

**SOUTH CAROLINA PUBLIC EMPLOYEE BENEFIT AUTHORITY  
ANTI-HARASSMENT POLICY**

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**I. Policy**

It is the Public Employee Benefit Authority's policy to provide a work environment free of harassment based on race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information or any other protected category under federal, state or local law.

**II. Definition**

Harassment is unwelcome conduct that is based on a protected category and may become unlawful when:

- enduring the offensive conduct becomes a condition of continued employment; or
- it results in an adverse employment decision; or
- the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, abusive or offensive.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule, insults, offensive objects or pictures, or interference with work performance. It may also include unwelcomed sexual advances, innuendoes, requests for sexual favors, physical contact, unwelcomed and repeated propositions, or unwelcomed and repeated flirtation.

Offensive conduct may be communicated verbally, in writing, or electronically. The conduct may be between co-workers, employee to supervisor, supervisor to employee, employees/supervisors in other areas, employee to non-employee, or non-employee to employee.

**III. Prevention**

Prevention is the best tool to eliminate harassment in the workplace. Employees who feel they have been subjected to offensive behavior should take the initiative in stopping the contact. Inform the harasser directly that the conduct is unwelcome and must stop. Should the harassment continue, employees are encouraged to report it to their supervisor, another member of management, or Human Resources.

#### **IV. Complaint Process**

Employees needing to make a complaint should do so in writing to the Human Resources Director. Supervisors having knowledge of complaints or allegations of harassment are required to contact the Human Resources Director immediately. Complaints will be investigated promptly and thoroughly and as discreetly as possible. In cases where it is determined that harassment did occur, disciplinary action up to and including dismissal may be issued.

Any employee who knowingly makes false accusations or false statements during an investigation may be subject to disciplinary action up to and including dismissal.

Retaliation against individuals who file complaints or participate in complaint investigations is prohibited. Retaliation offenses should be reported to the Human Resources Director immediately.

**SOUTH CAROLINA PUBLIC EMPLOYEE BENEFIT AUTHORITY  
DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE POLICY**

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**I. Purpose**

The SC Public Employee Benefit Authority is committed to protecting the safety, health and wellbeing of all employees. The Agency is committed to maintaining a safe and secure work environment that is alcohol and drug-free.

**II. Covered Workers**

Any individual that conducts business for the Agency, is applying for a position or conducting business on Agency property is covered by our drug-free workplace policy. Our policy includes, but is not limited to full-time employees, part-time employees, volunteers, interns and applicants. This drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the Agency. This policy applies during all working hours, whenever conducting business or representing the Agency, while on Agency property and at Agency-sponsored events.

**III. Prohibited Behavior**

The Agency prohibits the manufacture, distribution, dispensation, sale, possession or use of illegal drugs, narcotics or controlled substances (unless use is prescribed by a licensed medical provider).

Employees shall notify their supervisor when required to use prescription medication which they have been informed has the potential to impair job performance. The employee shall advise the supervisor of the known side effects of such medication and the prescribed period of use. Employees are under no obligation to disclose prescription medication whose effects or side effects do not impair job performance.

Employees are prohibited from conducting Agency business under the influence of alcohol. Under the influence means having any detectable concentration of alcohol in the body. The use of alcohol on Agency premises or while conducting Agency business is prohibited, except at approved Agency sponsored social events. Alcohol consumption at an Agency sponsored event is completely voluntary and should be in moderation.

## Preface

This document defines the policy for governing the acceptable use of agency information assets.

## Document Control Information

TITLE	Information Assets Ethics and Use Policy
PROCESS GROUP	Policy
OWNER	Administration
SUBMITTER	Sharon Hammond

## Revision History

Rev.	Approval date	Author	Section	Description of change
1.1	4/25/2007	Admin	All	New Policy (replaces forms 8402 and 8428)
1.2	9/29/2009	Admin	6	Revision/correction
1.3	3/11/2010	Admin	6	Revised third bullet and replaced fourth bullet with SC Budget and Control Board's limited personal use language
1.4	5/29/2013	IT	All 3	Replaces references to the Retirement Systems with PEBA. Updated confidentiality and privacy information

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## 1. Scope

This policy applies to all South Carolina Public Employee Benefit Authority (PEBA) employees. Its purpose is to: safeguard PEBA's assets, prevent software copyright infringement, and protect the integrity of the agency's computer environment.

