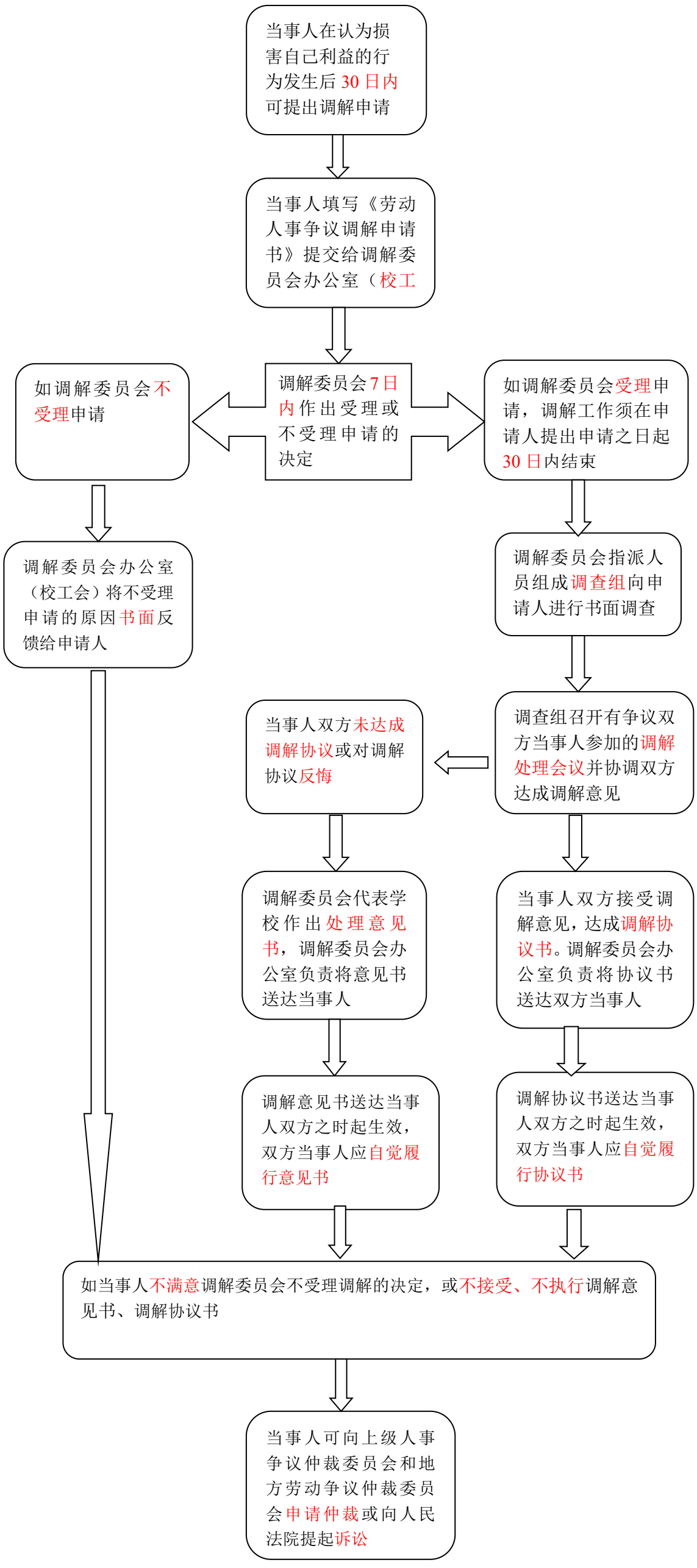北京联合大学劳动人事争议调解工作流程