



**SOUTH CAROLINA
FEDERAL**
CREDIT UNION®

Date: July 1, 2018

To: South Carolina Federal Credit Union Employees

From: Scott Woods, President/CEO

Subject: Drug Free Workplace

The illegal use of drugs and alcohol in the workplace is a national problem that seriously affects every American. Drug and alcohol abuse not only affects individual users and their families, but it also presents new dangers for the workplace.

The President of the United States has urged business and labor to take a leadership role in a nationwide effort to reduce the illegal use of drugs.

South Carolina Federal Credit Union maintains a firm commitment to providing a safe work environment and fostering the well-being and health of our employees. Illegal drug use, as well as alcohol in the workplace, jeopardizes this commitment, and undermines the capability of South Carolina Federal to provide quality products and services.

South Carolina Federal has implemented a substance abuse policy at all work places and imposed sanctions for violations of this policy. Furthermore, South Carolina Federal's policy includes drug and alcohol testing as a condition of employment for all new employees, drug and alcohol abuse testing for cause for all employees, as well as drug and alcohol abuse testing at random for all employees as a condition of continued employment. South Carolina Federal's Substance Abuse Policy was effective January 1, 1999, with revisions made in 2004 and 2018.

I believe it is important that we all work together to make South Carolina Federal a drug-free workplace.

R. Scott Woods
President/CEO