## 2. Information Systems Access

- Employees are required to participate in appropriate training before access to the agency computers will be granted.
- Employees are not granted access to any agency data until their supervisor requests the access.
- Access into PEBA's network, outside of the facility, is considered unauthorized if the access is without prior written authorization from the Administration and Information Technology departments. The Remote Network Access form (8410) must be used to gain appropriate written authorization.
- Upon an employee's transfer or termination, the employee's supervisor will ensure that the employee's access to PEBA's data is terminated by contacting PEBA's Human Resources Manager.

## 3. Confidentiality and Privacy

- Employees must abide by PEBA's policies and procedures and keep confidential, unless otherwise exempted by federal or state statutes, all personal facts and health information made available to them during their employment.
- Employees must acknowledge that their supervisors have informed them of the requirements of their positions regarding the type of protected information to which they have access in order to perform their assigned job duties.
- Employees must make reasonable efforts to limit the access, use, and disclosure of, or request for, protected health information to the minimum necessary to accomplish the intended purpose for which the use, disclosure or request is made.
- Employees must make reasonable efforts to safeguard all personal facts and health information by following PEBA's privacy and security policies and procedures.
- All records of all active, retired, and inactive members of the retirement and insurance plans administered by PEBA are classified as confidential records and shall not be disclosed to third parties, except where authorized by the member, required by law, or authorized by the Director in response to a request from state or federal authorities.
- Employees must maintain the confidentiality of any confidential investment-related information received from the South Carolina Retirement System Investment Commission.
- Employees must maintain the confidentiality of assigned access codes and passwords, must not disclose access codes or passwords to unauthorized personnel, and must take immediate action to change access codes or passwords if necessary.
- Any violation of PEBA's privacy and security policies resulting in inappropriate disclosure or release of information or violation of Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security regulations or South Carolina or federal statutes may result in disciplinary action up to and including termination of employment and may subject employee to penalties under federal law.
- Any unauthorized disclosure or duplication of any of PEBA's information assets is contrary to this policy and may result in disciplinary action.

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#### **4. Use of Licensed Software and Copyrighted Material**

- Employees must use licensed software and vendor manuals according to vendor agreements entered into by the agency.
- Employees are not permitted to install any software on PEBA's computers. The use of any unauthorized copies of software on PEBA's computers will not be tolerated.
- Employees are not permitted to copy software from agency computers or vendor installation CDs, or any accompanying documentation or manuals, under any circumstances and are not permitted to install agency software on home or other computers.
- Employees are not permitted to give licensed software to anyone outside of PEBA, including clients, contractors, and customers.
- All software used by the agency and on agency computers will be purchased through the proper procedures. Any such purchase must be approved by an employee's supervisor, the department's executive manager, and the agency's information technology manager. Upon appropriate approval, information technology staff will purchase the software.
- All software must be installed by the agency's software manager or designee.
- Employees who illegally reproduce software can be subject to civil and criminal penalties including fines and imprisonment.

#### **5. Personal Use**

- All personal computer and software configurations will be modified by information technology staff only.
- Employees are not permitted to store personal files on PEBA's network computer systems. These files include, but are not limited to, pictures, music, movies, documents, and personal email messages.
- Any employee who determines that there may be a misuse of information assets such as unauthorized duplication of software or a lapse in confidentiality of member, subscriber, or retiree information, must immediately notify his or her department manager, PEBA's Information Technology department, or PEBA's legal counsel.

