are designed to protect employee rights and promote a respectful work environment where all individuals have equal opportunities.

Attendance and Work Hours

The handbook details expectations regarding work schedules, punctuality, and attendance reporting. Employees are informed about standard working hours, procedures for requesting time off, and consequences for unexcused absences. This section ensures operational efficiency by clarifying how attendance is monitored and managed.

Hiring and Termination Procedures

Bright Horizons outlines clear steps for recruitment, including job postings, interviews, and selection criteria. Similarly, termination policies describe the conditions under which employment may be ended, whether voluntarily or involuntarily, and the procedures for final pay and exit interviews. These protocols safeguard both the company and employees during employment transitions.

Workplace Conduct and Expectations

The Bright Horizons employee handbook sets forth behavioral standards that promote professionalism and collaboration. These guidelines help maintain a positive workplace atmosphere and reduce conflicts or misunderstandings among staff members.

Code of Conduct

The code of conduct section defines acceptable behaviors and outlines the ethical standards expected from employees. It covers topics such as confidentiality, conflicts of interest, and respectful communication. Adhering to this code supports the company's reputation and operational integrity.

Anti-Harassment and Bullying Policies

To ensure a safe and inclusive environment, the handbook explicitly prohibits harassment and bullying in any form. It provides procedures for reporting incidents and details the investigation process. These policies protect employees from harmful behaviors and reinforce the company's commitment to workplace dignity.

Use of Company Property and Technology

Employees are informed about the proper use of company resources, including computers, email systems, and telecommunication devices. The handbook highlights restrictions on personal use and guidelines to prevent misuse or security breaches. This section helps protect company assets and data privacy.

Compensation and Benefits

The Bright Horizons employee handbook provides comprehensive information regarding employee compensation structures and available benefits. This section clarifies salary administration, bonus eligibility, and benefit enrollment procedures, ensuring employees understand their total rewards package.

Payroll and Salary Information

The handbook explains the payroll schedule, methods of payment, and procedures for resolving payroll discrepancies. It also includes details about salary grades and performance-based compensation to encourage transparency and fairness.

Health Insurance and Wellness Programs

Information about medical, dental, and vision insurance plans is provided, including eligibility criteria and enrollment periods. The handbook often highlights wellness initiatives aimed at promoting employee health and work-life balance.

Retirement Plans and Paid Time Off

Employees receive details about retirement savings options, such as 401(k) plans, and the company's matching contributions. Paid time off policies, including vacation, sick leave, and holidays, are clearly outlined to help employees manage their time effectively.

Health, Safety, and Security Guidelines

Bright Horizons prioritizes employee well-being through detailed health and safety protocols documented in the employee handbook. These guidelines ensure compliance with Occupational Safety and Health Administration (OSHA) standards and other regulatory requirements.

Workplace Safety Procedures

The handbook outlines procedures for emergency situations, hazard reporting, and the use of protective equipment. Regular training and safety drills are emphasized to prepare employees for potential workplace risks.

Incident Reporting and Response

Employees are instructed on how to report accidents, injuries, or unsafe conditions promptly. The handbook describes the company's response process to maintain a safe working environment and prevent recurrence.

Security Measures

Security policies address access control, identification badges, and visitor protocols to safeguard personnel and property. These measures help create a secure workplace for all employees.

Performance Management and Professional Development

The Bright Horizons employee handbook supports ongoing employee growth through clearly defined performance management systems and development opportunities. This section encourages continuous improvement and career advancement within the organization.

Performance Evaluations

Regular performance reviews are described, including the criteria used for assessments and feedback mechanisms. These evaluations help align employee goals with organizational objectives and identify areas for development.

Training and Development Programs

The handbook highlights available training sessions, workshops, and educational resources designed to enhance employee skills. Participation in these programs demonstrates the company's investment in workforce development.

Career Advancement Opportunities

Information about internal job postings, promotion criteria, and mentorship programs is provided. This encourages employees to pursue growth paths within Bright Horizons, fostering retention and engagement.

Employee Resources and Support

Bright Horizons offers a range of resources to support employee well-being and job satisfaction, detailed within the employee handbook. These resources aim to address various personal and professional needs of the workforce.

Employee Assistance Programs

The handbook includes information about confidential counseling services, mental health resources, and support for work-life challenges. These programs help employees manage stress and maintain overall wellness.

Communication Channels

Effective communication is facilitated through designated channels such as human resources contacts, grievance procedures, and employee feedback systems. The handbook encourages open dialogue to resolve issues constructively.

