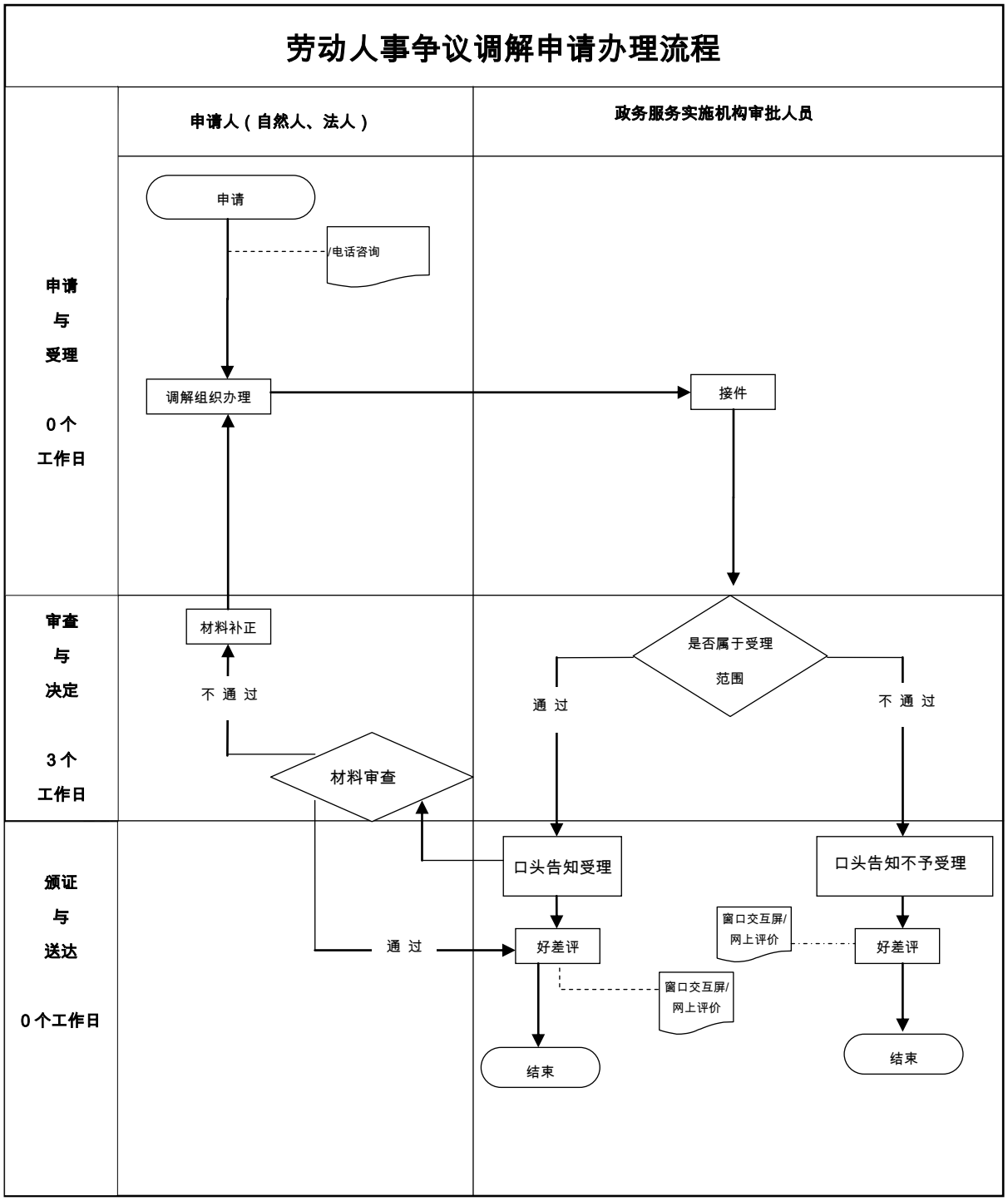劳动人事争议调解申请办理流程