#### **6. Internet/Email Use**

- Transferring state government commercial traffic, as well as research and educational traffic, is an acceptable use so long as such use is acceptable to all interconnected networks along the entire route from source to destination.
- The network shall not be used for illegal purposes or to support or assist such purposes. Examples of this would be the transmission of threatening, sexually explicit, obscene or otherwise illegal materials.
- An employee's usage of the network should be prudent and should not disrupt network users, services and/or equipment, or substantially hinder others in their use of the network. Internet radio, live Internet broadcasts, Internet-based videos, and other similar services, can easily disrupt network availability, especially when used en masse. Other disruptions include, but are not limited to: distribution of unsolicited advertising; mass distribution of non business related material; propagation of computer "worms" and viruses; unauthorized attempts to enter any other computer or network related devices; and, sustained high volume network traffic.
- PEBA's computer systems and networks are to be used primarily for conducting official state business. It is recognized that employees may occasionally use these systems and networks for limited incidental personal use during non-working time. Such limited personal use may be acceptable as long as other usage policies are followed and the use does not interfere with an employee's work or negatively impact the computer system or network, and does not result in additional public expense. These systems are not available or accessible for public

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speech or any First Amendment expressive activity or for use by the public; further, the systems are expressly declared not to be a public forum.

- State employees may be subject to limitations on their use of the network as determined by the appropriate supervising authority. PEBA reserves the right to control access to internet sites.
- Use of network services provided by PEBA may be subject to monitoring for security and/or other reasons. Any contents obtained under these guidelines may be disclosed without the consent of the employee. Users of these services are therefore advised of this potential monitoring and agree to this practice.
- Any violation of the internet/email use policy may result in disciplinary action.

My signature indicates that I received a copy of the Information Assets Ethics and Use Policy, had the policy explained to me and the opportunity to ask questions, and I agree to abide by the policies.

Employee Name (Please Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Preface

This document defines the South Carolina Retirement Systems' policy for the disposal of information.

## Document Control Information

TITLE	Information Disposal Policy
PROCESS GROUP	All SCRS
OWNER	Administration
SUBMITTER	Sarah Corbett

## Revision History

Rev.	Approval date	Author	Section	Description of change
1.0		Sarah Corbett	All	Initial release
2.0		Sarah Corbett	2	Updated description
3.0		Megan Lightle	All	Revised title and updated descriptions

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## 1. Scope

This policy applies to all South Carolina Retirement Systems' employees. Its purpose is to safeguard the Retirement Systems' confidential information.

## 2. Policy

All paper and electronic records that contain confidential member information, demographic information, or financial information about the Retirement Systems or its members must be disposed of through the secure recycling program provided by the division. Do not discard any of the above information in the trash as our trash service is not secure.

Retirement Systems' employees are reminded to use the red, blue, and/or gray recycling bins located throughout the building to discard (recycle) all white, colored, or mixed paper, such as:

Copy Paper	Printer Paper
Fax Paper	Envelopes (plain & window)
Letters	Ruled Notebook Paper
Post-it Notes	Tricolor Carbonless Paper
Letterhead/Stationery	Memos
Phone Messages	Adding Machine Paper
Shredded Paper	Legal Pad Paper
Manila Folders	Green Bar Computer Paper

Please remove all paperclips and binder clips before discarding paper. (Staples are OK to leave attached; they will not interfere with the machines used to grind up the paper.)

The following items may also be recycled, but they should be taken to the storage room located in the first floor hallway near the rear stairwell and placed in the appropriately marked recycling bin:

Phone books	Newspapers
Plastics	Magazines
Cardboard Boxes <i>(please break down before discarding)</i>	

There are receptacles for recycling plastic bottles and aluminum cans in the second floor break room.

The Information Technology (IT) Department recycles all cartridges for ink jet and laser printers, and shreds all electronic media (digital video discs, compact discs, and diskettes). Please take any copy and fax machine toner cartridges that are not returned directly to the vendor for recycling to IT as well.