Workplace Diversity and Inclusion Initiatives

Bright Horizons emphasizes its commitment to diversity and inclusion through programs and policies that celebrate differences and promote equity. These initiatives contribute to a respectful and collaborative workplace culture.

- Clear employment policies ensure fair treatment and legal compliance.
- Workplace conduct guidelines promote professionalism and respect.
- Comprehensive compensation and benefits enhance employee satisfaction.
- Health and safety protocols prioritize employee well-being.
- Performance management fosters professional growth and accountability.
- Employee resources support mental health and communication.

Frequently Asked Questions

What is the purpose of the Bright Horizons employee handbook?

The Bright Horizons employee handbook serves as a comprehensive guide outlining company policies, employee benefits, workplace expectations, and procedures to ensure a consistent and positive work environment.

Where can employees access the Bright Horizons employee handbook?

Employees can access the Bright Horizons employee handbook through the company's internal HR portal or by requesting a copy from the Human Resources department.

Does the Bright Horizons employee handbook include information about employee benefits?

Yes, the handbook provides detailed information about various employee benefits such as health insurance, retirement plans, paid time off, and other perks offered by Bright Horizons.

How often is the Bright Horizons employee handbook updated?

The Bright Horizons employee handbook is typically reviewed and updated annually or as needed to reflect changes in company policies, legal requirements, or workplace practices.

Are employees required to acknowledge receipt of the Bright Horizons employee handbook?

Yes, employees are generally required to sign an acknowledgment form confirming they have received, read, and understood the policies outlined in the Bright Horizons employee handbook.

What topics related to workplace conduct are covered in the Bright Horizons employee handbook?

The handbook covers workplace conduct topics including anti-discrimination policies, harassment prevention, dress code, attendance expectations, and disciplinary procedures.

Who should employees contact if they have questions about the Bright Horizons employee handbook?

Employees should contact their Human Resources representative or their direct supervisor if they have any questions or need clarification regarding the policies in the Bright Horizons employee handbook.

Additional Resources

1. Bright Horizons Employee Handbook: A Comprehensive Guide

This handbook offers detailed insights into company policies, workplace expectations, and employee benefits at Bright Horizons. It serves as an essential resource for new hires to understand the organizational culture and operational procedures. With clear guidelines, it helps employees navigate their roles

effectively while aligning with the company's mission.

2. Workplace Excellence at Bright Horizons

This book explores strategies to foster a positive and productive work environment within Bright Horizons. It covers topics such as teamwork, leadership development, and conflict resolution. Employees and managers alike can benefit from its practical advice to enhance workplace harmony and performance.

3. Bright Horizons: Employee Rights and Responsibilities

Focused on the legal and ethical aspects of employment, this title outlines the rights and duties of Bright Horizons employees. It explains important workplace laws, anti-discrimination policies, and safety regulations. The book encourages employees to uphold integrity and respect in their professional conduct.

4. Onboarding Success at Bright Horizons

This guide is designed to help new employees transition smoothly into their roles at Bright Horizons. It covers orientation processes, training programs, and mentorship opportunities. By following this roadmap, employees can quickly adapt and contribute to the company's goals.

5. Bright Horizons Performance Management Handbook

Detailing the frameworks for evaluating and improving employee performance, this book emphasizes continuous feedback and goal setting. It provides managers with tools to conduct effective reviews and support career growth. Employees learn how to set achievable objectives and track their progress.

6. Bright Horizons Diversity and Inclusion Guide

This title highlights the company's commitment to fostering a diverse and inclusive workplace. It discusses best practices for embracing different perspectives and promoting equality. The guide encourages employees to create a supportive environment where everyone feels valued.

7. Bright Horizons Wellness and Work-Life Balance

Addressing the importance of employee well-being, this book offers tips for managing stress, maintaining health, and balancing personal and professional life. It outlines the wellness programs available at Bright Horizons and encourages proactive self-care. The goal is to help employees thrive both inside and outside the workplace.

8. Bright Horizons Leadership Development Manual

Aimed at emerging leaders, this manual provides strategies for building leadership skills within the Bright Horizons framework. It covers communication, decision-making, and team motivation techniques. The book supports employees in taking on greater responsibilities and advancing their careers.

9. Bright Horizons Conflict Resolution and Communication

This book teaches effective communication skills and conflict resolution methods tailored to the Bright Horizons environment. It helps employees navigate disagreements constructively and maintain professional relationships. The strategies offered promote a collaborative and respectful workplace culture.

