THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THE DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

This statement sets forth the South Carolina Forestry Commission’s policy prohibiting the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs, or other controlled substance in the workplace. Controlled substance for this statement includes alcohol, marijuana, prescription drugs sold or distributed to any person who is not the patient for whom the prescription was written, drugs obtained through fraudulent or forged prescriptions. This policy statement is implemented in compliance with the Drug-Free Workplace Act of 1988 and the South Carolina Drug Free Workplace Act of 1990.

Violation of this policy by employees will be cause for disciplinary actions up to and including termination and may have legal consequences.

As a condition of employment, employees are required to notify the Human Resources Office of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after conviction. Federal law requires the Commission to notify the granting or contracting agency of a criminal drug statute conviction in the workplace within ten (10) days of the date the Commission receives notification.

Within thirty (30) days after receiving notice from an employee of a criminal drug statute conviction occurring in the workplace, the Commission will take appropriate personnel action against the employee up to and including termination; or, require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for the purposes by a federal, state or location health, law enforcement or other appropriate agency.

A drug-free awareness program shall be established to inform employees about the dangers of drug abuse in the workplace, and any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed for drug abuse violations.

The Commission recognizes drug and/or alcohol dependence as a treatable illness. Employees are encouraged to seek assistance for drug/alcohol problems before there is a workplace incident. Employees may seek confidential assistance through the Human Resources Office.

The South Carolina Forestry Commission will make a good faith effort to maintain a drug-free workplace as specified in this policy statement.

[Signature]
Commission Chairperson 6/13/2019
[Signature]
State Forester/Agency Director 6/13/2019

REV: 6.20.2019

The mission of the South Carolina Forestry Commission is to protect, promote, enhance and nurture the forestlands of South Carolina in a manner consistent with achieving the greatest good for its citizens.