The Retirement Systems does not currently recycle any of the following:

Carbon paper	Styrofoam
Glass	Metal
Wood	

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## Preface

This policy establishes a standard for the approval and use of removal media that contains or accesses information resources at the South Carolina Retirement Systems.

## Document Control Information

TITLE	Removable Media Policy
PROCEDURE AREA	IT Security Policy
OWNER	Network Security Administrator
SUBMITTER	Greg Meetze

## Revision History

Rev.	Approval date	Author	Section	Description of change
1.0			All	Initial release
2.0		G. Meetze	4.2.1	Greg Meetze removed second bullet exception section referring to non-personally identifiable information
2.0		G. Meetze	4.1	Added the reference to 8416
2.0		G. Meetze	4.3	Removed division director reference; removed whether encryption was used; and added date to reflect the exact date and time.
2.0		G. Meetze	5.0	Replaced section with the Retirement Systems' current disciplinary action statement
3.0		M. Lightle	All	Edited for consistency in division style

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## 1. Overview

The use of removable media is a critical tool for conducting business operations for the South Carolina Retirement Systems (Retirement Systems). The use of this type of media represents a high security risk for the Retirement Systems and should be closely monitored and controlled.

## 2. Purpose

This policy establishes a standard for the approval and use of removal media that contains or accesses information resources at the South Carolina Retirement Systems.

## 3. Scope

The scope of this policy includes, but is not limited to portable drives, data keys/USB keys/thumb drives, writable CD/DVD media, and tapes.

## 4. Policy

### 4.1. Approval

Authorization from the Information Technology (IT) Department must be received via Form 8416 and documented prior to removable media being issued and used to store Retirement Systems' data and/or removable media accessing any information resources at the Retirement Systems.

### 4.2. Encryption

Use of encryption is required for any removable media that is capable of storing Retirement Systems' data. This media will be provided to authorized Retirement Systems personnel by the IT Department. The employee receiving the media device will be required to sign it out and instructed on how to properly use the media device.

#### **Approved Exceptions:**

- Media used to store data such as hardware drivers, system manuals, system upgrades, and other related items that do not include Retirement Systems personally identifiable information or other sensitive data.

### 4.3. Loss of Media

In the event that any removable media is lost or misplaced that contains Retirement Systems personally identifiable information or other sensitive data, the IT Department or other department head must be notified within two hours. The contacted individual should be provided with the type of media, the contents on the media, and the exact date and time of the loss.

### 4.4. Disposal

All removable media must be disposed of in accordance with Retirement Systems' policies.

## 5. Enforcement

Any violation of this policy may result in disciplinary action.

# SOUTH CAROLINA RETIREMENT SYSTEMS BUSINESS CASUAL DRESS POLICY

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## PURPOSE

This policy offers the opportunity for South Carolina Retirement Systems employees to dress in business casual attire during the work week.

## POLICY

Traditional business attire or business casual attire is acceptable for South Carolina Retirement Systems staff Monday through Friday. Employees are responsible for ensuring that their attire projects a positive image to all customers, both internal and external, at all times.

## GUIDELINES

Employees must use good judgment in determining what attire is appropriate to wear to the office. This policy provides for a relaxation of traditional business attire guidelines; however, it is not intended to allow attire which does not present a professional image of the South Carolina Retirement Systems.

- **Acceptable Attire**

Business casual attire encompasses many looks. However, for purposes of this policy, business casual attire means clothing that allows employees to feel comfortable at work yet is appropriate for an office environment. Business casual attire includes, but is not limited to: slacks, khakis, and chinos that are without tears or holes, sport shirts and blouses, skirts, dresses, Capri pants, and sweaters. Denim jeans and tennis shoes can be worn on Fridays provided they are clean and without tears or holes. (**Note: If it is necessary to wear tennis shoes Monday through Thursday for medical purposes, please provide medical documentation to the Human Resources Manager**). Leggings may also be worn but only under skirts and dresses. Men must wear collared or crew neck shirts (no T-shirts of any kind) Monday through Friday. Clothing must be neat and clean.

