



**SECRETARY OF TRANSPORTATION**

955 Park St (29201), PO Box 191, Columbia, SC 29202-0191

Phone: 803-737-1302, Fax: 803-737-2038

**January 23, 2009**

**TO ALL SCDOT EMPLOYEES**

RE: Important Fraud and Ethics Statement

Dear SCDOT Employee:

Each of us at the South Carolina Department of Transportation has been entrusted by the citizens of South Carolina to provide safe and effective transportation systems. We are expected to perform our duties in an honest and efficient manner. Our reputations and the Department's reputation are built on this trust.

To maintain and enhance this trust, each of us has to maintain the highest level of integrity. The manner in which we perform our responsibilities is as important as the results of our efforts. No employee has the right to break any laws, violate established procedures, or conduct him or herself in a manner that violates commonly accepted ethical standards. Every employee is responsible for doing his or her part to build the reputation of the Department. This includes following Department policies, abiding by applicable laws and regulations, and reporting any suspected violations of law, regulations, and/or ethical standards. Examples of such activities include conflicts of interest, falsified expense or time reports, misuse of department equipment and vehicles, theft of materials, supplies, or equipment or any other fraud that you observe.

You should report suspected fraud, unethical conduct or violations of law or regulations to the Chief Internal Auditor at 803-737-1156 or by using the SCDOT Fraud Hotline or special Chief Internal Auditor post office box as described in [Departmental Directive 6](#). Retaliation against employees who in good faith report suspected fraud or unethical conduct or violations of law or regulations will not be tolerated.

I believe that the Department has honest and trustworthy employees. Good business practice, however, requires us to have an active fraud and unethical conduct prevention program which begins with this letter to you. Please take time to read Departmental Directive 6 which describes this program in more detail.

The Department has seen an increase in the trust and respect that the citizens and legislature have towards the Department and its employees. I expect your honest and diligent effort to help me continuously improve our Department's reputation.

Sincerely,

A handwritten signature in black ink that reads "H. B. Limehouse Jr." in a cursive style.

H. B. Limehouse Jr.  
Secretary of Transportation