

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Office

Remimeo

HCO POLICY LETTER OF 15th DECEMBER 1965.

ETHICS CHITS

When anyone receives an Ethics Chit which the recipient feels is incorrect, the answer is not to issue another chit naming the person that issued the first chit. Such action merely sets up a vicious circle of Ethics Chits going between two persons.

The purpose of Ethics is to get Technology and policy in and get the org going, not to start slanging matches. Therefore if anyone receives an Ethics Chit, he or she should first take a good look at his or her actions and see what needs to be done in order to avoid a repetition of the offence.

If, however, after careful consideration they consider the chit really unjustified, they should politely despatch the Ethics Officer, stating briefly their reasons, supported where possible with data and ask for the chit to be withdrawn.

If, in light of the data received, Ethics is satisfied that the chit was incorrectly issued, he/she can return the chit and explanation to the originator asking for the chit to be withdrawn. If the originator decides now to withdraw the chit after seeing the explanation he returns it to Ethics requesting cancellation and Ethics removes the chit from the file.

If the originator is dissatisfied with the explanation the chit should not be withdrawn. The originator sends the despatch and chit back to the recipient with 'To Ethics - File,' written on it. Ethics infoes the receiver and files. In this case, the receiver can if he wishes appeal by despatch to the Ethics Officer and ask for a hearing. Thereupon, the Ethics Officer calls both the originator and the receiver (unless the originator is a Secretary or above) to his office and taking only the facts set out in the receiver's despatch to the originator, make a quick investigation.

The Ethics Officer then makes one of the following adjudications:-

1. Have the Ethics Chit destroyed.
2. Have the Ethics Chit destroyed if he finds that the Chit was carelessly or incorrectly issued (bearing in mind what information was available to the originator at the time of issue).
3. Order the Ethics Chit to remain on the file.
4. Take up all the receivers Ethics Chits and hold the hearing accordingly.

If the originator is a Secretary or above the Ethics Officer and the receiver visit the Secretary in his Office for the hearing on appointment. But a Secretary or above need not grant the appointment at all if so inclined. In such a case the hearing is held without the originator in the Ethics Office.

No person may be penalized for issuing an Ethics Chit.

This policy letter is retro-active from this date. In other words old chits may be protested as above.

L. RON. HUBBARD