- **Unacceptable Attire**

Unacceptable attire includes, but is not limited to: wind suits, sweatpants, sweatshirts, or workout attire; hospital scrubs, shorts, Bermuda shorts, T-shirts, beach attire, halter, tank or midriff tops; dresses or skirts that are excessively short, spandex pants, flip flops, flip-flop type shoes (Rainbows, etc.). Skirts and dresses must not be shorter than one inch to two inches above the knee standing and Capri pants must be below the knee. Capri pants that are at knee length or shorter are unacceptable. Also unacceptable is clothing that is sheer or otherwise revealing, distracting, or provocative.

- **Choice**

This policy does not require employees to purchase or wear business casual attire. Employees who prefer to dress in traditional business attire should feel free to do so.

**SOUTH CAROLINA RETIREMENT SYSTEMS  
BUSINESS CASUAL DRESS POLICY  
(CONTINUED)**

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**OTHER REQUIREMENTS**

Employees should consider each day's activities when determining what to wear. Employees hosting or attending meetings with customers, vendors, employees from another office, agency or the public should refrain from wearing casual attire.

Managers and supervisors can specify traditional business attire based on the business needs of their department.

Managers and supervisors are responsible for interpreting and enforcing this policy. Any employees whose appearance is not appropriate should be counseled and informed that disciplinary action may be taken if attire is offensive, excessively distracting or in direct conflict with this policy.

**EMPLOYEE REPRESENTATIONS AND ACKNOWLEDGEMENT OF RECEIPT OF POLICY**

**I have read the South Carolina Retirement Systems' Casual Dress Policy and agree to abide by its terms and limitations.**

**I understand that this policy can be canceled at any time, for any reason or for no reason.**

**Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

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**SOUTH CAROLINA PUBLIC EMPLOYEE BENEFIT AUTHORITY  
WORKPLACE VIOLENCE POLICY**

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**I. Policy**

The SC Public Employee Benefit Authority has a zero tolerance policy regarding any type of harassment, intimidation, or workplace violence committed by or against employees or members of the public. The Agency is committed to providing a safe and healthy work environment.

**II. Prohibited Conduct**

Employees are prohibited from making threats or engaging in violent activities. Examples of prohibited conduct may include but are not limited to:

- Physical – the use of force in order to harm
- Threats – expressions of intent to inflict injury
- Harassment – words, gestures, and actions which tend to alarm, abuse, trouble or worry another person
- Property Damage – intentional damage to property owned or leased by the state, employees, visitors, or vendors
- Weapons – weapons of any kind are prohibited on premises and in possession of an employee during work time (exception for law enforcement)

**III. Reporting Procedures**

Employees should call 911 for all emergency situations before calling designated officials. Any dangerous or potentially dangerous situations should be reported immediately to a supervisor or Human Resources. Supervisors receiving a complaint or who has reason to suspect violence, threats, or harassment must notify Human Resources immediately.

All reported incidents will be investigated. Investigations will be conducted confidentially to the extent possible and information will be disclosed to others only on a need-to-know basis. Parties involved in a situation will be provided the appropriate assistance and resources and will be apprised of the results of the investigation.

#### **IV. Prevention**

Hiring – The Agency will conduct criminal background checks to reduce the risk of hiring individuals with a history of violent behavior.

Safety – Supervisors should regularly review the workplace to evaluate and identify any vulnerability to workplace violence or hazards. Necessary corrective action will be taken to reduce risks.

Awareness – While employees are not expected to be skilled at identifying potentially dangerous persons, they are expected to exercise good judgment and to inform Human Resources if they are aware of behavior which could be a sign of a potentially dangerous situation – such behavior includes:

- Obsession with weapons or bringing them to the workplace
- Displaying overt signs of extreme stress, resentment, hostility or anger
- Making threatening remarks
- Sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior
- Domestic violence situations

#### **V. Enforcement**

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities.