

Remimeo
Div 1's
Div 2's
Div 3's

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 14 DECEMBER 1969

ORG PROTECTION

Orgs who send their staff for training to a higher org, must first demand of the staff member that he sign a Note to the extent of \$5,000 in order that he may commence the course. (Each course received by the staff member at org expense, is priced at the value of \$5,000).

Such a Note, as mentioned above, must be legally binding in that if he breaks his Contract, he is automatically in debt to the org for \$5,000. Legal action is taken in the case of refusal to pay this debt, or failure to adhere to regular payments until the debt has been paid off fully. His Certs and Awards are suspended, and further training or processing is denied until the matter is handled. SH & AO Registrars are informed by the org of Contract breakers.

Val Docs, Div I, Dept. 3, receives the original of the Note once it is signed and witnessed, and Accounts receives a copy for filing in the staff member's Accounts folder. A copy is retained by the staff member and presented to the Registrar prior to being enrolled on the course. NO NOTE = INELIGIBLE FOR THE COURSE.

The note is withdrawn and cancelled when the staff member has completed his Contract.

It is the intention of this Policy Letter that before Contracts are signed and services taken at Org expense, due consideration is given to the consequences of Contract breakage.

Lt. Robin Roos
CS-3

For

L. RON HUBBARD
FOUNDER

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