

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 18 NOVEMBER 1960

S.A. only
Info All Orgs

STAFF TRANSFERS OR DISMISSALS

No staff member may be transferred from post or dismissed without all facts being presented to me.

All such data must be presented before the fact of transfer or dismissals.

Any staff member or ex-staff member has the right of appeal to me.

In cases of bad insubordination or other acts by a staff member that may tend toward his or her dismissal, the following procedure must be followed:

The staff member must be given a warning by an executive. This may be done without any hearing.

If at the end of one week, the condition has not improved or has been repeated, a hearing may be scheduled. The hearing must be in my presence. I may refuse to hear the matter, at which time it becomes nul and void as an issue. If the hearing is held and the findings are unfavourable to the staff member, he may then only be suspended until any stipulated auditing conditions are fulfilled. Suspension is without pay.

If the staff member refuses to fulfill the stipulations of the suspension in a reasonable time, he or she may only then be dismissed.

Persons found to be preventing a fair hearing or denying me information concerning ineffectiveness or abuses, may be warned, suspended or dismissed as above.

Persons found to be circulating false accusations against other staff members which imperil their employment, may be warned, suspended or dismissed as above.

In the absence of justice there is no progress and there is no team.

L. RON HUBBARD