Bright Horizons Employee Handbook

Bright Horizons Employee Handbook

Author: Bright Horizons HR Department

Contents:

- I. Introduction: Welcome to Bright Horizons, Our Mission & Values
- II. Employment Policies & Procedures: Compensation & Benefits, Time Off & Attendance, Performance Management, Employee Conduct & Discipline, Workplace Safety & Health, Equal Opportunities & Non-Discrimination
- III. Company Culture & Values: Diversity, Equity, and Inclusion, Employee Engagement Initiatives, Communication Protocols, Professional Development Opportunities
- IV. Practical Information: IT Resources & Policies, Building Access & Security, Travel & Expense Policies, Employee Assistance Program (EAP)
- V. Conclusion: Looking Ahead, Contact Information

Bright Horizons Employee Handbook: Your Guide to Success

Welcome to Bright Horizons! This handbook serves as your comprehensive guide to understanding your role, responsibilities, and the overall culture within our organization. We are committed to fostering a positive and productive work environment where every employee feels valued, respected, and empowered to contribute their best. This handbook covers essential policies, procedures, and resources designed to support your success and ensure a smooth and rewarding experience throughout your employment with us.

I. Introduction: Welcome to Bright Horizons, Our Mission & Values

(SEO Keywords: Bright Horizons, employee handbook, company culture, mission statement, values)

Starting your journey with Bright Horizons begins with understanding our core mission and values. Our mission is to [insert your company's mission statement here - e.g., "provide exceptional early childhood education and care, fostering the development of children and supporting families"]. This mission statement underpins everything we do, from our interactions with children and families to our internal policies and procedures. Our values—[insert your company's core values here - e.g., Integrity, Respect, Collaboration, Excellence, Innovation]—guide our decision-making and shape our

workplace culture. These values aren't just words on a page; they represent the principles that define our organization and how we interact with each other and the wider community. Familiarizing yourself with these foundational elements is crucial to understanding Bright Horizons' philosophy and contributing to our shared success. This introduction sets the tone for the entire handbook and emphasizes the importance of understanding our organizational culture.

II. Employment Policies & Procedures

(SEO Keywords: employment policies, employee handbook, compensation benefits, time off, performance management, workplace safety, equal opportunities)

This section details the essential policies and procedures that govern your employment at Bright Horizons. Understanding these policies is crucial for ensuring compliance and maintaining a positive and productive work environment.

A. Compensation & Benefits: This section outlines your salary, pay frequency, and any applicable bonuses or incentives. It also details your benefits package, including health insurance, retirement plans, paid time off, and any other perks offered by Bright Horizons. Understanding your compensation and benefits is vital to ensuring you are receiving the correct payment and utilizing the full range of benefits available to you.

B. Time Off & Attendance: This section clearly outlines our policies regarding vacation time, sick leave, personal days, and bereavement leave. It also covers the procedures for requesting time off, reporting absences, and managing attendance. Adherence to these policies ensures fair and consistent treatment of all employees and maintains efficient workplace operations.

C. Performance Management: This section details the process of performance evaluation, including performance goals, regular feedback sessions, and performance reviews. It emphasizes the importance of open communication between employees and their supervisors and outlines the process for addressing performance issues. Regular performance reviews help employees understand their strengths and areas for improvement, leading to professional growth and better overall performance.

D. Employee Conduct & Discipline: This section outlines Bright Horizons' expectations for employee conduct and behavior in the workplace. It covers topics such as professional conduct, ethical behavior, and respectful communication. It also details the disciplinary procedures that will be followed in cases of misconduct. Maintaining a respectful and professional work environment is crucial for fostering a positive and productive workplace culture.

E. Workplace Safety & Health: This section outlines our commitment to maintaining a safe and healthy work environment. It details our safety policies, procedures, and emergency protocols. It also explains your responsibilities in maintaining a safe work environment. Ensuring employee safety and well-being is a top priority for Bright Horizons.

F. Equal Opportunities & Non-Discrimination: Bright Horizons is committed to providing a workplace free from discrimination and harassment. This section details our commitment to equal opportunities and outlines our policies regarding discrimination and harassment, along with the

procedures for reporting any incidents. Maintaining a fair and inclusive work environment is crucial to ensuring all employees feel valued and respected.

III. Company Culture & Values: Diversity, Equity, and Inclusion

(SEO Keywords: company culture, diversity and inclusion, employee engagement, professional development)

This section delves deeper into Bright Horizons' culture, highlighting our commitment to diversity, equity, and inclusion.

