

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo

HCO POLICY LETTER OF 29 MARCH 1965

EXCERPTS FROM HCO POLICY LETTER OF NOVEMBER 9, 1964
AND NOVEMBER 26, 1964 (REVISED) FOR STAFF HATS

STAFF MEMBER LOANS

All loans to staff members from any organization or outside source must have the permission of the nearest Finance Secretary, before being granted or received. The Finance Secretary must also at once report the matter to Saint Hill. Exception is actual personal leases and/or Hire Purchase or Time Payment purchases by the staff member for his or her own use, and no monies may be borrowed by full or part time staff members from past or present organizational students or pcs.

STAFF REGULATIONS

Any staff member accepting for training or processing any student or pc for his personal profit or for favours during his time of employment on staff, or any HASI student or pc for two years following will be subject to a Committee of Evidence and possible suspension of a certificate or certificates and awards and made to refund all fees so illegally received to the person who paid.

REPORTING OF UNUSUAL FAVOURS

Any unusual favours received by a staff member from organizational students or pcs must be reported to the HCO Area Sec who must at once report the matter via HCO Continental to HCO Sec WW. This includes uses of cars, apartments or receiving expenses as well as other favours.

L. RON HUBBARD

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