

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex  
HCO POLICY-LETTER OF 9 APRIL 1972

Remimeo

ETHICS

(Cancels HCO P/L of 7 Feb 70  
Danger Condition 2nd Formula)

CORRECT DANGER CONDITION

HANDLING

When the correct formula for handling a Danger Condition is not done, an org or activity or person cannot easily get above that condition thereafter.

When we had the 2nd Danger Formula apparently it was applied but the real Danger Formula wasn't. This made some orgs and people remain in or below Danger and made it very hard for them to get above that state.

A prolonged state of emergency or threats to viability or survival or a prolonged single-handing will not improve unless the actual danger formula is applied.

DANGER FORMULA

The original formula follows:

1. By-pass (ignore the junior or juniors normally in charge of the activity and handle it personally).
2. Handle the situation and any danger in it.
3. Assign the area where it had to be handled a Danger Condition.
4. Handle the personnel by Ethics Investigation and Comm Ev.
5. Reorganize the activity so that the situation does not repeat.
6. Recommend any firm policy that will hereafter detect and/or prevent the condition from recurring.

The senior executive present acts and acts according to the formula above.

A. Danger Condition is normally assigned when:

1. An emergency condition has continued too long.
2. A statistic plunges downward very steeply.
3. A senior executive suddenly finds himself or herself wearing the hat of the activity because it is in trouble.

FIRST DYNAMIC FORMULA

The formula is converted for the 1st dynamic to

- 1st 1. By-pass habits or normal routines.
- 1st 2. Handle the situation and any Danger in it.
- 1st 3. Assign self a danger condition.
- 1st 4. Get in your own personal ethics by finding what you are doing that is out-ethics and use self discipline to correct it and get honest and straight.
- 1st 5. Reorganize your life so that the dangerous situation is not continually happening to you.
- 1st 6. Formulate and adopt firm policy that will hereafter detect and prevent the same situation from continuing to occur.

JUNIOR DANGER FORMULA

Where a danger condition is assigned to a junior, request that he or she or the entire activity write up his or her overts and witholds and any known out-ethics situation and turn them in at a certain stated time on a basis that the penalty for them will be lessened but if discovered later after the deadline they will be doubled.

This done, require that the junior and the staff that had to be by-passed and whose work had to be done for them or continually corrected, each one write up and fully execute the FIRST DYNAMIC DANGER FORMULA for himself personally and turn it in.

ASSESSMENT

If the necessity to by-pass continues or if an area or person did not comply, use a meter and assess or get assessed the following questionnaire.

THE TROUBLE AREA  
QUESTIONNAIRE

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Person's Name	Post	Date
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To be done on the person by one who can correctly operate a meter.

The list is done by telling the person you are about to ask him some questions on a meter and then just assess this list for reads.

Mark each read properly.

- (a) Are you doing anything dishonest? \_\_\_\_\_
- (b) Are you more Interested in something else than your job? \_\_\_\_\_
- (c) Are you falsely reporting about anything? \_\_\_\_\_
- (d) Are you doing something harmful? \_\_\_\_\_
- (e) Are you doing little or nothing of value? \_\_\_\_\_
- (f) Are you pretending? \_\_\_\_\_
- (g) Are you in disagreement with something? \_\_\_\_\_
- (h) Do you have overts? \_\_\_\_\_
- (i) Are you withholding something? \_\_\_\_\_
- (j) Do you know of some out ethics around you? \_\_\_\_\_
- (k) Don't you know what your post product is? \_\_\_\_\_
- (l) Are the products of others around you unknown to you? \_\_\_\_\_
- (m) Do you have things about your post you don't understand? \_\_\_\_\_
- (n) Do you have words on your post you don't understand? \_\_\_\_\_
- (o) Don't you know Grammar? \_\_\_\_\_
- (p) Is there some reason you are not quite on post? \_\_\_\_\_
- (q) Is someone giving you orders you don't understand? \_\_\_\_\_
- (r) Are you getting orders from too many places? \_\_\_\_\_
- (s) Don't you have a post? \_\_\_\_\_
- (t) Don't you know what your post is? \_\_\_\_\_
- (u) Have you really not read your hat? \_\_\_\_\_
- (v) Are you here for some other reason than you say? \_\_\_\_\_
- (w) Were you planning to leave? \_\_\_\_\_
- (x) Is your post temporary? \_\_\_\_\_
- (y) What about your post purpose? \_\_\_\_\_
- (z) Are you in any way misemotional or upset about your post? \_\_\_\_\_
- (aa) Are you actually doing fine? \_\_\_\_\_

When this has been assessed on a meter one then takes the largest read or TA blowdown and handles it.

This is done by writing the question letter and the person's answers.

~~Each question~~ that read is given two way communication until each question that read has attained a floating needle.

The form used and the worksheets are placed in the person's folder so that other handling can be programmed and done as needed.

Operator's Name \_\_\_\_\_

Probable WHY \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHY

The above questionnaire can also be used to help find a WHY (it will not directly find one as the Why has to be re-phrased for each individual.)

A WHY should always be found for individuals in a Danger Condition.

TROUBLE AREA SHORT FORM

Person's Name	Post	Date
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A short form can be done on someone who is an "old hand" and knows the tune.

- SF 1. Out-Ethics? \_\_\_\_\_
- SF 2. Overts? \_\_\_\_\_
- SF 3. Witholds? \_\_\_\_\_
- SF 4. Disagreements? \_\_\_\_\_
- SF 5. False Reports? \_\_\_\_\_
- SF 6. Product Unknown? \_\_\_\_\_
- SF 7. Products of others Unknown? \_\_\_\_\_
- SF 8. Post purpose? \_\_\_\_\_
- SF 9. Situations not understood? \_\_\_\_\_
- SF 10. Misunderstood words? \_\_\_\_\_
- SF 11. Misunderstood grammar? \_\_\_\_\_
- SF 12. Wrong WHY? \_\_\_\_\_
- SF 13. Omitted materials? \_\_\_\_\_
- SF 14. Misemotional? \_\_\_\_\_
- SF 15. False passes? \_\_\_\_\_
- SF 16. Invalidation? \_\_\_\_\_
- SF 17. Wrong Orders? \_\_\_\_\_
- SF 18. Not understood? \_\_\_\_\_

SF 19. No situation? \_\_\_\_\_

SF 20. Doing fine really? \_\_\_\_\_

(Handling is the same as in the long form.)

Probable WHY \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Operator

ENDING A DANGER CONDITION

When production has again increased the Danger Condition should be formally ended and an Emergency Condition assigned and its formula should be followed.

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FOUNDER

LRH:mes  
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