A. Diversity, Equity, and Inclusion (DE&I): Bright Horizons values diversity in all its forms. This section outlines our commitment to creating an inclusive environment where employees from all backgrounds feel welcome, respected, and valued. We will detail our ongoing initiatives to promote DE&I within the organization.

B. Employee Engagement Initiatives: Bright Horizons understands that engaged employees are essential for success. This section outlines our employee engagement initiatives, such as team-building activities, social events, and opportunities for feedback and involvement.

C. Communication Protocols: Clear and effective communication is vital for success. This section outlines our communication protocols, including how information is disseminated, how to address concerns, and how to escalate issues when necessary.

D. Professional Development Opportunities: Bright Horizons is committed to supporting the professional growth of its employees. This section details the opportunities available for professional development, such as training programs, mentorship opportunities, and tuition reimbursement.

IV. Practical Information: IT Resources & Policies

(SEO Keywords: IT policies, employee handbook, building access, travel expenses, employee assistance program)

This section provides practical information to help you navigate your daily work life at Bright Horizons.

A. IT Resources & Policies: This section outlines the IT resources available to you, such as computers, software, and email, along with the associated policies and procedures.

B. Building Access & Security: This section outlines the procedures for accessing our building, including security protocols and emergency procedures.

C. Travel & Expense Policies: This section outlines our policies regarding business travel and expense reimbursement.

D. Employee Assistance Program (EAP): This section introduces our Employee Assistance Program (EAP), which offers confidential support services for employees facing personal or work-related challenges.

V. Conclusion: Looking Ahead, Contact Information

(SEO Keywords: Bright Horizons, employee handbook, contact information)

This concluding section reiterates Bright Horizons' commitment to its employees and provides contact information for any questions or concerns. It emphasizes the ongoing nature of the employee relationship and encourages employees to actively participate in creating a positive and successful work environment. It includes contact details for HR, relevant department heads, and other key personnel.

FAQs

1. What if I have a question not addressed in this handbook? Contact your supervisor or the HR department.
2. How often are performance reviews conducted? [Insert frequency, e.g., Annually]
3. What is the process for requesting time off? [Outline the process - e.g., Submit a request through the online portal at least [number] days in advance].
4. What is the company's policy on social media use? [Outline policy regarding social media use during work hours and representing the company].
5. What are the company's procedures for reporting workplace harassment? [Clearly state the process, including who to contact].
6. What resources are available for employee wellness? [Mention EAP, wellness programs etc.].
7. What is the policy on bringing personal belongings to work? [Outline the company policy, e.g., Valuables should be kept secured, etc.].
8. What is the process for submitting expense reports? [Outline the process, mentioning deadlines and required documentation].
9. What is the company's dress code? [Outline the company's dress code policies].

Related Articles

1. Bright Horizons' Commitment to Diversity, Equity, and Inclusion: This article explores our DE&I initiatives in detail.
2. Understanding Bright Horizons' Performance Management System: A deeper dive into our performance review process and goals.
3. Navigating Bright Horizons' Benefits Package: A comprehensive guide to understanding and maximizing your benefits.
4. Bright Horizons' Workplace Safety Procedures: A detailed explanation of our safety policies and emergency protocols.
5. Effective Communication at Bright Horizons: Tips and guidelines for clear and effective communication within the workplace.
6. Professional Development Opportunities at Bright Horizons: An overview of training programs, mentorship opportunities, and other learning resources.
7. Bright Horizons' Employee Assistance Program (EAP): Your Support System: A comprehensive description of our EAP and its services.
8. Bright Horizons' IT Policies and Procedures: A guide to using our IT resources responsibly and securely.
9. Bright Horizons' Code of Conduct: A detailed explanation of our expectations for employee behavior and ethical conduct.

bright horizons employee handbook: The Employee Recruitment and Retention

Handbook Diane Arthur, 2001 Today's best workers are demanding more before signing on--and requiring more to stay. How does a company find and hang on to great talent? Competition for skilled employees is fierce! This book provides comprehensive, practical advice to employers to get and keep the people they need. It covers such vital topics as what workers want--including a sense of making a real impact in their jobs and getting learning opportunities; why workers leave--sometimes just because they can (it's so easy to find a new job), often because they feel undervalued or bored where they are; and what best-practice companies are doing to attract and retain the talent necessary to remain competitive. Expert Diane Arthur discusses: * Both traditional and new strategies, including a huge array of special incentives and perks * Online recruiting via sites like Monster.com or a company's own Web site * Successful programs from Cisco Systems, Bank of Boston, Eli Lilly, McDonald's, and dozens of other companies, including many small firms * Competency-based recruiting and interviewing, contingent workers, telecommuting and other alternative work arrangements, future trends, and more.

