

**From:** Coakley, Kelly <Kelly.Coakley@admin.sc.gov>  
**To:** Adams, Chaney <ChaneyAdams@gov.sc.gov>  
**Date:** 7/20/2016 5:33:54 PM  
**Subject:** RE: For your review

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Thanks.

Have a good night.

Kelly Coakley  
*Public Information Director, Office of the Executive Director*

The South Carolina  
Department of Administration  
1200 Senate Street, Suite 460, Columbia, SC 29201  
(803) 737-0555

*Note: Act 121 of 2014 (SC Restructuring Act of 2014) abolished the Budget and Control Board. Effective July 1, 2015, the Department of Administration has been established. Please update your contact information.*

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**From:** Adams, Chaney  
**Sent:** Wednesday, July 20, 2016 5:33 PM  
**To:** Coakley, Kelly  
**Subject:** Re: For your review

Sounds good, thanks Kelly.

On Jul 20, 2016, at 5:31 PM, Coakley, Kelly <Kelly.Coakley@admin.sc.gov> wrote:

Clif-

Good afternoon. The South Carolina State Employee Code of Conduct took effect July 1, 2015, for cabinet agencies. All other agencies were encouraged to implement a code of conduct policy, but they were not required to do so.

Executive Order 2014-13 established the State Employee Code of Conduct Task Force, which issued a final report with recommendations August 7, 2014. Those recommendations were the basis for each cabinet agency's code of conduct.

The task force recommendations regarding use of social media state that "unless specifically required by the agency to perform a job function, you may not use social media, including but not limited to Facebook, Instagram and Twitter, while on duty or through the use of state resources or equipment."

The recommendations regarding use of social media were based on state employees exercising good stewardship of state resources; therefore, the recommendations did not address employees' use of social media outside of the workplace. Please see Rule 4 in the South Carolina State Employee Code of Conduct Task Force Final Report. You can access the report at the link

below.

(<http://governor.sc.gov/ExecutiveOffice/Documents/Code%20of%20Conduct%20Task%20Force%20Report.pdf>)

The final report also recommended that the South Carolina Department of Administration (Admin) create and provide a code of conduct training program. Admin has made the training available to any state agency via Admin's website. Please see the link below.

(<https://admin.sc.gov/files/ohr/ethics/module4/s5/index.htm>)

You will need to contact individual agencies for information regarding code of conduct violations.

Thanks-  
Kelly

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