

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Remimeo

HCO POLICY LETTER OF 10 NOVEMBER 1969

FORMER STAFF MEMBERS

Any former staff member who has not completed the contract he or she signed when coming on staff, is to repay the Org in full for any services taken free, or at reduced rates, before being allowed to have any further services at any Scientology Organization.

This applies to former staff members of the Sea Org, St. Hill Orgs and the Churches of Scientology.

In all cases where a contract is broken an Ethics Order is to be written and distributed to Ethics WW, all St. Hills, all AOs and all Orgs. The Master at Arms or Ethics Officer will keep a folder of this type of Ethics Order.

Under no circumstances whatever will any services be allowed for a former staff member with an unpaid debt to a Scientology Organization. The HCO Executive Secretary of the Organization at which a contract is broken must ensure that an Ethics Order is written and distributed within 24 hours of the contract breach. The Ethics Order is to include the amount of money owed to the Org.

A further Ethics Order is written and distributed as above when the debt is paid in full.

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W/O Larry Krieger  
Mission Boom I/C  
for  
L. RON HUBBARD  
FOUNDER