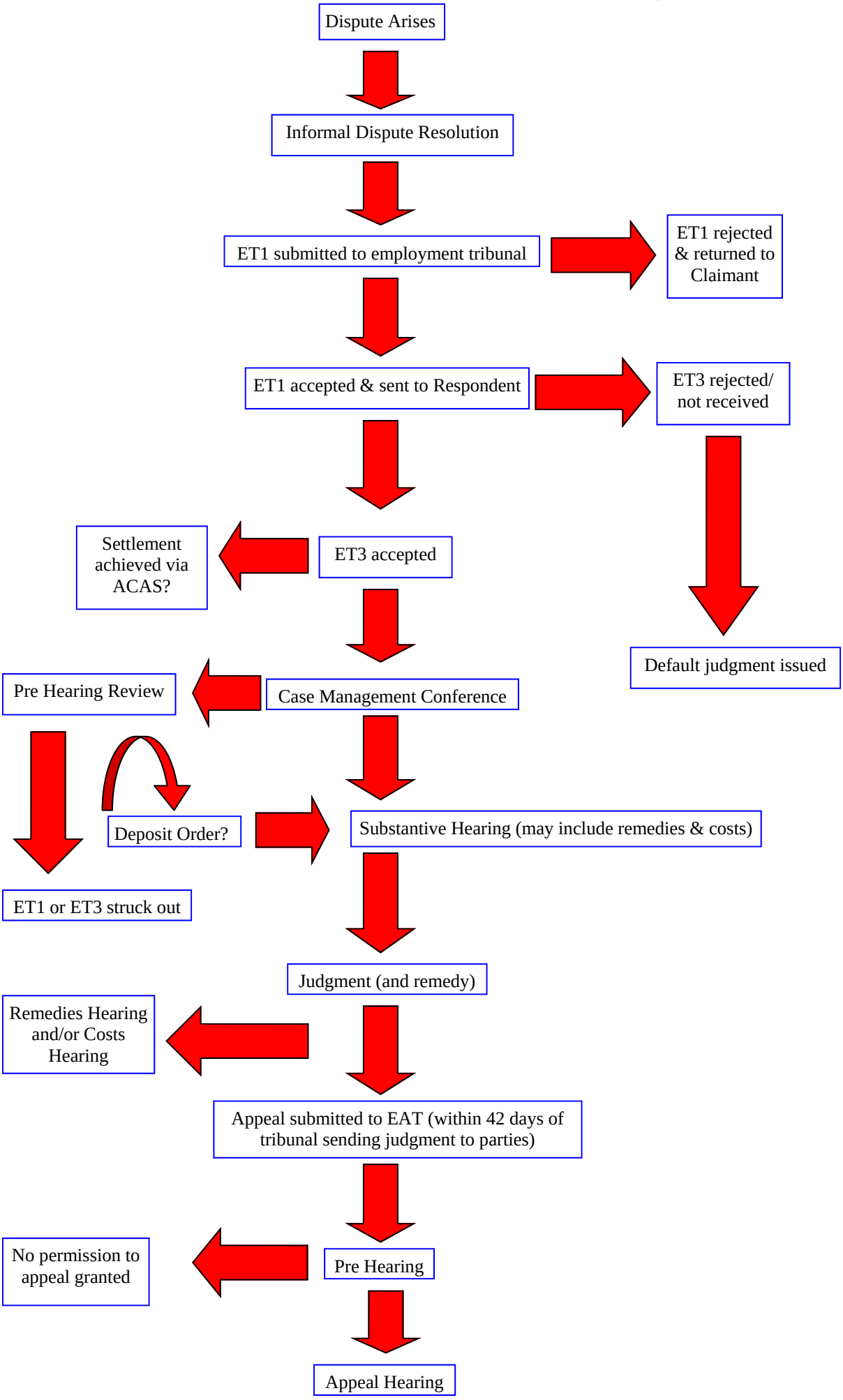Step by Step Guide to Employment Tribunal Proceedings