#### DICKS SPORTING GOODS EMPLOYEE HANDBOOK

DICKS SPORTING GOODS EMPLOYEE HANDBOOK: WHAT EVERY TEAM MEMBER SHOULD KNOW

DICKS SPORTING GOODS EMPLOYEE HANDBOOK SERVES AS AN ESSENTIAL GUIDE FOR ANYONE WORKING AT ONE OF THE LARGEST SPORTING GOODS RETAILERS IN THE UNITED STATES. WHETHER YOU'RE A NEW HIRE STEPPING ONTO THE SALES FLOOR FOR THE FIRST TIME OR A SEASONAL EMPLOYEE GEARING UP FOR THE BUSY SPORTS SEASONS, UNDERSTANDING THIS HANDBOOK IS CRUCIAL FOR NAVIGATING YOUR ROLE EFFECTIVELY AND ALIGNING WITH COMPANY EXPECTATIONS. BEYOND JUST POLICIES AND PROCEDURES, THE HANDBOOK REFLECTS THE COMPANY CULTURE, VALUES, AND THE OVERALL APPROACH TO DELIVERING OUTSTANDING CUSTOMER SERVICE.

In this article, we'll explore the key components of the Dicks Sporting Goods employee handbook, highlighting its role in shaping employee experience, workplace culture, and compliance. We'll also offer helpful insights and tips for making the most of the information contained within the handbook.

# Understanding the Purpose of the Dicks Sporting Goods Employee Handbook

THE EMPLOYEE HANDBOOK AT DICKS SPORTING GOODS IS MORE THAN A SET OF RULES—IT'S A FOUNDATIONAL DOCUMENT DESIGNED TO CLARIFY WHAT THE COMPANY EXPECTS FROM ITS EMPLOYEES AND WHAT EMPLOYEES CAN EXPECT IN RETURN. IT FUNCTIONS AS A ROADMAP FOR DAY-TO-DAY OPERATIONS, WORKPLACE BEHAVIOR, AND EMPLOYEE BENEFITS.

#### SETTING CLEAR EXPECTATIONS

One of the primary reasons Dicks Sporting Goods provides an employee handbook is to set clear expectations about job duties, workplace conduct, and performance standards. From attendance policies to dress code, the handbook ensures everyone is on the same page. This clarity helps reduce misunderstandings and creates a professional environment where employees can thrive.

#### PROMOTING COMPANY CULTURE AND VALUES

DICKS SPORTING GOODS PRIDES ITSELF ON FOSTERING A CULTURE CENTERED AROUND TEAMWORK, RESPECT, AND PASSION FOR SPORTS. THE EMPLOYEE HANDBOOK COMMUNICATES THESE CORE VALUES, ENCOURAGING EMPLOYEES TO EMBODY THEM IN THEIR INTERACTIONS WITH CUSTOMERS AND COLLEAGUES. THIS CULTURAL ALIGNMENT HELPS BUILD A POSITIVE WORK ATMOSPHERE AND STRENGTHENS EMPLOYEE ENGAGEMENT.

# KEY SECTIONS COVERED IN THE DICKS SPORTING GOODS EMPLOYEE HANDBOOK

WHILE THE CONTENT MAY VARY SLIGHTLY DEPENDING ON LOCATION OR ROLE, MOST VERSIONS OF THE HANDBOOK COVER SEVERAL FUNDAMENTAL AREAS THAT EVERY EMPLOYEE SHOULD BE FAMILIAR WITH.

#### WORKPLACE POLICIES AND PROCEDURES

THIS SECTION OUTLINES ESSENTIAL WORKPLACE RULES SUCH AS:

- ATTENDANCE AND PUNCTUALITY: EXPECTATIONS ABOUT REPORTING TO WORK ON TIME AND PROCEDURES FOR REQUESTING TIME OFF.
- CODE OF CONDUCT: GUIDELINES ON PROFESSIONAL BEHAVIOR, ANTI-DISCRIMINATION POLICIES, AND HARASSMENT PREVENTION.
- SAFETY PROTOCOLS: INSTRUCTIONS ON MAINTAINING A SAFE WORKING ENVIRONMENT, INCLUDING EMERGENCY PROCEDURES AND EQUIPMENT HANDLING.
- Use of Technology: Policies regarding the appropriate use of company devices and internet access.