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Group and Health Benefit Plan Financial Management: federal tax laws, funding health benefit plans—insured, self-funded, and captive arrangements Employee Benefit Administration: flexible benefit plans, fiduciary liability issues, and communications Issues of Special Interest: retiree welfare benefits, small company benefits, multiemployer plans, and international employee benefit planning An innovative, efficient employee benefit program has become one of the primary prerequisites to success in today's lean business battleground. The Handbook of Employee Benefits provides the knowledge and tools you need to create plans that benefit the greatest number of employees, while allowing employers to maintain fiscal integrity and competitive advantage.

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bright horizons employee handbook: Handbook of Parenting Marc H. Bornstein, 2005-02-16 Completely revised and expanded from four to five volumes, this new edition of the Handbook of Parenting appears at a time that is momentous in the history of parenting. Parenting and the family are today in a greater state of flux, question, and redefinition than perhaps ever before. We are witnessing the emergence of striking permutations on the theme of parenting: blended families, lesbian and gay parents, and teen versus fifties first-time moms and dads. One cannot but be awed on the biological front by technology that now not only renders postmenopausal women capable of childbearing, but also presents us with the possibility of designing babies. Similarly on the sociological front, single parenthood is a modern day fact of life, adult child dependency is on the rise, and parents are ever less certain of their own roles, even in the face of rising environmental and institutional demands that they take increasing responsibility for their offspring. The Handbook of Parenting concerns itself with: *different types of parents--mothers and fathers, single, adolescent, and adoptive parents; *basic characteristics of parenting--behaviors, knowledge, beliefs, and expectations about parenting; *forces that shape parenting--evolution, genetics, biology, employment, social class, culture, environment, and history; *problems faced by parents--handicap, marital difficulties, drug addiction; and *practical concerns of parenting--how to promote children's health, foster social adjustment and cognitive competence, and interact with school, legal, and public officials. Contributors to the Handbook of Parenting have worked in different ways toward understanding all these diverse aspects of parenting, and all look to the most recent research and thinking in the field to shed light on many topics every parent wonders about. Each chapter addresses a different but central topic in parenting; each is rooted in current thinking and theory, as well as classical and modern research in that topic; each has been written to be read and absorbed in a single sitting. In addition, each chapter follows a standard organization, including

an introduction to the chapter as a whole, followed by historical considerations of the topic, a discussion of central issues and theory, a review of classical and modern research, forecasts of future directions of theory and research, and a set of conclusions. Of course, contributors' own convictions and research are considered, but contributions to this new edition present all major points of view and central lines of inquiry and interpret them broadly. The Handbook of Parenting is intended to be both comprehensive and state of the art. As the expanded scope of this second edition amply shows, parenting is naturally and closely allied with many other fields.

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bright horizons employee handbook: The Cambridge Handbook of Labor and Democracy Angela B. Cornell, Mark Barenberg, 2022-01-20 We are currently witnessing some of the greatest challenges to democratic regimes since the 1930s, with democratic institutions losing ground in numerous countries throughout the world. At the same time organized labor has been under assault worldwide, with steep declines in union density rates. In this timely handbook, scholars in law, political science, history, and sociology explore the role of organized labor and the working class in the historical construction of democracy. They analyze recent patterns of democratic erosion, examining its relationship to the political weakening of organized labor and, in several cases, the political alliances forged by workers in contexts of nationalist or populist political mobilization. The volume breaks new ground in providing cross-regional perspectives on labor and democracy in the United States, Europe, Latin America, Africa, and Asia. Beyond academia, this volume is essential reading for policymakers and practitioners concerned with the relationship between labor and democracy.

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communication's centrality to the problems work pressures pose, but also open an interdisciplinary conversation about how to learn from and, ultimately, manage them. Specific topics covered include the proliferation of communication technologies, organizational discourse, work overload, and generational differences in the workplace.

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A. FOUNDATIONS OF THE DISCIPLINE OF HRD B. THEORETICAL INFLUENCES ON HRD
C. LEARNING AND WORKFORCE DEVELOPMENT D. TALENT AND CAREER DEVELOPMENT E.
LEADERSHIP AND ORGANIZATIONAL DEVELOPMENT F. DIVERSITY, EQUITY, INCLUSION, AND
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ISSUES AND FUTURE DIRECTIONS

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