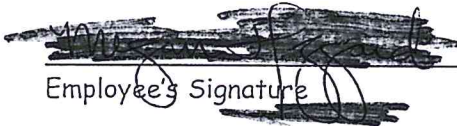


SUBJECT: Substance Abuse Compliance Policy, Smoking Policy, and other Human Resources Policies

The Code of Laws of South Carolina, 1976, as amended, contains various provisions (for example, S.C. Code Ann. 8-17-310 through 8-17-380, 1976 & Supp.), relating to your employment. In addition, our Human Resources policies contain various provisions relating to your employment. These policies are NOT a contract of employment. The provisions of our human resource policies are subject to change at any time.

You may access these policies on the Francis Marion University website at www.fmarion.edu. Choose "Faculty and Staff", then "Human Resource Policies". You may also come to the Human Resources office at any time and request a printed copy of any policy.

Please sign below to certify that you have received this information about the availability of the Human Resources policies, including the Substance Abuse Compliance Policy and the Smoking Policy.


Employee's Signature

7/23/17
Date

Attachment: *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Report*

Revised 1/24/2017