Understanding these policies helps employees avoid common pitfalls and ensures a smooth operational flow within the store.

#### COMPENSATION AND BENEFITS

ANOTHER IMPORTANT PART OF THE HANDBOOK REVOLVES AROUND PAY STRUCTURES, WORK HOURS, AND EMPLOYEE BENEFITS SUCH AS HEALTH INSURANCE, RETIREMENT PLANS, AND EMPLOYEE DISCOUNTS. FOR MANY, THE EMPLOYEE DISCOUNT PROGRAM IS A SIGNIFICANT PERK, ALLOWING STAFF TO PURCHASE SPORTING GOODS AND APPAREL AT REDUCED PRICES—A GREAT WAY TO STAY CONNECTED WITH THE PRODUCTS THEY SELL.

#### PERFORMANCE AND DEVELOPMENT

DICKS SPORTING GOODS EMPHASIZES EMPLOYEE GROWTH AND DEVELOPMENT. THE HANDBOOK TYPICALLY INCLUDES INFORMATION ABOUT PERFORMANCE REVIEWS, OPPORTUNITIES FOR INTERNAL PROMOTIONS, AND AVAILABLE TRAINING PROGRAMS. EMPLOYEES ARE ENCOURAGED TO SEEK FEEDBACK AND PURSUE SKILL DEVELOPMENT TO ADVANCE THEIR CAREERS WITHIN THE COMPANY.

# TIPS FOR MAKING THE MOST OF THE DICKS SPORTING GOODS EMPLOYEE HANDBOOK

KNOWING THAT THE EMPLOYEE HANDBOOK IS PACKED WITH VALUABLE INFORMATION, HERE ARE SOME PRACTICAL TIPS TO HELP YOU USE IT EFFECTIVELY:

#### READ IT THOROUGHLY AND REGULARLY

IT MIGHT BE TEMPTING TO SKIM THROUGH THE HANDBOOK DURING ORIENTATION AND THEN FORGET ABOUT IT, BUT REVISITING IT PERIODICALLY ENSURES YOU STAY UPDATED ON ANY POLICY CHANGES AND REINFORCES YOUR UNDERSTANDING OF COMPANY EXPECTATIONS.

## ASK QUESTIONS WHEN IN DOUBT

IF ANY SECTION OF THE HANDBOOK SEEMS UNCLEAR, OR IF YOU ENCOUNTER SITUATIONS AT WORK THAT THE HANDBOOK DOESN'T EXPLICITLY COVER, DON'T HESITATE TO ASK YOUR MANAGER OR HR REPRESENTATIVE. CLARIFYING DOUBTS HELPS PREVENT MISTAKES AND DEMONSTRATES YOUR COMMITMENT TO ALIGNING WITH COMPANY STANDARDS.

#### USE IT AS A RESOURCE FOR CONFLICT RESOLUTION

SOMETIMES WORKPLACE CONFLICTS OR MISUNDERSTANDINGS ARISE. THE EMPLOYEE HANDBOOK CAN ACT AS A NEUTRAL REFERENCE POINT TO RESOLVE SUCH ISSUES FAIRLY AND PROFESSIONALLY.

# HOW THE EMPLOYEE HANDBOOK REFLECTS DICKS SPORTING GOODS' COMMITMENT TO ITS WORKFORCE

THE EMPLOYEE HANDBOOK ALSO FUNCTIONS AS A REFLECTION OF DICKS SPORTING GOODS' DEDICATION TO CREATING A SUPPORTIVE AND INCLUSIVE WORK ENVIRONMENT. FOR INSTANCE, THE ANTI-HARASSMENT POLICIES UNDERSCORE THE COMPANY'S ZERO-TOLERANCE STANCE ON DISCRIMINATION, PROMOTING RESPECT AND DIGNITY FOR ALL EMPLOYEES.

Additionally, the emphasis on safety protocols highlights the company's priority to ensure every team member returns home safely after their shift. This attention to employee well-being fosters loyalty and boosts morale across stores nationwide.

#### **ENCOURAGING TEAMWORK AND CUSTOMER FOCUS**

DICKS SPORTING GOODS OPERATES IN A HIGHLY CUSTOMER-CENTRIC INDUSTRY, AND THE HANDBOOK REINFORCES THIS BY ENCOURAGING EMPLOYEES TO WORK COLLABORATIVELY AND PROVIDE EXPERT ASSISTANCE TO SHOPPERS. WHETHER IT'S HELPING A CUSTOMER FIND THE RIGHT GEAR FOR A MARATHON OR ADVISING ON THE BEST EQUIPMENT FOR A BEGINNER, EMPLOYEES ARE EMPOWERED TO DELIVER MEMORABLE SERVICE EXPERIENCES.

## DIGITAL ACCESS AND UPDATES TO THE EMPLOYEE HANDBOOK

Many companies, including Dicks Sporting Goods, are moving towards digital versions of their employee handbooks. This transition offers several advantages:

- EASY ACCESS: EMPLOYEES CAN CONSULT THE HANDBOOK ANYTIME FROM THEIR PHONES OR COMPUTERS.
- TIMELY UPDATES: WHEN POLICIES CHANGE, UPDATES CAN BE PUSHED INSTANTLY WITHOUT THE NEED FOR REPRINTING PHYSICAL COPIES.
- INTERACTIVE FEATURES: SOME DIGITAL HANDBOOKS INCLUDE SEARCH FUNCTIONS, HYPERLINKS, AND MULTIMEDIA ELEMENTS TO ENHANCE UNDERSTANDING.

IF YOU'RE A CURRENT OR PROSPECTIVE EMPLOYEE, ASK WHETHER YOUR STORE USES AN ELECTRONIC HANDBOOK AND HOW YOU CAN ACCESS IT.

# FINAL THOUGHTS ON NAVIGATING YOUR ROLE WITH THE DICKS SPORTING GOODS EMPLOYEE HANDBOOK

THE DICKS SPORTING GOODS EMPLOYEE HANDBOOK IS MORE THAN JUST A DOCUMENT—IT'S A TOOL FOR SUCCESS. BY FAMILIARIZING YOURSELF WITH ITS CONTENTS, YOU POSITION YOURSELF TO CONTRIBUTE POSITIVELY TO THE TEAM, GROW PROFESSIONALLY, AND ENJOY A FULFILLING RETAIL CAREER. WHETHER YOU'RE LEARNING THE ROPES OF CUSTOMER SERVICE OR

AIMING FOR A LEADERSHIP ROLE, THE HANDBOOK PROVIDES THE FOUNDATION YOU NEED TO THRIVE IN THIS DYNAMIC SPORTING GOODS ENVIRONMENT.

## FREQUENTLY ASKED QUESTIONS

#### WHAT TOPICS ARE COVERED IN THE DICK'S SPORTING GOODS EMPLOYEE HANDBOOK?

THE DICK'S SPORTING GOODS EMPLOYEE HANDBOOK TYPICALLY COVERS TOPICS SUCH AS COMPANY POLICIES, CODE OF CONDUCT, ATTENDANCE, DRESS CODE, EMPLOYEE BENEFITS, SAFETY PROCEDURES, AND PERFORMANCE EXPECTATIONS.

#### HOW CAN I ACCESS THE DICK'S SPORTING GOODS EMPLOYEE HANDBOOK?

EMPLOYEES CAN USUALLY ACCESS THE DICK'S SPORTING GOODS EMPLOYEE HANDBOOK THROUGH THE COMPANY'S INTERNAL EMPLOYEE PORTAL OR BY REQUESTING A COPY FROM THEIR HR DEPARTMENT OR STORE MANAGER.

## ARE THERE SPECIFIC DRESS CODE GUIDELINES MENTIONED IN THE DICK'S SPORTING GOODS EMPLOYEE HANDBOOK?

YES, THE EMPLOYEE HANDBOOK OUTLINES DRESS CODE GUIDELINES THAT GENERALLY REQUIRE EMPLOYEES TO WEAR THE COMPANY UNIFORM OR APPAREL, MAINTAIN A NEAT APPEARANCE, AND FOLLOW ANY SAFETY-RELATED CLOTHING REQUIREMENTS.

## WHAT IS THE POLICY ON BREAKS AND MEAL TIMES ACCORDING TO THE DICK'S SPORTING GOODS EMPLOYEE HANDBOOK?

THE HANDBOOK STATES THAT EMPLOYEES ARE ENTITLED TO BREAKS AND MEAL PERIODS IN COMPLIANCE WITH STATE LABOR LAWS, TYPICALLY INCLUDING A PAID 10-15 MINUTE BREAK FOR EVERY 4 HOURS WORKED AND AN UNPAID MEAL BREAK FOR SHIFTS OVER 6 HOURS.

## DOES THE DICK'S SPORTING GOODS EMPLOYEE HANDBOOK INCLUDE INFORMATION ABOUT EMPLOYEE BENEFITS?

YES, THE HANDBOOK PROVIDES AN OVERVIEW OF EMPLOYEE BENEFITS SUCH AS HEALTH INSURANCE, RETIREMENT PLANS, EMPLOYEE DISCOUNTS, PAID TIME OFF, AND OTHER PERKS AVAILABLE TO ELIGIBLE EMPLOYEES.

### ADDITIONAL RESOURCES

DICKS SPORTING GOODS EMPLOYEE HANDBOOK: A COMPREHENSIVE ANALYSIS

DICKS SPORTING GOODS EMPLOYEE HANDBOOK SERVES AS A FOUNDATIONAL DOCUMENT DESIGNED TO GUIDE EMPLOYEES THROUGH THE COMPANY'S POLICIES, WORKPLACE CULTURE, AND OPERATIONAL STANDARDS. AS A MAJOR PLAYER IN THE SPORTING GOODS RETAIL INDUSTRY, DICK'S SPORTING GOODS PLACES SIGNIFICANT EMPHASIS ON ENSURING THAT ITS WORKFORCE IS WELL-INFORMED ABOUT EXPECTATIONS, BENEFITS, SAFETY PROTOCOLS, AND ETHICAL GUIDELINES. THIS ARTICLE DELVES INTO THE KEY COMPONENTS OF THE EMPLOYEE HANDBOOK, EXAMINING ITS STRUCTURE, CONTENT, AND OVERALL ROLE IN FOSTERING AN EFFECTIVE WORKPLACE ENVIRONMENT.

# Understanding the Role of the Dicks Sporting Goods Employee Handbook

An employee handbook is more than a set of rules; it functions as a formalized agreement between employer and employee, outlining rights, responsibilities, and organizational values. The Dick's Sporting Goods employee handbook is no exception. It provides a framework for consistent communication across its vast network of stores and corporate offices. By offering clarity on policies such as attendance, conduct, and compensation, it minimizes ambiguities that could otherwise lead to workplace conflicts.

MOREOVER, THIS HANDBOOK ACTS AS AN ORIENTATION TOOL FOR NEW HIRES, HELPING THEM ASSIMILATE QUICKLY BY CLARIFYING THE COMPANY'S EXPECTATIONS FROM DAY ONE. GIVEN THE DYNAMIC NATURE OF RETAIL ENVIRONMENTS, WHERE SEASONAL HIRING SURGES AND VARIED JOB ROLES ARE COMMON, HAVING A DETAILED AND ACCESSIBLE HANDBOOK ENSURES UNIFORMITY IN TRAINING AND OPERATIONAL PROCEDURES.

#### KEY FEATURES OF THE DICK'S SPORTING GOODS EMPLOYEE HANDBOOK

SEVERAL FEATURES DISTINGUISH THE DICK'S SPORTING GOODS EMPLOYEE HANDBOOK, MAKING IT A CRITICAL RESOURCE FOR BOTH EMPLOYEES AND MANAGEMENT:

- COMPREHENSIVE CODE OF CONDUCT: THE HANDBOOK CLEARLY DELINEATES BEHAVIORAL STANDARDS, RANGING FROM CUSTOMER SERVICE PROTOCOLS TO INTERPERSONAL INTERACTIONS AMONG STAFF. THIS PROMOTES A RESPECTFUL AND PROFESSIONAL WORKPLACE.
- **DETAILED BENEFITS INFORMATION:** EMPLOYEES GAIN INSIGHT INTO HEALTHCARE OPTIONS, RETIREMENT PLANS, EMPLOYEE DISCOUNTS, AND OTHER PERKS, FOSTERING TRANSPARENCY ABOUT COMPENSATION BEYOND BASE WAGES.
- SAFETY AND COMPLIANCE GUIDELINES: CONSIDERING THE PHYSICAL NATURE OF RETAIL WORK, SPECIFIC SECTIONS ADDRESS WORKPLACE SAFETY, EMERGENCY PROCEDURES, AND COMPLIANCE WITH LABOR LAWS.
- PERFORMANCE AND DISCIPLINE POLICIES: THE DOCUMENT OUTLINES EXPECTATIONS FOR JOB PERFORMANCE AND THE MECHANISMS FOR ADDRESSING DISCIPLINARY ISSUES, ENSURING ACCOUNTABILITY.
- EQUAL OPPORTUNITY AND ANTI-HARASSMENT POLICIES: REFLECTING MODERN EMPLOYMENT STANDARDS, THE HANDBOOK EMPHASIZES INCLUSIVITY AND PROVIDES PROCEDURES FOR REPORTING DISCRIMINATION OR HARASSMENT.

# COMPARATIVE INSIGHTS: DICK'S SPORTING GOODS EMPLOYEE HANDBOOK VS. INDUSTRY STANDARDS

When compared with employee handbooks from other major sporting goods retailers or large retail chains, Dick's Sporting Goods maintains a notably detailed and employee-centric approach. While many companies provide basic guidelines, Dick's extends its handbook to include extensive resources on personal and professional development, such as training programs and career advancement pathways.

FOR EXAMPLE, WHEREAS SOME RETAIL HANDBOOKS MIGHT BRIEFLY MENTION EMPLOYEE DISCOUNTS, DICK'S ELABORATES ON THE SPECIFICS, INCLUDING ELIGIBILITY CRITERIA AND LIMITATIONS. SIMILARLY, ITS SAFETY PROTOCOLS ARE ALIGNED WITH OSHA STANDARDS BUT CUSTOMIZED TO ADDRESS THE UNIQUE CHALLENGES OF SPORTING GOODS RETAIL, SUCH AS INVENTORY MANAGEMENT INVOLVING HEAVY EQUIPMENT.

HOWEVER, SOME CRITIQUES ARISE REGARDING THE HANDBOOK'S LENGTH AND COMPLEXITY. NEW EMPLOYEES MIGHT FIND THE VOLUME OF INFORMATION OVERWHELMING WITHOUT ADEQUATE SUPPORT DURING ORIENTATION. THIS IS A COMMON CHALLENGE IN LARGE CORPORATIONS, WHERE BALANCING COMPREHENSIVENESS WITH DIGESTIBILITY REQUIRES CONTINUAL REFINEMENT.

#### HOW THE HANDBOOK SUPPORTS WORKPLACE CULTURE AT DICK'S SPORTING GOODS

THE EMPLOYEE HANDBOOK PLAYS A PIVOTAL ROLE IN SHAPING THE COMPANY'S CULTURE BY EMBEDDING CORE VALUES INTO EVERYDAY OPERATIONS. DICK'S SPORTING GOODS EMPHASIZES TEAMWORK, CUSTOMER-CENTRIC SERVICE, AND INTEGRITY. THESE THEMES RECUR THROUGHOUT THE HANDBOOK, REINFORCING THE COMPANY'S COMMITMENT TO FOSTERING A POSITIVE, INCLUSIVE ENVIRONMENT.

BY CLEARLY COMMUNICATING EXPECTATIONS AROUND CONDUCT AND COLLABORATION, THE HANDBOOK HELPS REDUCE MISUNDERSTANDINGS AND ALIGNS INDIVIDUAL BEHAVIOR WITH ORGANIZATIONAL GOALS. IT ALSO HIGHLIGHTS SUCCESS STORIES AND RECOGNIZES EMPLOYEE CONTRIBUTIONS, WHICH CAN BOOST MORALE AND RETENTION.

### PRACTICAL IMPLICATIONS FOR EMPLOYEES: NAVIGATING THE HANDBOOK

FOR EMPLOYEES, FAMILIARITY WITH THE HANDBOOK IS ESSENTIAL NOT ONLY FOR COMPLIANCE BUT ALSO FOR MAXIMIZING WORKPLACE BENEFITS. HERE ARE SOME PRACTICAL WAYS THE HANDBOOK SUPPORTS EMPLOYEE EXPERIENCE:

- 1. **CLARIFICATION OF JOB RESPONSIBILITIES:** EMPLOYEES CAN REFERENCE THE HANDBOOK TO UNDERSTAND PERFORMANCE STANDARDS AND SCOPE OF DUTIES, REDUCING CONFUSION.
- 2. ACCESS TO BENEFITS: DETAILED EXPLANATIONS EMPOWER EMPLOYEES TO MAKE INFORMED DECISIONS ABOUT HEALTH INSURANCE, RETIREMENT PLANS, AND OTHER BENEFITS.
- 3. **Conflict Resolution:** The handbook outlines formal procedures for addressing grievances or workplace disputes, providing a roadmap for resolution.
- 4. **SAFETY AWARENESS:** BY FOLLOWING PRESCRIBED SAFETY GUIDELINES, EMPLOYEES MINIMIZE THE RISK OF ACCIDENTS, CONTRIBUTING TO A SAFER WORK ENVIRONMENT.
- 5. **Professional Development:** Information about available training programs encourages continuous learning and career growth.

#### DIGITAL ACCESSIBILITY AND UPDATES

In today's digital age, Dick's Sporting Goods has adapted by making the employee handbook accessible online via their internal employee portals. This digital format allows for timely updates and easy navigation, enhancing user engagement. Employees can search for relevant policies quickly and receive notifications about changes, which is particularly useful in an industry subject to evolving labor laws and corporate practices.

#### POTENTIAL AREAS FOR ENHANCEMENT

DESPITE ITS STRENGTHS, THE DICK'S SPORTING GOODS EMPLOYEE HANDBOOK COULD BENEFIT FROM PERIODIC REVIEWS TO STREAMLINE CONTENT AND IMPROVE CLARITY. SIMPLIFYING LEGAL JARGON AND INCORPORATING MORE VISUAL AIDS, SUCH AS FLOWCHARTS OR INFOGRAPHICS, COULD MAKE THE HANDBOOK MORE APPROACHABLE, ESPECIALLY FOR NEW HIRES OR PART-TIME STAFF.

ADDITIONALLY, INCORPORATING MULTILINGUAL VERSIONS WOULD ADDRESS THE NEEDS OF A DIVERSE WORKFORCE, ENSURING THAT LANGUAGE BARRIERS DO NOT HINDER UNDERSTANDING OF CRITICAL POLICIES.

#### EMPLOYEE FEEDBACK AND HANDBOOK EFFECTIVENESS

REGULARLY SOLICITING EMPLOYEE FEEDBACK ON THE HANDBOOK'S USABILITY IS A BEST PRACTICE THAT DICK'S SPORTING GOODS APPEARS TO EMBRACE. SUCH FEEDBACK CAN REVEAL GAPS IN COMMUNICATION OR AREAS WHERE POLICIES MAY BE MISUNDERSTOOD. INCORPORATING THIS INPUT HELPS THE COMPANY REFINE THE HANDBOOK TO BETTER SERVE ITS EMPLOYEES' NEEDS.

### FINAL THOUGHTS ON THE DICK'S SPORTING GOODS EMPLOYEE HANDBOOK

THE DICK'S SPORTING GOODS EMPLOYEE HANDBOOK STANDS AS A COMPREHENSIVE AND THOUGHTFULLY CONSTRUCTED DOCUMENT THAT SUPPORTS BOTH OPERATIONAL EFFICIENCY AND EMPLOYEE WELL-BEING. BY CLEARLY DEFINING EXPECTATIONS AND PROVIDING EXTENSIVE RESOURCES, IT CONTRIBUTES TO A STRUCTURED YET FLEXIBLE WORKPLACE ENVIRONMENT. AS RETAIL CONTINUES TO EVOLVE, ONGOING UPDATES AND INCREASED EMPHASIS ON USER-FRIENDLY FORMATS WILL BE KEY TO MAINTAINING ITS RELEVANCE AND EFFECTIVENESS.

## **Dicks Sporting Goods Employee Handbook**

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demand for ethical brands, and addresses these changes with updated content, including new features, recent examples, case studies, and chapter-opening scenarios.

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into effective exam prep methods, and know what to expect on test day Test your knowledge with practice exam questions and interactive flashcards on the companion website Professionals eager to prove their skills will find the Guide to the LEED® Green Associate V4 Exam to be an invaluable one-stop resource.

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