



Henry E. (Gene) Kodama, State Forester

SOUTH CAROLINA FORESTRY COMMISSION

DRUG-FREE WORKPLACE POLICY STATEMENT

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee violating the prohibition will be subject to appropriate disciplinary actions up to and including dismissal.

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

All employee of the South Carolina Forestry Commission shall be given a copy of this policy.

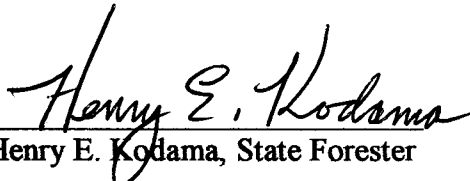
Notice is hereby given to all employees that, as a condition of employment they must abide by the terms of this policy statement and notify the South Carolina Forestry Commission of any criminal drug violation occurring in the workplace no later than five (5) days after the conviction.

The South Carolina Forestry Commission shall notify and Federal contracting or granting agency within ten (10) days after receiving notice that an employee has been convicted of a drug offense in the workplace.

Within thirty (30) days after receiving notice from an employee of any criminal drug violation occurring in the workplace, the employee shall be subject to:

- 1) Disciplinary action up to and including dismissal; or
- 2) Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

The South Carolina Forestry Commission shall make a good faith effort to continue to maintain a drug-free workplace through implementation of the action specified in this policy.


Henry E. Kodama, State Forester

4/15/08
Date